The City of Highland Park is committed to being open and accountable as we strive to provide a safe and secure community through procedurally-just police practices. The Highland Park Police Department maintains a written directive system of General Orders which set forth standards, values and expectations of the Police Department. These written directives serve the following purpose:

- Provide a set of standards which guide agency efforts in the pursuit of providing fair, equitable and effective public safety services;
- Meet and comply with professional standards and best practices of law enforcement, as well as those of business and government;
- Identify and describe authority, and responsibility;
- Establish a consistent set of policies, procedures and rules to effectively direct the activities of the department and its members;
- Provide clear guidance to all agency members in the performance of their assigned duties;
- Establish a basis for determining accountability for the use of delegated authority; and
- Establish a basis for evaluating performance and achievement.

The written directive system is comprehensive and reviewed and updated regularly by City staff in consultation with subject matter experts. The written directive system is based on best practices, accessible and easy to use, functionally organized, and available at all times to those who are directed by it and to the public. As policies become obsolete, they are purged from the master list which accounts for the gaps in numbering. The General Orders supplement the City's Personnel Manual for all employees, Collective Bargaining Agreements, and other local, state and federal laws applicable to Highland Park Police personnel.

If individuals have questions, they may contact the following individuals:

Ghida S. Neukirch
City Manager
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Chief Louis Jogmen
Police Chief
ljogmen@cityhpil.com

CITY OF HIGHLAND PARK
DEPARTMENT OF POLICE

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CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 01

(Revised: 06/18/2020) (Reviewed 2/11/19)(Revised: 5/2/14) (Revised: 6/28/10) (Revised: 11/2/09) (Revised 7/20/04) (Revised: 05/27/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FIELD CASE REPORTING**

PURPOSE

To establish guidelines for the proper completion and administrative processing of all reports produced within the Mobile Field Reporting system.

PROCEDURE

In order to facilitate the proper completion and administrative processing of Mobile Field Reports, the following guidelines have been established:

A. General Guidelines

1. The Field Case Report is the general purpose field report which is designed for the purpose of the initial reporting of facts about any reported crime or incident and shall be completed in the following instances:

    a. All violations or alleged violations, of Federal or State laws or equivalent local ordinances, which provide for criminal prosecution.

    b. Non-criminal incidents which require some form of follow-up by the Highland Park Police Department or documentation by a reporting party.

    c. Incidents which would be referred to an outside agency for disposition but the initial contacts are made by the Highland Park Police Department.

    d. Incidents where information is obtained which warrant dissemination within the Department or other agencies.

    e. Situations where prior contact and/or incident disposition can impact future case resolution.

    f. Any circumstance where a supervisor determines a report is warranted.

2. The Case Report Supplement Narrative is to be utilized to document additional narrative information related to investigations or reports that have already been submitted.

3. The Case Report Supplement Property is utilized as additional space to document additional property related to the Field Case Report when the number of associated items exceeds the

allowable entries of the Field Case Report or information relating to additional property is obtained after the submittal of the original Field Case Report.

4. The Case Report Supplement Subjects is utilized as additional space to document additional subjects related to the Field Case Report when the number of associated persons exceeds the allowable number of entries of the Field Case Report or information regarding additional subjects is obtained after submittal of the original Filed Case Report.

5. The Traffic Crash Report Narrative Supplement is utilized to document additional narrative and investigative information related to reports generated on the Illinois Traffic Crash Report SR1050 (See General Order 48, Section B).

6. Mandatory fields in the Mobile Field Reporting system are identified by their yellow designation and are required for the computerized processing. However, all fields should be completed if the information is available.

7. Each duty day, personnel having report writing responsibilities shall check the Mobile Field Reporting system for incomplete or returned reports. Unless unforeseen circumstances or investigative requirements necessitate the non-completion of a report, reporting personnel shall complete "incomplete" reports and/or address comments returned to them by a supervisor prior to the end of each tour of duty.

8. Personnel should not utilize the "All Caps" function on the keyboard when entering information into *data fields*.

9. Personnel should not utilize any punctuation (periods, commas, hyphens, etc.) when entering information into *data fields* with the exception of hyphenated names (e.g. Garcia-Hernandez). Proper punctuation and grammar should be utilized in all *narrative fields*.

10. In report narratives, persons should be referred to by proper names, not by a number, nickname, etc.

11. Personnel completing the report will be referred to by title and last name or in the first person. Other Officers will be referred to by title and last name. Terms such as reporting officer (R/O), this unit, etc. will not be used.

B. Specific Guidelines

Specific guidelines as to what information is required in field reports and how to properly complete data fields in Mobile Field Reports are outlined in the Highland Park Police Department Mobile Field Report Manual.

C. Supervisory Review and Submission

1. All Field Case Reports shall be submitted in a timely manner as outlined in Section 7 above and in Section A-9 of General Order 85, Records.

2. Officers and civilian personnel shall spell check, error check and electronically stamp their signature prior to submitting a Mobile Field Report for supervisory review.

3. On a daily basis, supervisors shall check the Mobile Field Reporting system for completed reports that have been submitted by personnel under their immediate supervision. Supervisors shall review any submitted reports for clarity, accuracy, omissions and completeness. Upon concluding the review process, supervisors shall:

a. For satisfactory Mobile Field Reports: Electronically stamp their signature and "approve" the report to the next level of review.

b. For unsatisfactory Mobile Field Reports: Enter comments in the appropriate fields to provide instruction to the reporting officer and "reject" the report back to the originating officer.

4. All reports approved by supervisors shall receive secondary review by the Patrol Commander or his designee. The Patrol Commander or his designee shall further review the approved reports for clarity, accuracy, omissions and completeness. Upon concluding the secondary review process, the Patrol Commander or his designee shall:

   a. For satisfactory reports: "Approve" the report for submission to the Records Unit Merge Client.

   b. For unsatisfactory reports: Enter comments in the appropriate fields to provide instruction to the reporting officer and "reject" the report back to the originating officer.

5. All reports approved by the Patrol Commander shall receive final review by the Records Unit. The Records Unit shall further review the approved reports for clarity, accuracy, omissions and completeness. Upon concluding the final review process, the Records Unit shall:

   a. For satisfactory reports: Merge the report into the Records Management System.

   b. For unsatisfactory reports: Enter comments in the appropriate fields to provide instruction to the reporting officer and "reject" the report back to the originating officer.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 04

(Reviewed 06/16/20)(Reviewed 2/11/19)(Revised: 1/1/10) (Revised: 05/27/03) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ARREST REPORT FORM**

PURPOSE

The purpose of the Highland Park Police Department Arrest Report form is to provide a uniform and simplified back-up system for electronic booking entries and to ease data entry into the current Records Management System.

PROCEDURE

The Arrest Report Form is designed as a paper back-up to the electronic booking entry in the Records Management System. This form is to be utilized in the event that the electronic booking system and/or Finger Roll finger print system is temporarily unavailable.

A. Whenever this form calls for the officer ID number, the employee's assigned identification number will be used.

B. Distribution – After entry, the form is accessed by Identification Bureau, and from there, printed, to be distributed as follows:

1. Original to the case file.
2. Hard card of upper portion to the Identification Bureau name file.

C. Specific Considerations

Each block of this report form is described below:

Adult-Juvenile – Check off as appropriate.

SID Number – Fill in any related SID numbers from criminal history check.

FBI Number – Fill in any related FBI numbers from criminal history check.

DLN & State – Use standard LEADS abbreviations.

Social Security Number – If known, list the person's social security number.

Place of Birth – Enter the City and State.

Next of Kin; Relationship of Kin; Address of Next of Kin; Phone of Next of Kin – Enter the information regarding the arrestee's next of kin (Requested for emergency notification only).

Name; DOB – Enter the subject's full name (last name, first name, middle name) and birth date (month/date/year).

Sex – Must be one of the following:

Male	M
Female	F
Unknown	U

Race – Must be one of the following:

White	W
Black	B
Hispanic	H
Asian/Pacific Islander	I
American Indian/Alaskan Native	A

Alias DOB or AKA– Use if subject has provided different names or DOBs.

Address fields – Enter the subject's full street address, any room numbers, city, state and zip.

Incident No. – Must match the Field Case Report number.

Local Identification No. – No longer utilized after January 29, 2009.

Phone # - Enter the subject's home phone number. If cell numbers are also available, list them here also.

HT – Enter the subject's height, rounded to the nearest inch and expressed in three digits; for example:

511
600

WT – Enter the subject's weight, expressed in three digits; for example:

94 lbs.	094
186 lbs.	186

Eyes – Must be one of the following codes:

Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HAZ
Pink	PNK
Unknown	UNK

Hair – Must be one of the following codes:

Bald	BAL
Black	BLK
Blond	BLN
Brown	BRO
Gray	GRY
Red	RED
Sandy	SDY
White	WHI

Skin – Must be one of the following codes:

Albino	ALB
Black	BLK
Dark	DRK
Dark Brn	DRB
Fair	FAR
Light	LGT
Light Brn	LBR
Medium	MED
Med Brn	MBR
Olive	OLV
Ruddy	RUD
Sallow	SAL
Yellow	YEL

Arrest Date; Time of Arrest; Date of Offense – Enter the date of arrest, time of arrest and date of the offense.

Location of Arrest – Enter the address or intersection.

Beat – Enter the appropriate beat of occurrence 90, 91, 92, 93, or 94.

Photograph No. – Leave this blank.

Arresting Officer – Enter the arresting officer's name and rank.

I.D. – Enter the arresting officer's employee number.

Fingerprints –Check the appropriate boxes as to which finger print cards were completed.

Offense Description – Enter the name of the charge (e.g. Battery).

Ticket No. –Enter the number from the arrest ticket or warrant number if no ticket was issued.

QMF – Enter one of the following:

Q Quasi-criminal Offense, such as local ordinance violation, most traffic offenses, etc.

M Misdemeanor Offense: indicate Class A, B, C, or D.

F Felony Offense: indicate Class X, 1, 2, 3, or 4.

IUCR – Enter the appropriate four-digit Uniform Crime Report code for the specific charge.

Statute/Ordinance # – Enter the exact chapter, section, and subsection(s) for the specific charge; list only the most serious offense(s) for the arrest here; other lesser charges may be listed below.

Others Arrested – Enter names of others arrested for this offense only – used for cross-reference purposes.

Physical Descriptors, Wanted Checks – Check boxes as necessary.

Cautions – Enter any cautions related to the arrestee's history or current arrest.

Occupation and/or gang affiliation– Enter information regarding the arrestee's current employment and any admitted or apparent gang affiliations.

Additional Charges – Enter less serious offenses here; do not duplicate unless multiple counts of the same offense.

Vehicle Data – Enter information about the arrestee's vehicle, including the agency that towed the vehicle, the location it was towed to and the vehicle owner and address.

Officer Fields – Enter names and numbers of officers involved in transporting, searching, processing, and releasing the subject.

Court Date; Time; Location – Enter the assigned court date, time and location.

Bond # – Enter the warrant CF, CM, OV, or IR number, if known, and amount of bond.

Set By – Enter the name of judge setting bond, or statutory number if the bond is set by law, or check R.O.C. (Recognizance on Charge) if appropriate.

Supervisor – Supervisor's signature and employee number.

CRIMES Entry – This information is no longer necessary.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police



CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 05

(Reviewed 06/17/20) (Reviewed 2/11/19)(Reviewed 3/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COMPUTERIZED CRIMINAL HISTORY (CCH)**

PURPOSE

Through our LEADS-NCIC terminal, we have access to Computerized Criminal Histories, from both the State of Illinois and the Federal Bureau of Investigation. This Department has executed the required agreement giving us access to these files. Access to CCH information is restricted to bonafide criminal justice agencies in the discharge of their mandated responsibilities for criminal justice purposes only. This precludes dissemination of this information for use in local or governmental employment other than with a criminal justice agency. We will obtain CCH inquiries for this Department only.

PROCEDURE

A. The type of subjects to be checked through CCH is herewith given as a general guide while allowing for some latitude. The general guide is that a CCH inquiry is to be made on all individuals who are arrested or suspected of criminal activity. Supervisors may authorize inquiries of other persons for investigative purposes.

B. The procedure to be used for inquiry is found in the LEADS Operating Manual.

C. CCH inquiries will be made for law enforcement purposes only and information will only be given to authorized personnel due to the confidential nature of CCH information.

D. All disseminations of Criminal History, received from LEADS, shall be entered into a log maintained by our Identification Bureau. This log will include the identifiers of persons or agencies to whom the information is released, the name of the requestor, the authority of the requestor, the purpose of the request, the identity of the individual to whom the information relates, and the date of the dissemination. This log shall be maintained for a minimum of three years.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 06

(Reviewed 2/11/19)(Revised: 3/4/16) (Revised: 4/1/09) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FIELD INTERVIEWS AND PEDESTRIAN STOPS**

PURPOSE

The purpose of this General Order is to identify what constitutes a field interview, establish guidelines for conducting field interviews and ensure compliance with applicable constitutional requirements.

PROCEDURE

A. Constitutional Rights

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 unlawful activity. A field interview is considered a brief detention of an individual to determine the individual's identity and resolve an officer's reasonable suspicions about possible unlawful activity.

1. All department members shall be responsible for ensuring that the civil rights and privileges granted to all persons by the United States and Illinois Constitutions are understood and enforced without prejudice or bias.

2. Pursuant to Illinois Compiled Statues 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 a reasonable suspicion (reasonably infers from the circumstances) that the individual is committing, has committed or is about to commit a violation of law.

3. Although the law provides for temporary questioning without arrest, the individual being questioned may refuse to produce identification, identify himself/herself or otherwise refuse to cooperate with questioning.

4. It is important for the officer to 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 interviewing;

    a. That some activity out of the ordinary has occurred or is taking place and;

    b. That some indication exists that connects the individual under suspicion to the unusual activity and;

    c. There is some suggestion that the activity may be related to a crime

    d. In addition to the situation encountered, this articulation may include reliance upon the training, education and experience of the officer(s) involved. (Note: none of these alone is

necessarily sufficient to justify a stop and field interview but must be considered in the totality of the circumstances).

5. Officers should remain cognizant of the changing conditions of any field interview, and should it be determined that probable cause to make an arrest is established, officers should adjust their actions accordingly. In the event that probable cause to make an arrest is established, the officer shall be responsible for following procedures outlined in General Order 75, Arrest Procedures and Alternatives.

6. If during the course of a field interview an officer reasonably suspects that he/she or another person is in danger, the officer may conduct a frisk for weapons as outlined in Section E (3) of General Order 75, Arrest Procedures and Alternatives and Illinois Compiled Statutes 725 5/108-1.01, Search During Temporary Detention.

B. Field Interview Documentation

1. The Field Interview Card shall be utilized to document information obtained from field interviews (Attachment A).

2. Officers may hand print the information on the card and shall make a reasonable effort to obtain and complete as many informational fields as possible.

3. Officers should articulate on the card the initial reason(s) for conducting the field interview and document responses from the individual that assisted in alleviating or supporting any initial suspicions.

C. Disposition of Field Interview Cards

1. All Field Interview Cards will be completed and turned into the officer's immediate supervisor prior to the conclusion of their daily tour of duty.

2. In return, supervisors will forward the completed Filed Interview Cards to the Investigations Commander, or his/her designee.

3. The Investigations Commander or designee shall be responsible for reviewing the completed cards to determine the relevance of the information with regards to open investigations, suspicious activity or consideration that the information is privileged criminal intelligence as defined in General Order 95, Criminal Intelligence.

4. Upon completion of the review, all Field Interview Cards that are not considered privileged criminal intelligence information shall be forwarded to the Records Unit for entry into the records management system. Field Interview Cards that are determined to be privileged criminal intelligence will be retained by the Investigations Commander in compliance with the procedures set forth in General Order 95, Criminal Intelligence.

5. All other completed Field Interview Cards will be maintained by the Records Unit in compliance with Section 11 of General Order 85, Records.

D. Pedestrian Stop Reporting Requirements

1. Pursuant to Illinois Compiled Statute 625 ILCS 5/11-212, whenever a law enforcement officer subjects a pedestrian to detention (all frisks, searches, summons, and arrests) in a public place, he or she shall complete a Uniform Pedestrian Stop Card (Attachment B).

2. Additionally, a Frisk Receipt will be issued to the pedestrian stopped and frisked or searched, pursuant to Illinois Compiled Statute 725 ILCS 5/107-14.

3. If an officer completes a Uniform Pedestrian Stop Card, then a Field Interview Card is no longer needed.

4. This provision does not apply to consensual contact with the public. An officer may approach and talk with any person without the person being detained. No evidence or suspicion is required to approach and speak to any person. However, the officer does not have authority over the person, and the person may refuse to be engaged in conversation and end the encounter.

E. Disposition of Uniformed Pedestrian Stop Cards

1. All Uniformed Pedestrian Stop Cards will be completed and turned into the officer's immediate supervisor prior to the conclusion of their daily tour of duty.

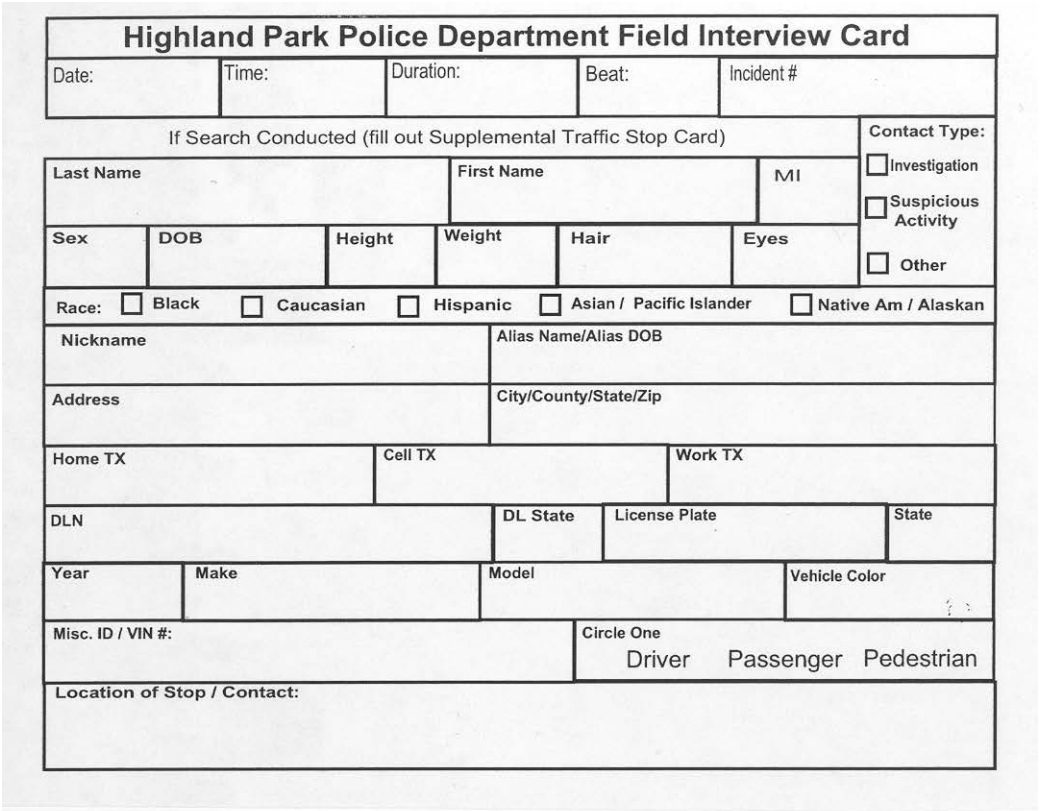
2. In return, supervisors will copy the completed Uniformed Pedestrian Stop Cards and send the copied version to the Investigations Commander, or his/her designee; and send the original to the Records Unit for entry into the State's database and the Department's records management system.

3. The Investigations Commander or designee shall be responsible for reviewing the completed cards to determine the relevance of the information with regards to open investigations, suspicious activity or consideration that the information is privileged criminal intelligence as defined in General Order 95, Criminal Intelligence.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A



Highland Park Police Department Field Interview Card

Date:	Time:	Duration:	Beat:	Incident #

If Search Conducted (fill out Supplemental Traffic Stop Card)

Contact Type: ☐ Investigation ☐ Suspicious Activity ☐ Other

Last Name	First Name	MI

Sex	DOB	Height	Weight	Hair	Eyes

Race: ☐ Black ☐ Caucasian ☐ Hispanic ☐ Asian / Pacific Islander ☐ Native Am / Alaskan

Nickname	Alias Name/Alias DOB
Address	City/County/State/Zip

Home TX	Cell TX	Work TX

DLN	DL State	License Plate	State

Year	Make	Model	Vehicle Color

Misc. ID / VIN #:	Circle One: Driver Passenger Pedestrian

Location of Stop / Contact:

Scars / Marks / Tattoos / Distinctive Clothing:

Admitted Gang Affiliation? Yes / No

Gang:

Others Involved / Associates:

Remarks:

Officer / ID #	Supervisor: / ID #

Reviewed by Investigations / Date:

Attachment B

Agency Code _____ **Pedestrian Stop Data Sheet**

Agency Name

Date of Stop (MM/DD/YYYY)	Time of Stop (Military Time)	Officer Name

Officer Badge #	Location of Stop	Beat Location of Stop

Gender

1 ☐ Male 2 ☐ Female

Race

1 ☐ White 2 ☐ Black or African American 3 ☐ American Indian or Alaska Native 4 ☐ Hispanic or Latino
5 ☐ Asian 6 ☐ Native Hawaiian or Other Pacific Islander

Reason for Stop

Reason for Stop (Check all that apply)

1 ☐ Actions indicative of engaging in drug transaction 2 ☐ Fits description from radio broadcast / Call for service
3 ☐ Fits description of an offender as described by victim or witness 4 ☐ Actions indicative of "casing" victim or location
5 ☐ Proximity to the reported crime location 6 ☐ Gang related enforcement 7 ☐ Suspicious Activity
8 ☐ Other (Specify) _____

Pat Down/Frisk

Pat Down/Frisk Conducted? 1 ☐ Yes 2 ☐ No **Pat Down/Frisk Conducted by** 1 ☐ Consent 2 ☐ Reasonable Suspicion

Reason for Pat Down/Frisk (Check all that apply)

1 ☐ Verbal threats of violence by suspect 2 ☐ Knowledge of suspect's prior criminal violent behavior/use of force/use of weapon
3 ☐ Actions indicative of engaging in violent behavior 4 ☐ Violent crime suspected
5 ☐ Suspicious bulge/object 6 ☐ Evasive, false or inconsistent response to officer's questions
7 ☐ Other reasonable suspicion of weapon (Specify) _____

If a Pat Down/Frisk was conducted, did it lead to a search beyond the pat down/frisk? 1 ☐ Yes 2 ☐ No

Search Beyond

Search Beyond Pat Down/Frisk Conducted?
1 ☐ Yes 2 ☐ No

Search Beyond Conducted by
1 ☐ Consent 2 ☐ Probable Cause 3 ☐ Search Incident to Arrest

Reason for Search Beyond (Check all that apply)

1 ☐ Drugs or drug paraphernalia found 2 ☐ Hard object felt during pat down 3 ☐ Firearm found during pat down
4 ☐ Other weapon found during pat down 5 ☐ Other probable cause(Specify) _____

If a Search Beyond a Pat Down/Frisk was conducted, was contraband found? 1 ☐ Yes 2 ☐ No
If yes, what was found?
1 ☐ Drugs 2 ☐ Drug Paraphernalia 3 ☐ Alcohol 4 ☐ Weapon 5 ☐ Stolen Property 6 ☐ Other
If the contraband found was drugs, what was the amount?
1 ☐ <2 grams 2 ☐ 2-10 grams 3 ☐ 11-50 grams 4 ☐ 51-100 grams 5 ☐ >100 grams

Outcome of Stop

Warning/Citation Issued 1 ☐ Yes 2 ☐ No **Arrest? (Person taken into custody)** 1 ☐ Yes 2 ☐ No

Violations/Charges

Reorder From P.F. Pettibone & Co. 800-733-9932 TS 802 (12/16/15)

Agency Name **Date** / /

Reason for Stop (Check all that apply)

1 ☐ Actions indicative of engaging in drug transaction 2 ☐ Fits description from radio broadcast / Call for service
3 ☐ Fits description of an offender as described by victim or witness 4 ☐ Actions indicative of "casing" victim or location
5 ☐ Proximity to the reported crime location 6 ☐ Gang related enforcement 7 ☐ Suspicious Activity
8 ☐ Other (Specify) _____

Officer Signature **Badge No.**

Time of Stop (Military Time) _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 07
(Reviewed 06/17/2020) (Reviewed 2/11/19)(Reviewed 3/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **REQUESTING AND DISPATCHING TOWING SERVICES**

PURPOSE

The purpose of this policy is to assist motorists in obtaining towing services. This policy is designed to accomplish this in a fair and equal manner to those businesses providing such services.

PROCEDURE

A. All officers handling accidents or other incidents where a towing service is needed shall first ascertain whether the person needing the service has any preference for a certain towing company. If he has a preference, then the officer shall notify the dispatcher to send a service or tow truck from the company requested. If he has no preference, then the officer shall notify the dispatcher of the need for the next available tow or service truck from a rotational listing. The officer will not request a specific truck unless the person needing the service, requests it, and the officer will not suggest a particular towing service to the party in need of service.

B. Two separate lists shall be maintained at the Communications desk. One list will be a rotational-call list of towing services which have agreed to provide 24-hour service for police-requested calls, and the other list will be used for those instances when a specific towing service is requested by the person needed assistance.

1. When no specific service has been requested by the person needing assistance, the next tow service on the rotational list will be contacted by the dispatcher and documentation will be made of their response. If that particular towing service is unavailable to respond to the call for any reason, including but not limited to such things as: no answer at the phone number; exceptionally long "busy" signal; trucks are all busy; etc., the dispatcher will document the reason(s) for "no response". The dispatcher will attempt to call each towing service in the order in which it appears on the rotational list and will not "skip" any tow service on that list.

2. The other list kept in the Communications Center shall be used only to record tows specifically requested by the person needing the service. When a person requests a specific tow service, the dispatcher will document the request and response. When a specific tow service is requested by the person needing the service, that service call will not count against the towing service if that service is also on the rotational list.

3. Each vehicle towed will be carried on the lists as separate tow or service call. In the event there is a need to tow two or more vehicles, for example, in an accident, the rotational list will be utilized for each vehicle, and the same tow agency will not be used for each vehicle unless no other tow agency is available.

4. The rotational list contains several towing services which have agreed to supply 24-hour service at police request. The list may, from time to time, be updated with additional tow services or the removal of others.

5. All complaints received from the public concerning the towing services, and all complaints from the towing services concerning the Department's handling of service and tow requests, will be referred to the on-duty Shift Commander, who will obtain the particulars of the complaint and submit a written report to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 08

(Reviewed 06/17/20) (Reviewed 2/11/19)(Revised: 8/17/11) (Revised: 1/1/10) (Revised 7/20/07) (Reviewed 3/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **IMMOBILIZED, TOWED, IMPOUNDED VEHICLES**

PURPOSE

It is the policy of the Highland Park Police Department to accomplish the towing, storage, and release of motor vehicles requiring such action, with consideration for safeguarding personal property, assuring the integrity and reputation of the department, and the protection of personnel from possible danger. The following procedures for the handling of such vehicles must be followed completely, with emphasis placed on the return of the vehicle and property to its rightful owner.

DEFINITIONS

DUI Coordinator - A member of the supervisory staff, assigned by the Chief of Police, to maintain documentation and a yearly review of the program.

Notice of Administrative Seizure - A document provided to the driver/owner of a vehicle upon arrest for DUI or driving while license suspended or revoked for DUI advising them of the police department's administrative seizure of the vehicle.

Administrative Seizure Bond Receipt – A document provided to the person having a legal right to claim the vehicle indicating they have paid the administrative fee.

PROCEDURE

A. All tows initiated by department personnel shall be handled by an authorized tow agency designated by the department. A vehicle should be towed when the driver is arrested and removed from the scene and:

   1. The vehicle is subject to forfeiture or administrative seizure;

   2. The vehicle itself is evidence of a crime or may contain evidence of a crime;

   3. The vehicle itself is reported stolen;

   4. The vehicle is located on a public street or public parking lot and no other licensed and authorized driver is immediately present and available to remove the vehicle and the vehicle, if left unattended, would;

      a. Be illegally parked; or
      b. Impede traffic or threaten public safety

5. The vehicle is located on private property or public property of another governmental entity and no other licensed and authorized driver is immediately present and available to remove the vehicle and the driver of the vehicle cannot demonstrate that he/she has the consent of the owner(s) of the property to leave the vehicle.

B. Vehicles towed at the direction of department personnel may be removed to one of the following locations:

1. Approved tow service lot
2. Department impound facility
3. Public Safety Center (with supervisory approval)
4. Other location designated by a supervisor

C. Inventory of Impounded Vehicles:

1. All vehicles impounded by department personnel, regardless of the reason for impoundment, will be completely inventoried.

2. For purposes of this policy, impoundment shall mean the actual physical control of the vehicle by police personnel, and subsequent removal to a police impound facility or approved tow service lot.

3. The mobile field reporting "towing / impoundment inventory checklist" form shall be completed for all impounded vehicles.

4. This inventory will include a complete inventory of the contents of the vehicle, including the contents of the trunk, and the contents of all containers (closed or open) found anywhere in the vehicle.

5. The inventory must be conducted prior to the vehicle being turned over to a police tow agency for storage. It may be conducted at the point of seizure or at another location, such as the police station, after being followed there from the seizure location by a police officer or CSO.

6. The reasons for the inventory are to assure for:

   a. Protection of the vehicle owners/operators property.
   b. Protection of the police against claims or disputes over lost, stolen, or damaged property.
   c. Protection of the police and public from potential danger or hazards

7. When a vehicle is impounded pursuant to an arrest situation, an inventory of the vehicle is to be conducted as a caretaking function, and is in no way to be construed as a search incident to arrest.

8. Forced entry into a locked trunk, compartment, or container in a vehicle for the purpose of an inventory must be approved by a supervisor. A minimum of two (2) police officers must be present at the time of forced entry.

D. Administrative Seizure of Vehicles for D.U.I. Violations

1. Section 625 ILCS 5/4-203 of the Illinois Complied Statue allows for a vehicle to be towed and impounded for a period of no more than (12) hours whenever the arresting officer reasonably believes that the person arrested under Section 11-501(a) of the Illinois Vehicle Code is likely, upon release, to commit a subsequent violation of Section 11-501(a). In addition, Section 71-370 of the Highland Park Code also provides that Highland Park Officers shall have the right to seize and impound motor vehicles that are used in the connection with the following:

a. DUI as provided in Section 625 ILCS 5/11-501(a) of the Illinois Vehicle Code or Section 71-105(a) of the Highland Park Code, or;

b. Driving while license suspended or revoked, as provided in Section 625 ILCS 5/6-303 of the Illinois Vehicle Code, as a result of a conviction pursuant to Section 5/11-501(a) of the Illinois Vehicle Code.

2. A motor vehicle that is used in connection with these violations may be subject to seizure and impoundment by the City, and the owner of record of said vehicle shall be liable to the City for an administrative penalty set forth in the City's annual fee resolution plus any applicable towing/storage fees.

3. This policy does not apply if the motor vehicle is subject to seizure under DUI seizure/forfeiture laws.

E. Officer Responsibilities

1. Whenever a police officer has reason to believe that a vehicle is subject to seizure and impoundment pursuant to the above stated Illinois Compiled Statues, the officer shall arrange for the towing of the vehicle to an approved facility.

2. Seizure and impoundment related to DUI and driving while license suspended or revoked for DUI shall not apply if the vehicle used in the violation was reported stolen at the time, and the theft was reported to the appropriate law enforcement authority within 24-hours after the theft was discovered or reasonably should have been discovered.

3. In circumstances where extreme hardships to someone other than the person arrested can be demonstrated or explained, the shift supervisor may allow for a vehicle not to be towed pursuant to this policy.

a. In the event a supervisor directs an officer not to tow a vehicle pursuant to this policy, a memorandum will be forwarded to the Chief of Police explaining the circumstances for said action.

4. Upon seizure and impoundment of a vehicle pursuant to a DUI or driving while license suspended or revoked for DUI arrest, the officer shall provide written notice to the driver, of the department's authority in towing and seizing the motor vehicle. The driver shall also be notified of the vehicle owner's right to request an Administrative Hearing to be conducted pursuant to procedures outlined in City ordnance. The officer shall provide this written notice by issuing the driver one copy of the "Notice of Administrative Seizure" form (see Attachment A). The remaining two copies shall be submitted to the Records Unit. The Records Unit shall retain one copy with the case file and forward one copy to the DUI Coordinator.

5. In the event that the driver of the seized/impounded vehicle is not the owner of the vehicle, the officer seizing the vehicle shall check the appropriate box on the Notice of Administrative Seizure form. The Records Unit shall then provide written notice to the owner via certified or registered mail within seven (7) days from the impoundment.

6. Prior to the end of their tour of duty, the arresting officer shall submit a copy of the Administrative Seizure form to Communications. A DUI administrative seizure folder containing these records shall be maintained in Communications.

F. Release of Vehicle

1. All vehicles towed pursuant to this policy and City ordinance are subject to an administrative penalty set forth in the City's annual fee resolution that must be posted by the driver or owner prior to the vehicles release. For persons contesting the impoundment by the request of an administrative hearing, they may secure their vehicle prior to the outcome of the hearing by posting a bond in the amount of the administrative penalty, as well as settle any related towing and/or storage fees with the authorized towing agency.

2. Payment of the administrative penalty may be paid in cash, money order or cashier's check. No personal checks shall be accepted.

3. Vehicles will be released as follows;

   a. All vehicles towed pursuant to this policy and City ordinance will be released by the shift supervisor or designee.

   b. Vehicles will only be released from hold by the Department after all of the following:

      (1) It is determined that the person claiming the vehicle has a right to that vehicle, and/or is the owner of the vehicle.

      (2) The person claiming the vehicle appears to be in such a condition as to operate the vehicle in a safe manner and without violating the law (i.e., is not intoxicated, has or is with someone that has a valid driver's license).

      (3) The person claiming the vehicle has posted the administrative penalty and has been issued one signed copy of the "Administrative Seizure Bond Receipt" form (Attachment B).

G. Shift Supervisor's/ Record's Responsibilities

1. Prior to the release of a vehicle, the shift supervisor or designee will collect the administrative penalty from the claimant and verify with one additional employee that the correct amount is being posted. The shift supervisor or designee shall complete and sign the Administrative Seizure Bond Receipt and have the verifying employee co-sign the form. The shift supervisor or designee will then provide the person claiming the vehicle with one copy of the form. The remaining two copies shall be submitted to the Records Unit. The Records Unit shall retain one copy with the case file and forward one copy to the DUI Coordinator.

2. All administrative penalties collected during normal business hours shall be turned over to the Records Unit for submittal to the Finance Department. All administrative penalties collected after normal business hours shall be secured in the Communications bond box and forwarded to the Record's Unit the following business day.

H. Administrative Hearings

1. All owners whose vehicles have been towed pursuant to this policy and local ordinance 71-370 have the right to an administrative hearing to contest the impoundment.

2. Any requests for administrative hearing must be submitted in writing to the DUI Coordinator within either fifteen (15) days of the personal service or mailing of the Notice of Administrative Seizure notice, or fifteen (15) days from the date the vehicle is released (whichever occurs earlier).

3. Administrative hearings will be scheduled through the DUI Coordinator following procedures outlined in Sections 71-370(E), (F) and (G) of the Highland Park Code.

I. Vehicle Immobilization

Section 72.025 of the Highland Park Code provides that any officer is authorized to cause the immobilization of any vehicle eligible for immobilization, by placement of a restraint in such a manner as to prevent its operation, of any vehicle parked upon any public street or other City-owned property. A vehicle shall be considered eligible for immobilization if its registered owner has accumulated 5 or more parking citations that are against one or more vehicles owned by that person for which fines and penalties have not been paid and are each more than 90 days old. Upon locating a vehicle eligible for immobilization, the following procedures will be followed in the immobilization of the vehicle.

1. The officer or CSO will verify with either the Records or Traffic Unit that the vehicle is still eligible and that a minimum of 10 calendar days has elapsed since an immobilization notice was mailed to the registered owner.

2. Communications will be requested to create an incident in CAD listing the details associated with the immobilization (vehicle owner, vehicle description, amount owed, etc).

3. Digital photographs shall be taken to record the condition of the vehicle prior to the application of an immobilization device. The photographs should depict any damage, or lack of damage, to the area of the vehicle where the device is being applied.

4. When possible, a second officer should witness the application of the immobilization device and provide security.

5. The immobilization device will be installed according to the manufacturer's recommendations.

6. A notice sticker shall be affixed to the driver's side front door window providing warning that any attempt to move the vehicle may result in damage (Attachment C). The notice shall explain how to gain the release of the vehicle or request a hearing. The notice will also state that the unauthorized removal of, or damage to, the immobilizing device is unlawful and violators will be prosecuted. The affixing officer will sign and date the notice in the spaces provided.

7. An immobilization fee in the amount set forth in the Annual Fee Resolution will be issued in the form of an electronic citation.

8. Copies of all outstanding fines and fees related parking citations owed by the vehicle owner (including the immobilization fee) will be disseminated to the Finance Department, Records Unit and Communications Unit.

9. Upon being notified of full payment of all outstanding fines and fees related to the immobilization or a finding from a hearing officer waiving payment, an officer or CSO shall be assigned to remove the immobilization device.

10. Upon removal of the device, digital photographs shall be taken to depict any damages that may or may not have occurred during the application and removal of the device.

11. The removing officer or CSO shall coordinate with Communications to update the CAD entry to reflect payment of the fines and fees and removal of the device.

12. If the registered owner of the immobilized vehicle or other authorized person does not secure the release of the immobilizing device or request a post-immobilization hearing within 24 hours after the immobilization, personnel shall be authorized to tow and impounded the vehicle pursuant to procedures outlined in Sections A-C of this General Order. If a request for a post-immobilization hearing is received within this time, the towing and impounding of the immobilized vehicle shall be deferred pending the outcome of the post-immobilization hearing.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Notice of Administrative Seizure

Highland Park Police Department

1677 Old Deerfield Road
Highland Park, Illinois 60035
Non-Emergency (847) 432-7730

Important Instructions on back

Date/Time of Seizure: _____ Report Number: _____ Officer: _____

Location: _____

Vehicle Year: _____ Vehicle Make & Model: _____ Vehicle Color: _____

License Plate Number: _____ State: _____ Month/Year: _____

VIN: _____

Name: _____ D.O.B: _____

Address: _____

City, State, Zip: _____ Phone Number: _____

Citation Number (s): _____

FACT OF THE SEIZURE:

The above seized vehicle was towed and impounded, and is subject to an administrative penalty because it was used in the commission of one or both of the following offenses:

_____ 1. Driving Under the Influence, as provided in section 5/11-501(a) of the Illinois Vehicle Code (625 ILCS 5/11-501(a) or Section 71-105(a) of the Highland Park Code.

_____ 2. Driving with Suspended or Revoked License of section 5/6-303 of the Illinois Vehicle Code (625 ILCS 5/6-303), as a result of a conviction pursuant to section 5/11-501(a) of the Illinois Vehicle Code.

VEHICLE TOWED TO:

Towing Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____

Date served: _____ Time served: _____

I, _____ hereby acknowledge receipt of this Notice of Administrative Seizure from the Highland Park Police Department, on the above date, and I affirm that:

(check one) _____ I own the vehicle _____ I do not own the vehicle

Signature: _____ Witness/Officer: _____

☐ The driver is not the owner of the vehicle

SEE IMPORTANT INSTRUCTIONS ON BACK

WHITE: Department Copy **YELLOW**: Receipt to Posting Party **PINK**: DUI Coordinator

You Have a RIGHT to a Hearing. Please Read Carefully.

ADMINISTRATIVE PENALTY ASSESSED:
The owner of record of the seized motor vehicle used for any of the stated violations is civilly liable to the City of Highland Park for the penalty of $500.00 and is also liable to the towing agency for towing and storage fees. The owner of record has the right to request a hearing to determine whether the seizure was appropriate.

RIGHT TO REQUEST A HEARING:
A request for hearing must be in writing within fifteen (15) days after mailing or personal service of this Notice of Administrative Seizure or the date that the vehicle is released to the owner, which ever occurs earlier. The request should be mailed to:

Highland Park Police Department
1677 Old Deerfield Road
Highland Park, Illinois 60035
Attention: Records & DUI Coordinator
(847) 432-7730

FAILURE TO REQUEST A HEARING OR TO PAY PENALTY:
Any vehicle seized and impounded which is not picked up after thirty (30) days, or for which the penalty and applicable towing fees are not paid, or where no bond is posted and no judicial review is pending, said vehicle shall be disposed of in the manner provided by law for the disposition of abandoned vehicles.

HEARING:
Upon receiving a written request for a hearing, a hearing shall be scheduled before a hearing officer within fifteen (15) days of the City's receipt of the written request for hearing. All interested persons shall be given a reasonable opportunity to be heard at the hearing. The formal rules of evidence will not apply at this hearing.

FAILURE TO APPEAR:
If the owner of the seized motor vehicle fails to appear at the hearing, the hearing officer may enter a default order in favor of the City, requiring payment to the City of a penalty in the amount of $500.00, as well as payment to the towing agency for applicable towing fees.

DISPOSITION OF IMPOUNDED VEHICLE:
Any vehicle impounded pursuant to the City's ordinance shall remain impounded until:

1. The penalty of $500.00 is paid to the City and all applicable towing fees are paid to the towing agency, in which case the owner of record shall be given possession of the vehicle; or
2. A bond in the amount of $500.00 is posted with the Highland Park Police Department and all applicable towing fees are paid to the towing agency, at which time the vehicle will be released to the owner of record.

POSTING OF BOND:
If a hearing is requested and the owner of the seized motor vehicle wants the vehicle released, a bond in the amount of $500.00 must be posted in advance with the Highland Park Police Department.

VEHICLE RELEASE:
Arrangements for the release of the vehicle must be made in person with the on duty shift supervisor after verification of ownership. Payment may be made in cash, money order or cashier's check. No personal checks or credit card payments will be accepted.

№ XXX

Administrative Seizure Bond Receipt

Highland Park Police Department
1677 Old Deerfield Road
Highland Park, Illinois 60035
Non-Emergency (847) 432-7730

Important Instructions on back

Highland Park Police Department
Receipt/Bond Sheet for Administrative Seizure

THIS FORM SERVES AS YOUR RECEIPT AND NOTICE OF RIGHT TO HEARING

Date/Time of Seizure: _____ Report Number: _____ Officer: _____

Location: _____

Vehicle Year: _____ Vehicle Make & Model: _____ Vehicle Color: _____

License Plate Number: _____ State: _____ Month/Year: _____

VIN (last six): _____ _____ _____ _____ _____ _____

Name: _____ D.O.B: _____

Address: _____

City, State, Zip: _____ Phone Number: _____

I understand that the above described vehicle has been seized by the Highland Park Police Department for its alleged use in the violation of:

_____ 1. Driving Under the Influence, as provided in section 5/11-501(a) of the Illinois Vehicle Code (625 ILCS 5/11-501(a) or Section 71-105(a) of the Highland Park Code.
_____ 2. Driving with Suspended or Revoked License of section 5/6-303 of the Illinois Vehicle Code (625 ILCS 5/6-303), as a result of a conviction pursuant to section 5/11-501(a) of the Illinois Vehicle Code.

I further understand that as the owner of record of the listed vehicle used for the above described purposes, I am civilly liable to the City of Highland Park for an administrative penalty of $500.00. It is also understood that I am liable to the towing agency for all towing and storage fees.

_____ 1. I forfeit to the City of Highland Park $500.00 as the civil penalty and waive my rights to an administrative hearing.
_____ 2. I am posting a bond of $500.00 and will request an administrative hearing in writing.

The penalty forfeiture or posting of bond should in no way be considered as an admission of guilt to any of the charges that have been placed against me.

Date & Time: _____ Signature: _____

Printed Name: _____ D.O.B:_____

Received by: _____#_____ Verified by: _____#_____

SEE IMPORTANT INSTRUCTIONS ON BACK

WHITE: Department Copy **YELLOW**: DUI Coordinator **PINK**: Receipt to Posting Party

You Have a RIGHT to a Hearing. Please Read Carefully.

ADMINISTRATIVE PENALTY ASSESSED:
The owner of record of the seized motor vehicle used for any of the stated violations is civilly liable to the City of Highland Park for the penalty of $500.00 and is also liable to the towing agency for towing and storage fees. The owner of record has the right to request a hearing to determine whether the seizure was appropriate.

RIGHT TO REQUEST A HEARING:
A request for hearing must be in writing within fifteen (15) days after mailing or personal service of the Notice of Administrative Seizure or the date that the vehicle is released to the owner, which ever occurs earlier. The request should be mailed to:

Highland Park Police Department
1677 Old Deerfield Road
Highland Park, Illinois 60035
Attention: Records & DUI Coordinator
(847) 432-7730

FAILURE TO REQUEST A HEARING OR TO PAY PENALTY:
Any vehicle seized and impounded which is not picked up after thirty (30) days, or for which the penalty and applicable towing fees are not paid, or where no bond is posted and no judicial review is pending, said vehicle shall be disposed of in the manner provided by law for the disposition of abandoned vehicles.

HEARING:
Upon receiving a written request for a hearing, a hearing shall be scheduled before a hearing officer within fifteen (15) days of the City's receipt of the written request for hearing. All interested persons shall be given a reasonable opportunity to be heard at the hearing. The formal rules of evidence will not apply at this hearing.

FAILURE TO APPEAR:
If the owner of the seized motor vehicle fails to appear at the hearing, the hearing officer may enter a default order in favor of the City, requiring payment to the City of a penalty in the amount of $500.00, as well as payment to the towing agency for applicable towing fees.

DISPOSITION OF IMPOUNDED VEHICLE:
Any vehicle impounded pursuant to the City's ordinance shall remain impounded until:

1. The penalty of $500.00 is paid to the City and all applicable towing fees are paid to the towing agency, in which case the owner of record shall be given possession of the vehicle; or
2. A bond in the amount of $500.00 is posted with the Highland Park Police Department and all applicable towing fees are paid to the towing agency, at which time the vehicle will be released to the owner of record.

POSTING OF BOND:
If a hearing is requested and the owner of the seized motor vehicle wants the vehicle released, a bond in the amount of $500.00 must be posted in advance with the Highland Park Police Department.

WARNING

Do not move this vehicle

An immobilization device has been affixed to this vehicle. Any attempt to move this vehicle with the device attached will result in serious damage.

This vehicle has been immobilized by the City of Highland Park pursuant to Section 72.025 of the Highland Park Code of 1968. To obtain release of this vehicle and removal of this device, the owner must contact either of the following to arrange for payment of all outstanding parking fines and related fees, or request a Post-Immobilization Hearing.

1. Highland Park Finance Department – 1707 St. Johns Avenue, Highland Park, IL 60035 (847) 432-0800 (Mon-Fri, 7:30am-5:00pm)
2. Highland Park Police Department – 1677 Old Deerfield Road, Highland Park, IL 60035 (847) 432-7730 (Anytime)

Fines and fees may be paid by cash, certified check, cashiers check or money order at either of these locations. Requests for Post-Immobilization Hearings must be submitted in writing to the Police Department within 5 days of being immobilized and are limited to testing the validity of the immobilization and subsequent fees. The hearing may not be utilized to adjudicate any of the individual parking citations. If the registered owner fails to secure the release of the immobilization device by making full payment of the outstanding debt or requesting a Post-Immobilization Hearing within 24 hours, the vehicle may be towed and impounded pursuant to Section 72.005 of the Highland Park Code of 1968. The registered owner shall be additionally responsible for any towing expenses and storages fees.

<u>Damage to the immobilization device:</u>
The immobilization device is the property of the City of Highland Park Police Department. It is unlawful for any person to move, attempt to move or tow any immobilized vehicle. It is also unlawful for any person to damage an immobilization device, remove or attempt to remove an immobilization device without authorization. Any such actions constitute a separate and additional offense and may subject the offender to criminal penalties.

This device was installed by:

Name:_____ Witness:_____

Date:_____ Time:_____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 10

(Reviewed 06/17/20) (Reviewed 2/11/19)(Reviewed 3/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COURT WITNESSES & SUBPOENA REQUEST FORMS**

PURPOSE

It is important in hearings resulting from auto accidents and ordinance arrests that all witnesses and drivers be in court. The offender or violator will be cited, and all other witnesses and drivers should be subpoenaed.

PROCEDURE

A. Any person who can testify to the actual facts pertaining to a traffic violation or ordinance violation should be subpoenaed. If the person is not an eyewitness, does not have personal knowledge pertaining to the violation or offense, or does not have personal knowledge of facts or records pertaining to the offense or violation, there is no point in having them appear in court.

B. To facilitate the subpoenaing of witnesses, a Subpoena Request form has to be prepared. This form, when completed, contains all the information necessary to enable the Records Department to prepare the subpoenas requested. This form should be filled out completely.

C. The Shift Commanders will check all Subpoena Request forms for accuracy and to assure that all necessary prosecution witnesses are being subpoenaed.

D. When the investigation of an accident or other incident discloses that there are witnesses who can testify to the pertinent facts and have information pertinent to the reconstruction of the events, a Subpoena Request form will be completed by the investigating officer, attached to the citation, and submitted to the Records Department.

E. Approximately ten (10) days prior to the scheduled court date, the Records Department will prepare and mail subpoenas to the indicated witness(es).

F. If the charges are disposed of by a guilty plea prior to the court date or if a court ordered continuance is granted, every effort will be made to notify the witness(es) not to appear on that date.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Highland Park Police Department

Subpoena Request

Defendants Name: _____

Ticket_____ Incident_____ Date:_____

Incident Location: _____

Charge(s)_____ IVC ☐ HPC ☐ Section #: _____

Hearing Date: _____ Time: _____

Hearing Location :430 Lakehurst Rd. Courtroom A , Waukegan, IL

Officer's Name: _____

Witnesses to be Subpoenaed

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

For Records Use Only DO NOT WRITE HERE

Rule 505 Court Date Requested? Yes ☐ No ☐

New Hearing:
Hearing Date: _____ Time: _____

430 LAKEHURST RD. WAUKEGAN, IL. 60085

Subpoenas Mailed (Date) _____

Second mailing (Date) _____

Third Mailing (Date) _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 13

(Revised: 07/13/20) (Reviewed 2/11/19)(Reviewed 3/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CURFEW LAW, POLICY & ENFORCEMENT**

PURPOSE

The local Ordinance concerning the subject of curfew is set forth in the Highland Park Code of 1968, sections 132.015(a) and 132.015(b). The following policy resulted from careful consideration of the believed purpose for which this ordinance was enacted. The issues relating to juvenile mischief, crime or safety can be reduced by regulating the hours during which juveniles may remain in public places and in certain establishments without adult supervision, and by imposing certain duties and responsibilities upon the parents or other adult persons who have care and custody of juveniles.

PROCEDURE

A. It is believed that this ordinance was intended to provide a reasonable response to unsupervised youth in public places during certain hours, while considering the individual circumstances.

1. As an example, a juvenile taking a friend home, traveling directly to their home and then his/her own and not creating or contributing to any problem on the street, would probably be better served by the officer ensuring that the juvenile arrives home safely rather than being brought to the Police Station in violation of the curfew ordinance.

2. However, a group of youths loitering on street corners, in parks, or on public beaches, or other circumstances without justification should probably be removed from the public areas in most circumstances.

B. Reasonable enforcement of this Ordinance will depend upon appropriate use of discretion by responding officers.

Based on the circumstances learned by the investigating officer for each case, juveniles who are in public places in violation of the regulations set forth in the Curfew Ordinance or this policy, will be:

1. Removed from the public places, and turned over to their parents or guardians, or

2. Transported to the Police Station (unless otherwise authorized by a Supervisor), cited, processed as juveniles, and released to their parent(s) or other legal guardian(s) in accordance with General Order 60 and without unnecessary delay

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 14

(Reviewed 06/17/20) (Revised 4/4/19)(Reviewed 2/11/19)(Revised: 11/24/09 - Rescinds GO 62) (Revised: 10/11/04) (Revised: 2/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEPARTMENT OWNED PROPERTY**

PURPOSE

The purpose of this order is to establish the policy concerning the procedural authority for the management of Highland Park Police Department agency owned property.

POLICY

The Administrative Commander is charged with the responsibility of overall management of agency owned property.

PROCEDURE

A. Procurement, Maintenance, and Disposal

The Deputy Chief of Administrative Services or designees are responsible for the procurement, maintenance, and disposal of Department owned property that includes, but is not limited to:

1. Expendable Property: Includes general operating supplies such as office supplies, ammunition, batteries, etc.

2. Fixed Assets: Capital outlay purchases including vehicles, furniture, cameras, special weapons, computers, etc.

3. Personnel Equipment: Department-issued items including uniforms, jackets, baton, pistols, etc.

B. Distribution and Issuance

1. Distribution and Issuance of Department owned property to authorized users is the responsibility of the Deputy Chief of Administrative Services or designees.

2. Issued personal equipment remains the property of the City of Highland Park and must be returned upon termination of employment. Employees will initial a log maintained by the Records Supervisor indicating the names of each individual with the date of issuance and return.

C. Accountability

Accountability of Department owned property is accomplished through the following resources:

1. City Finance documents and computer software
2. Budget documents and computer software
3. Purchase orders
4. Inventory documents and computer software

D. Maintenance

Maintaining stored Department property in a state of operational readiness is the responsibility of the supervisor of the unit to which the property is assigned and to the individual to which the property is personally assigned. Maintaining operational readiness includes:

1. Care and cleaning
2. Preventative maintenance
3. Workability
4. Responsiveness
5. Repairs
6. Periodic inspections

E. Inventory

1. Property, equipment, and assets include, but are not limited to, items listed in Section A of this order.

2. Inventory will be maintained and updated upon acquisition of new equipment or retirement of old equipment.

3. Maintenance, receipt records and inventory software will be used to determine serviceability and proper repair measures.

4. Inventory control is accomplished by inspection, audit, and use of resources as outlined in Section C.

F. Employee Lockers

Officers and civilians are responsible for the proper care of Department property and equipment assigned to and/or used by them. The Department provides lockers for the secure storage of issued and other authorized uniform items and equipment.

1. Police personnel will be assigned a personal locker for secure storage of equipment.

2. Whenever unattended, individual personnel will keep lockers closed and secured with a department provided lock.

3. A list of locker assignments by locker number will be maintained by the Department. No labels, pictures, markings or equipment shall be placed on the outside of lockers.

4. Personal property may be secured in Department lockers however, all lockers are subject to inspection at any time.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 15

(Revised 06/18/2020) (Revised: 6/6/16) (Revised: 6/24/13) (Revised: 8/17/11) (Revised 4/12/10) (Revised 6/8/05) (Revised: 6/16/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **UNIFORM REGULATIONS**

PURPOSE

Required members of the Police Department will wear the official uniform as described. Specifications covering all uniform items have been established and are detailed in this General Order.

PROCEDURE

A. Uniforms and Specifications for Sworn Personnel

1. Hats (See attached Uniform List of approved clothing)

   a. The following hats are issued by the Department:

      (1) Standard Five Star Hat – Silver trim for patrol officers and gold for those holding the ranks of sergeant and above. Scrambled gold bullion on the visor may be worn by those holding the ranks of deputy chief and chief.

      (2) Fur Cap or Knit Hat – May be worn as part of the winter uniform.

      (3) Baseball Style Cap – May be worn at the officer's discretion for regular duty assignments.

   b. Five Star hats will be worn at special events such as holiday parades, funerals or other events as designated by the Chief of Police where a more formal appearance would be appropriate. Five Star hats may also be worn at the officer's discretion for regular duty assignments.

2. Coats and Jackets

   a. Leather Coat (Approved – no longer available)

      Blue chevrons will be sewn on each sleeve for the rank of sergeant.

   b. Jacket (See attached Uniform List of approved clothing)

      (1) A Departmental shoulder emblem will be worn on each shoulder.

      (2) Jackets will have two outer pockets with snap flaps and police "P" buttons that are silver in color for patrol officers and gold in color for those holding the ranks of sergeant and above.

      (3) Sergeants will wear cloth chevrons (dark blue on white background) on each sleeve.

(4) Commanders will wear a gold oak leaf on each shoulder strap.

(5) Deputy Chiefs will wear a gold eagle on each shoulder strap.

(6) The Chief of Police will wear 3 gold stars on each shoulder strap.

3. Trousers (See attached Uniform List of approved clothing)

Trousers will be worn as follows:

a. With a military crease.

b. Length shall be such that trousers will touch the top of the instep of each foot.

c. Uniform trousers with cargo pockets may be worn at the officer's discretion for regular duty assignments.

d. Uniform trousers with cargo pockets will not be worn at special events such as funerals or other events as designated by the Chief of Police when Class A formal appearance is appropriate.

e. Department approved uniform shorts may be worn during the summer "uniform of the day" months for extra-duty assignments: i.e. extra-jobs, Ravinia, runs, 4th of July, Art Fair, etc. Uniform shorts shall not be authorized for events which require a more formal appearance. Sworn supervisors shall have discretion to approve or deny wearing of shorts for any event. Wearing of shorts during "duty" operational periods must be authorized by the Chief of Police (or his designee). Duty equipment worn with shorts shall be identical to equipment worn with long trousers, except for footwear as referenced in section (A8) and (A9).

4. Shirts and Blouses (See attached Uniform List of approved clothing)

a. Shirt colors will be dark blue for all sworn personnel. Summer shirts will have short sleeve and winter shirts will have long sleeves.

b. Uniform classes will be as follows:

(1). Class A Uniform
(a). Regular (Non cargo) trousers
(b). Long sleeve, button down shirt accompanied by a tie

(2). Class B Uniform
(a). Either regular (non-cargo) trousers or cargo trousers
(b). Either long sleeve button down, short sleeve button down, long sleeve hybrid or short sleeve hybrid shirt

(3). Class C Uniform
(a). Cargo trousers
(b). Polo style shirt

c. A Departmental shoulder emblem will be sewn on each sleeve ½ inch below the shoulder seam.

d. When "T"-style undershirts are worn in conjunction with summer uniform shirts, they shall be dark blue in color and snug fitting at the neck. The undershirt sleeves shall not extend beyond the lower edge of the uniform shirtsleeves.

e. Rank insignia will be identical to jacket insignia. (See Section A-2b)

f. Dress Blouses on formal occasions with a white shirt for those holding the ranks of sergeant and above.

5. Mock Turtleneck Undershirt

a. A Department issue plain, navy blue, mock turtleneck undershirt may be worn as a tie alternative with the long sleeve winter shirt.

b. Mock turtlenecks will not be worn with ties.

6. Tie

a. Black breakaway ties, drawn snuggly to the collar band, will be worn with long sleeve shirts when a mock turtleneck is not worn.

b. Ties must be worn for all court appearances, and special events as determined by the Chief of Police, when the winter uniform is the designated uniform of the day.

7. Belt

a. Black leather, 1¾ inch garrison type belts with plain buckles are issued.

b. Buckles are to be silver in color for patrol officers and gold in color for those holding the ranks of sergeant and above.

c. Belts of the same style without the buckles and using Velcro closures are optional at the officer's expense.

8. Socks

Socks shall be plain black or plain navy blue.

a. White socks may be worn when not visible above boots.
b. Socks are not issued.
c. Socks worn with uniform shorts shall be solid white or black, unadorned, and over-the-ankle bone. Socks worn with uniform shorts shall protrude slightly higher than the top of the shoe.

9. Shoes (See attached Uniform List of approved clothing)

a. Shoes worn with uniform shorts shall be black duty-athletic crossover no taller than 4", such as the Department issue Bates GX-4. Procurement of other footwear to wear with shorts shall be the individual Officer's responsibility and shall be subject to authorization by a supervisor.

10. Gun Belt

Black leather gun belts are issued with silver in color buckles, when worn by patrol officers, and gold in color buckles for those holding the ranks of sergeant and above. Nylon Belt and Duty Gear may be worn with Class B and C uniforms. Must be worn with a black molded plastic (Fine-Tac) holster.

11. Gun Holster (See attached Uniform List of approved equipment)

Department approved black leather or STX style holster will be worn on the right or left hip as preferred by the individual officer. "Cross draw" configurations are not permitted. (See General Order 31, Weapons and Weapons Procedures). Officers may elect to use either style holster (black leather or STX finish). Newly hired personnel may select either style upon initial issue. Officers that transition from one holster to the other must qualify on three (3) separate occasions prior to duty use.

12. Handcuff Case (See attached Uniform List for approved equipment)

    Black leather cases with Velcro or snap closures are issued.

13. Semi-Automatic Magazine Case (See attached Uniform List for approved equipment)

    Black leather cases with two compartments, each compartment holding eight rounds in a magazine, are issued. The Range Master must approve cases for personal weapons. (See General Order 31, Weapons and Weapons Procedures)

14. Miniature Flashlight

    a. Optional miniature flashlights may be purchased at the individual officer's expense.

    b. Lights must be secured to the gun belt with a plain finished black leather "mini" flashlight holder, positioned on the gun belt in a manner not to interfere with other equipment.

    c. The color of the flashlight will be black for patrol officers and either gold colored or black in color for those holding the ranks of sergeant and above.

15. Nameplate

    Nameplates, where needed, will be plain ½" metal with the officer's last name engraved on the face.

    a. Nameplates will be worn with the top edge three quarters of an inch above, and centered over, the right breast pocket of the uniform shirt.

    b. When wearing the winter uniform, a second nameplate shall be attached to the officer's coat or jacket.

    c. Nameplates shall be attached in the above manner to the blouse when worn by officers holding the ranks of commander and above

    d. Nameplates shall be silver for officers below the rank of sergeant and gold for officers holding the ranks of sergeant and above.

16. Baton

    Only Department issued aluminum expandable batons, with sure-grip handles, are to be carried. (See General Order 31, Weapons and Weapons Procedures)

17. Oleoresin Capsicum Spray

Oleoresin Capsicum (OC) Spray, with black leather holders, are issued to all sworn personnel and Community Service Officers who have been trained by a certified instructor. (See General Order 31, Weapons and Weapons Procedures)

18. Tie Clasp

    Tie bars with the State of Illinois Seal and "Highland Park" lettering will be issued. Tie bars will be silver in color when worn by patrol officers and gold in color when worn by officers holding the ranks of sergeant and above.

19. Scarves / Balaclava

    Scarves shall be black or navy blue in color, made of plain material with a length not to exceed the waist. Scarves are not issued. Balaclavas will be black in color and may be worn with the winter uniform.

20. Gloves

    Only black leather or cloth finger gloves are to be worn. Cut-off finger styles and mitten styles are not permitted. Gloves are not issued.

21. Gortex Uniform Sweater (See attached Uniform List of approved clothing)

    A Gortex navy blue V-neck uniform sweater is issued by the Department and may be worn with or without jackets.

    a. Sergeants will wear issued gold chevrons on each shoulder strap.

    b. Rank insignia for commanders and above will be worn the same as on jackets. (See Section A-2b)

22. Safety Vest

    All personnel engaged in traffic assignments and traffic accident investigations will wear a mesh material vest with high strength nylon, coated with high-visibility fluorescent striping, bearing the word "POLICE".

23. Ballistic Vest

    a. Ballistic vests will be issued to all sworn officers.

    b. Officers issued ballistic vests are required to wear them while engaged in any uniformed duties including extra jobs and are only allowed to remove them while in secure areas.

    c. Ballistic vests are required to be worn by personnel engaged in pre-planned, high-risk situations.

    d. The ballistic vest will be worn in one of the following manners:

        (1) Under the uniform shirt in its provided carrier.

        (2) In an optional approved ballistic panel outer vest cover having the same design as the officer's uniform shirt.

(a) An outer cover will be provided by the Department.

(b) Outer covers for patrol officers will have military creases and badge and nameplate eyelet openings and/or embroidered Department approved star and name.

e. Investigations Section and Tactical Unit officers shall be equipped with heavy-duty flak vests for assignment and use in hazardous situations.

24. Uniform Star

a. Uniform stars are 5-pointed, silver in color (gold for the ranks of sergeant and above), with rank designation.

b. Uniform stars are to be worn over the left breast pocket of the shirt or jacket.

c. Investigations personnel shall be issued shields for use in plain clothes assignments.

25. Hat Shield

Hat shields are standard, silver in color, police issue. Gold in color shields, with rank designation, are issued to those holding the ranks of sergeant and above.

26. Optional items for purchase

a. Patrol uniform shorts are authorized as part of the Class C uniform (with polo shirt) in lieu of cargo trousers during the summer. Socks worn with the Patrol uniform shorts shall be solid black, unadorned, and over the ankle bone. Gym Shoes to be worn only with uniform shorts. Any brand of all black, low top gym shoes, unadorned or with blacked out logos may be worn with supervisor approval. Socks worn with the Patrol uniform shorts shall protrude slightly over the top of the shoe.

b. Any additional items (handcuff case, keepers, mag pouch, etc.) must be the same brand and style as the following approved belts: Bianchi Accumold Ergotek Padded Duty Belt, Bianchi Accumold Duty Belt, or Bianchi Patroltek 1 ½ Liner Belt.

B. Uniforms and Specifications for Non-Sworn Personnel

1. Community Service Officer (CSO)

a. Trousers (The same as in Section A-3 under Sworn Personnel)

b. Shirts

(The same as Section A-4 under Sworn Personnel, except grey in color with “Community Service Officer’ insignia sewn above right breast pocket) When undershirts are worn, they should be grey or navy blue in color.

c. Mock Turtleneck (The same as in Section A-5 under Sworn Personnel)

d. Tie

Black breakaway ties, drawn snuggly to the collar band, will be worn with long sleeve shirts when a mock turtleneck is not worn.

e. Gortex Uniform Sweater

Gortex navy blue V-neck sweater as issued by the Department may be worn with or without jackets.

f. Belt

The black 1 ¾ inch uniform garrison type belt will be issued by the Department however Community Service Officers may opt for other black or brown leather belts at their own expense.

g. Badge

(1) Badges are silver in color and indicate the job designation of "COMMUNITY SERVICE OFFICER".

(2) Badges are to be worn over the left breast pocket of the shirt or vest.

h. Coats and Jackets (The same as in Section A-2 under Sworn Personnel, silver trim only)

i. Winter Pants – Bib overalls as approved by the Department may be worn with the winter uniform by those Community Service Officers assigned to parking enforcement.

j. Shoes – (See attached Uniform List of approved clothing)

k. Nameplate (The same as in Section A-15 under Sworn Personnel, silver only)

l. Headgear (The same as in Section A-1 under Sworn Personnel, silver trim only)

m. Ballistic Vest – A ballistic vest may be requested by a CSO but is not required. If a ballistic vest is issued to a CSO, then the same regulations apply as in Section A-23.

C. Uniform Maintenance

The City will provide uniform maintenance and upkeep as follows:

1. Repairs will be made to trousers and jackets as required due to service-connected wear.

2. Alterations will be made to trousers and jackets as required to establish comfortable fit and good appearance with prior approval by the Deputy Chief of Police.

3. Dry cleaning will be provided by the Department's contracted provider for trousers, jackets, ties, and caps.

D. Designation of "Uniform of the Day"

1. The winter uniform shall be worn from November 15th until April 14th.

2. The summer uniform shall be worn from April 15th until November 14th.

3. On days of unseasonably warm or cold weather, shift or unit superiors may do one of the following:

a. Designate the uniform of the day.
b. Allow employees to choose their uniform.

E. Police Department Uniform & Equipment Provision

See the attachment for a list of uniforms and equipment provided by the Department.

F. Care and wearing of the uniform:

1. It is the responsibility of every member of the Department to maintain their uniform equipment in a manner such as to present a good appearance before the public at all times. Uniform inspections will be conducted on a weekly basis by the Patrol Sergeants and documented after inservice.

2. Shoes and leather items are to be shined.

3. Trousers and jackets are to be clean and orderly.

4. Shirts are to be clean and neatly pressed.

5. Ties are to be neatly tied and secured close to the neckband.

6. Hats and hat visors are to be kept clean.

7. Regulation uniforms prescribed by this General Order are to be worn at all times while on duty. While traveling to and from the workplace, personnel shall either wear the entire uniform of the day or civilian clothes, however personnel may wear parts of the uniform provided that the parts worn do not readily identify them self as a police officer (ex. pants or boots).

8. The uniform will always be clean and neatly pressed. Unnecessary items will not be carried in jacket, shirt, or in trouser pockets that adversely affect the neat appearance of the uniform.

9. Regulation sidearms are to be well cared for, clean, and rust free. See (General Order 31, Weapons and Weapons Procedures)

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment

ITEM	ITEM NUMBER
HEADWEAR	
Cobmex Fleece Lined Knit Cap	HW200
Midway Cap Co. Vinyl Faux Fur Trooper Cap	HW514
5 Star Cap With Buttons 3 Horiz Eyelets	HW591
Floral Mesh Hat Strap	HW622
Tru-Spec Gen III Level 2 ECWCS Balaclava	HW678
Neese Hi-Viz/Black Universal Reversible Cap Cover	RW332
SHIRTS	
Flying Cross Command Polyester - Men's Short Sleeve Shirt	SH070
Flying Cross Command Zip Front - Men's Long Sleeve Shirt	SH071
Flying Cross Power Stretch Polyester Wool - Men's Long Sleeve Duty Shirt	SH848
Flying Cross Power Stretch Polyester Wool - Men's Short Sleeve Duty Shirt	SH919
Flying Cross Power Stretch Polyester Wool- Women's Short Sleeve Duty Shirt	SR321
Flying Cross Power Stretch Polyester Wool - Women's Long Sleeve Duty Shirt	SR323
Flying Cross Deluxe Tropical Weave - Women's Short Sleeve Shirt	SR562
Flying Cross Deluxe Tropical Weave - Women's Long Sleeve Shirt	SR563
Flying Cross Tropical Weave Deluxe Wool - Men's Short Sleeve Shirt	SR619
Flying Cross Men's Tropical Weave Deluxe Wool Long-Sleeve Shirt	SR620
Elbeco Ufx Tactical Long Sleeve Polo	SR585
Elbeco Response Women's Ufx Performance Tactical Polo	ST120
Elbeco Women's UFX Long Sleeve Performance Polo	ST206
Elbeco UFX Tactical Short Sleeve Polo	SW672
Elbeco Ufx Tactical Long Sleeve Polo	SR585
Elbeco Response Women's Ufx Performance Tactical Polo	ST120
Flying Cross Poly Wool Hybrid Performance Shirt - Men's Long Sleeve	SG939
Flying Cross Poly Wool Hybrid Performance Shirt - Men's Short Sleeve	SG940
Elbeco TexTrop2 - Men's Short Sleeve Shirt	SH855
Elbeco TexTrop2 - Women's Short Sleeve Shirt	SH856
Elbeco TexTrop2 - Men's Long Sleeve Shirt	SH874
Elbeco TexTrop2 - Women's Long Sleeve Shirt	SH875
Flying Cross Single Breasted Dress Coat	JA770
Flying Cross Deluxe Tropical Shirt - Men's Short Sleeve	SH098
Flying Cross Deluxe Tropical Weave - Men's Long Sleeve	SH099
Flying Cross Deluxe Tropical Weave - Long Sleeve	ZA954
Elbeco Long Sleeve Mock Turtleneck	UN025
PANTS	

Elbeco Choice DutyMaxx Cargo Pant - Women's	TL025
LawPro Super BDU Poly/Cotton Ripstop Shorts	TR050
Flying Cross VISA System 3 Polyester Trousers - Men's	TR121
Flying Cross Deluxe Serge Weave Cargo Pants - Men's	TR197
Flying Cross Deluxe Serge Weave Cargo Pants - Women's	TR622
Flying Cross Polyester Cotton Trousers with Flex Waistband - Men's	TR650
Flying Cross Serge Weave Wool Blend Pants - Women's	TR678
5.11 Tactical TacLite Pro Ripstop Shorts - Women's	TR682
Elbeco Prestige Advance Trousers - Women's	TR686
Flying Cross Valor Cargo Shorts with FreedomFlex Waistband	TU049
Flying Cross 100 % VISA System 3 Polyester Trousers - Women's	TA010
Flying Cross VISA System 3 Polyester Trousers - Men's	TR121
5.11 Tactical TacLite Pro Pants	TR506
5.11 Tactical TacLite Pro Ripstop Pants - Women's	TR642
FOOTWEAR	
Danner Tachyon 8" GTX Boot	FT026
Merrell Moab 2 Tactical Response Waterproof 8" Boots	FT1088
Merrell Women’s Moab 2 Tactical Response Waterproof 8" Boots	FT1089
Merrell Moab 2 Mid Tactical Response Waterproof Boots	FT1090
Merrell Women’s Moab 2 Mid Tactical Response Waterproof Boots	FT1091
Nike SFB Field 2 8" Boot	FT1232
Merrell Women’s Agility Peak Tactical Training Shoe	FT1724
Merrell Agility Peak Tactical Training Shoe	FT1720
Bates Women's Durashock Hi-Gloss Oxford	FW074
Thorogood 8" Side Zip Waterproof Composite Toe Boot	FW109
5.11 Tactical Men's Zipper 6" Tactical ATAC Quarter Boot	FW138
5.11 Tactical Women's 6" ATAC Boot	FW339
Bates High Gloss DuraShock Oxford	FW441
Original S.W.A.T. 6" Classic Side Zip Boot	FW938
LawPro Hi-Gloss Oxfords	FX074
Reebok 6" Zigkick Tactical Side Zip Waterproof Boots	FX145
5.11 Tactical Speed 3.0 5" Boots	FX196
Under Armour Mirage 3.0 Training Shoe	FX481
Timberland Men's Pro Valor Newmarket Oxfords	SP086
Rocky 8" AlphaForce Waterproof Zipper Boot	SP529
Rocky 6" TMC Chukka Boot	SP591
Rocky AlphaForce Waterproof 6" Duty Boot	SP639
Rocky 8" AlphaForce Waterproof Boot	SP648
Rocky TMC Womens Duty Chukka Boot (5105)	SP660
Bates 8" GX Side Zip Gore-Tex Boot	SP755
Bates Women's GX-8 Non Metallic Waterproof Zipper Boot	SP756
Bates 4" GX-4 Non Metallic Waterproof Boot	SP757

Bates Women's GX-4 Non Metallic Waterproof Boot	SP758
Merrell Moab 2 Tactical	SP909
Bates 6" Individual Comfort System Zipper Boot	SP930
OUTERWEAR	
Elbeco Shield Duty Jacket	JX009
Elbeco Shield Performance Softshell Jacket	JX012
Cobmex V Neck Jersey Knit Commando Sweater w/ Polar Fleece Lining	ST281
Spiewak ANSI VizGuard Short Reversible Duty Raincoat	RW122
Spiewak ANSI VizGuard Reversible Duty Rain Pants	RW123
DUTY GEAR	
ASP Rotating Sidebreak Scabbard for 21" Expandable Batons	BA004
Safariland 070 SSIII Level III Retention Holster	LP043
Safariland Safarilaminate Standard Cuff Case with Snap	LP081
Safariland Safarilaminate Double Magazine Holder	LP127
Galls Gear Leather Sam Browne Duty Belt	LP145
Safariland 6360 ALS/SLS Level III Mid-Ride Retention Holster	LP415
Boston Leather 3/4" Belt Keeper	LP770
Boston Leather Garrison Belt	LP798
Boston Leather 2 1/4" Sam Browne Belt - Nickle	LP852
LawPro MK3 Mace Spray Holder	LR019
Bianchi AccuMold Duty Belt	NP160
Bianchi AccuMold Buckleless Trouser Belt	NP161
Bianchi AccuMold Belt Keepers (4 Pack)	NP168
Bianchi AccuMold ErgoTek Padded Duty Belt	NP407
Bianchi Elite ErgoTek Padded Duty Belt	NP412
Bianchi PatrolTek 1 1/2" Liner Belt	NP826
ASP 21" Expandable Baton	BA035
Galls StreetPro Adjustable Citation Holder	CP093
Galls 2 Cell LED Traffic Baton	HS266
Smith & Wesson Model 100 Nickel Finished Handcuff	RS021
MA29 Single Mouth Guard	ZA3904
Galls Zip-N-Rip Original ANSI Class 2 Solid Color Traffic Vest with Titles	HS334
ACCESSORIES	
LawPro Lt. Colonel Oak Leaf Collar Insignia	BD261
Blackinton Small Sergeant Chevron	CB040
Galls Standard Brass Nameplate 1 Line	NT033
Samuel Broome Polyester Clip On Tie W/Buttonholes	UA521

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 16

(Reviewed 06/17/20) (Revised 6/27/19)(Reviewed 2/11/19)(Revised: 11/1/14) (Reviewed 12/5/06) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PURCHASING OF UNIFORMS AND EQUIPMENT**

PURPOSE

The following system is to be followed when purchasing uniforms and equipment. It is intended to provide each Officer with the clothing and equipment necessary to perform his/her duties properly and to ensure that each Officer presents a neat appearance. It is also intended that this system will eliminate waste in purchasing unneeded clothing and equipment.

PROCEDURE

A. The Deputy Chief of Police or his/her representative will maintain a list of clothing and equipment that has been approved for wear and/or purchase.

B. New officers will be furnished with clothing and equipment required to properly perform their duties.

C. An annual inventory of uniforms and equipment purchased with Department funds will be maintained for each Officer.

D. A strict quarter-master system will be utilized by the Department for mandatory uniform items. Uniforms and equipment will be purchased on an as-needed basis, with the questioned items being turned in to the Deputy Chief's Office prior to approval of uniform purchase via the uniform vendor's web portal.

   1) The amount of clothing or equipment the Officer has purchased or possesses, as well as its condition, will determine if it will be replaced.

   2) Officers who have established a need for replacement of clothing or equipment will submit a Uniform Purchase/Replacement Request via the uniform vendor's web portal for approval or denial of request.

   3) Officers must turn in their old or worn clothing or equipment before new items will be issued.

E. Members electing to wear optional, authorized uniform items as listed in G.O. 15, or by Special Order, will be authorized to do so, but will individually incur the cost of those items.

F. If an employee seeks to replace a required uniform item with an optional uniform item (i.e., nylon duty gear to replace leather duty gear), the process listed in D1-D3 above shall be utilized.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 17

(Revised 06/18/2020) (Revised/Reviewed 11/27/18)(Revised: 05/24/04) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **APPEARANCE AND GROOMING**

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.

A. Code of Appearance

1. All employees are expected to present a professional appearance while on duty.

2. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on duty.

3. All supervisors are expected to ensure that on-duty employees under their command present a neat appearance and keep hairstyles within Department guidelines.

4. In select situations, employees assigned to special non-patrol functions may deviate from these standards at the discretion of their unit supervisor.

5. 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 A-4 (above) and Section C-2b(3).

6. New tattoos will not be permitted unless they are covered by the appropriate uniform of the day. See General Order 15, Uniform Regulations, for further on "uniform of the day."

B. Dress Standards

1. Non-uniformed employees 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 unit supervisor:

    a. Male personnel will wear:

        (1) A dress shirt and tie with a business suit.

        (2) 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.

        (3) 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.

(4) 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.

(5) Footwear shall be in good repair and of the kind normally worn with the above described attire. Gym shoes, or other athletic type shoes, will not be worn.

b. Female personnel will wear:

(1) Clean, neatly pressed appropriate business office attire.

(2) 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.

(3) Footwear shall be in good repair and of the kind normally worn with the above-described attire. Gym shoes or other athletic type shoes will not be worn.

c. Denim jeans, regardless of color, are not considered business attire.

2. Uniformed employees shall adhere to the uniform and equipment regulations in General Order 15, Uniform Regulations.

3. Regardless of assignment, an employee may be attired in a manner appropriate to a particular situation as approved by the unit supervisor. For example, casual clothing may be worn for tactical surveillance, training functions, etc.

4. When casual clothing is worn, it will be clean and in good repair; 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.

C. Grooming Standards

1. Non-uniformed employees

a. 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.

b. Mustaches, sideburns and beards, when worn, will be neatly trimmed.

c. Male employees are prohibited from wearing earrings or any other visible body piercing jewelry on duty, except as allowed in Section A-4.

2. Uniformed employees

a. Male

(1) Hair will be neatly groomed and will not hang over the shirt collar.

(2) 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.

(3) Mustaches, if worn, will be neatly trimmed and will not extend more than ¼-inch beyond the corners of the mouth.

(4) The face will be clean shaven, except for mustaches, goatees, and short beards, which are permitted within the following guidelines:

a. Mustaches must be neatly trimmed so as not to extend over the top lip or extend past the corner of the mouth, either vertically or horizontally. Mustaches shall not be shorter than a quarter of an inch from the edge of the mouth, and must be tapered;

b. Goatees: A goatee is defined as hair on the chin which is joined with a mustache;

c. Goatees will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed ½ inch in length. The width will not extend beyond one inch from the corner of the mouth. Designs or shapes will not be allowed;

d. If at any time, the employee's supervisor determines the goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face;

e. All employees who choose to have a goatee will keep a razor at work and available for use should they need or be ordered to remove it

f. Beards: A beard is defined as a growth of hair on the chin and lower cheeks of the face, joined with a mustache.

g. A beard will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not extend ½ inch in length. The width will not extend beyond once inch from the jawline. The necks will be clean shaven. Designs or shapes will not be allowed;

h. If at any time, the employee's supervisor determines the goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face; and

i. All employees who choose to have a beard will keep a razor at work and available for use should they need or be ordered to remove it.

(5) Male employees in uniform are prohibited from wearing earrings or any other visible body piercing jewelry.

b. Female

(1) Sworn officers' hair will be neatly groomed and styled so it does not extend below the bottom edge of the back of the shirt collar.

(2) No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins, barrettes and claw clips.

(3) 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.

(4) The wear of cosmetics and nail polish, if worn, will be in accordance with the following guidelines.

a. Artificial nails may not be worn while in an on-duty status.

b. When wearing fingernail polish, all nails must be of the same conservative, solid shade without decals or ornamentation, and not detract from a uniform appearance; and

c. The wearing of bright colored, fluorescent, neon, glittered, or multi-colored nail polish is prohibited. However, the wear of muted tones that do not detract from the uniform are authorized (i.e. mauve, maroon, light pink, soft blues, tan, peach, etc.).

d. If at any time, the employee's supervisor determines the polish color is not within policy standards, the employee will be required to remove the polish.

(5) Cosmetics must appear conservative and natural looking.

c. Male and female.

(1) The length, bulk or appearance of the hair will not be excessive, unkempt, cut or styled in a manner which would detract from the uniform.

(2) Hair in front will be groomed so that it does not fall below the band of properly worn headgear.

(3) Hairstyles must allow for proper wear of the uniform hat.

(4) Hairpieces or wigs worn on duty must conform to the same standards stipulated for natural hair.

(5) Hair coloring, if used, must look natural.

(6) Fingernails will be clean and neatly trimmed.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 18

(Reviewed 06/17/20) (Reviewed 2/11/19)(Revised: 12/10/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ISSUANCE OF DEPARTMENT IDENTIFICATION CARDS AND OFF-DUTY STARS**

PURPOSE

There are occasions when it is necessary for a member of this Department, in conjunction with official police matters, to identify himself or herself as a police officer. When these occasions arise, whether the officer is in an off-duty status or working on an official assignment in civilian clothes, it is necessary and desirable that these identifications be made in a manner befitting the dignity of the police profession.

PROCEDURE

A. To enable members of this Department to properly identify themselves to civilians or members of other departments while they are working in civilian clothes or in an off-duty status, the Department has issued each officer a photo identification card. Issued stars may also be carried.

B. Each officer is responsible to the Department for the use and maintenance of the card and star in his or her possession. These items are Department property.

C. These cards and stars are to be used for identification purposes in connection with official police functions or police responsibilities in an emergency. They are not to be used for personal reasons or gain. Any unauthorized use of these cards and stars, or any use that may reflect on any officer or the Department in a derogatory manner, or the loss or destruction of any card or star through the negligence of any officer, will result in disciplinary action against that officer.

D. Should either the identification card or star become lost or stolen, the officer is to make immediate notification to the shift commander on duty at that time. The shift commander in turn will notify the Deputy Chief of Police and authorize communications personnel to send out an informal type three message over LEADS computer, pertaining to the missing star/I.D. card.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 19

(Reviewed: 06/22/20) (Reviewed 2/11/19)(Revised: 01/15/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EMPLOYEE IDENTIFICATION NUMBERS**

PURPOSE

The use of Employee Identification Number has been established to provide an official numerical identifier for each employee.

PROCEDURE

1. Identification Numbers are assigned to each employee, by seniority, as follows:

   a. 001 through 199 - Sworn Police Officers
   b. 400 through 599 - Civilian Employees

2. The identification number is to be used as the official employee identifier for all reports, tickets, etc.

3. When an employee retires, resigns, or leaves the Department for any reason, the assigned number is eliminated from the list of active employees. Should an employee return to employed status, the previously assigned number is reassigned to the employee.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 20

(Reviewed: 06/22/20) (Reviewed 2/11/19)(Reviewed 4/17/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **OFFICIAL CORRESPONDENCE AND DEPARTMENT LETTERHEAD**

PURPOSE

The purpose of this General Order is to establish a policy for use of Departmental Correspondence.

PROCEDURE

A. Official Correspondence includes any and all letters and memoranda from the Police Department concerning affairs and matters particular to the Department dealing with policies, interpretations, commitments, requests, directives, instructions, etc.

B. Official stationary bearing the City of Highland Park letterhead is to be used for official correspondence and for no other purpose. Official stationary is not to be used for personal letters or any other personal matters.

C. The Chief of Police may, from time to time, designate that stationary other than that containing the City of Highland Park letterhead be used for such things as Departmental memoranda, training bulletins, notices of meetings, etc.

D. All official correspondence originating from the Police Department will be signed by the Chief of Police or whomever he designates to have the authority to sign such correspondence "By direction".

E. A copy of each official correspondence will be retained for the Police Chief's file.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 21

(Reviewed 06/22/20) (Reviewed 2/11/19)(Revised: 1/8/15) (Revised: 02/28/96) (Revised: 04/30/04) (Revised: 06/26/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EMERGENCY INCIDENT NOTIFICATIONS**

PURPOSE

It is vitally important that the Chief of Police be constantly kept informed of the important occurrences involving the Department. The purpose of this general order is to establish procedures for timely notification to the Chief, the proper supervisory personnel, County officials, and other agencies or persons in certain emergency circumstances.

PROCEDURE

A. Department

1. In all serious or important occurrences, including those where there may be a question as to the agency's liability or those which may result in heightened community interest, the Deputy Chief of Police or designee will be notified. The Deputy Chief of Police, or the designee, will be responsible for notifying the Chief of Police.

2. In the case of a serious felony or misdemeanor, the on-duty Shift Supervisor will notify the Patrol Commander and the Investigations Commander as soon as possible.

3. If Specialized Teams are needed, the on-duty Shift Supervisor will notify the team supervisor as directed in the General Order relating to each team.

B. State's Attorney

1. In all felonies and serious misdemeanors where the suspect is charged under a state statute, the State's Attorney Office will prosecute the case. This office should be informed of the circumstances of the case as soon as possible.

2. A representative of the State's Attorney's Office is available for counsel, advice, and assistance as needed.

3. The proper person should be contacted according to the procedure established by the State's Attorney's Office.

C. Lake County Coroner's Office

In all cases of deaths that do not occur under the direct supervision of medical authorities, the Lake County Coroner's Office will be notified without unnecessary delay.

D. Street/Highway Department

1. Officers who encounter potential or actual hazards on the roadway will notify Communications and provide the following information:

    a. Location
    b. Type of hazard
    c. Nature of response required
    d. The agency that has jurisdiction, if known

2. Communications will in turn notify the proper street/highway department and provide an estimated time of arrival to the reporting officer(s).

E. Public Utilities

Officers who encounter potential or actual problems or hazards that require notification of a public utility such as electric, gas or telephone, etc., shall follow procedures identified in Section D-1. Communications personnel will in turn notify the proper authority and provide an estimated time of arrival to the reporting officer(s).

F. Next of Kin Notifications

1. When notifications must be made to the immediate family of deceased, seriously injured, or seriously ill persons, the following procedures will be followed:

    a. Within the jurisdictional limits of the City of Highland Park:

        (1) Notification will be made in person by (2) two sworn members of the Department.

        (2) Notification will be made to either an adult family member or a close adult friend of the family.

        (3) Consideration should be given to utilizing the services of the Police Chaplain (see General Order 115), contracted City Social Worker (see General Order 154) or gathering other family members or friends.

    b. Outside the jurisdictional limits of the City of Highland Park:

        (1) Notification will be made by telephone to the agency having jurisdiction over the residence of the next of kin. That agency will be asked to make the notification in person.

        (2) If the agency with jurisdiction cannot or is reluctant to make notification, the on-duty Shift Supervisor shall determine the best course of action based upon the circumstances.

G. News Media

1. The investigating officer will notify the on-duty Shift Supervisor when a serious accident or other such event occurs and causes considerable traffic congestion and/or necessitates a detour for an extended length of time. The on-duty Shift Supervisor will evaluate the condition and may elect to notify Shadow Traffic or the Illinois Department of Transportation.

2. The City's social media sites (Facebook, Twitter, etc.) may be utilized to further communicate closures and delays.

3. Media contact is governed by the City's Media Policy.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 22

(Reviewed 06/22/20) (Reviewed 2/11/19)(Revised: 08/12/04) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EXTRA DUTY ASSIGNMENTS**

PURPOSE

All sworn personnel, below the rank of sergeant, and community service officers (CSOs) are subject to extra-duty assignments. In an effort to identify volunteers for these assignments, a volunteer pool will be established.

DEFINITIONS

Extra-Duty Assignment – Any assignment that is conditional on the actual or potential use of law enforcement powers and/or traffic control and pedestrian safety duties by sworn personnel, or the assignment of traffic control and pedestrian safety duties by CSOs. The service is rendered during a period of time not within the employee's regular assigned hours of duty (including training, holdovers and court).

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 and/or public traffic control and pedestrian safety duties by the off-duty employee.

PROCEDURE

A. Administration

The Records Unit Supervisor will be responsible for assigning and coordinating extra-duty assignments.

B. Extra-Duty Assignment Guidelines

1. Sworn personnel may engage in extra-duty assignments as follows:

a. Where a government, profit-making, or not-for-profit entity has a contract (oral or written) with the Department for sworn personnel who are able to exercise police duties.

b. Employees may only participate in extra-duty assignments which are authorized and scheduled by the Department.

c. Types of extra-duty assignments 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

2. CSOs may engage in extra-duty assignments as follows:

   a. Where a government, profit-making, or not-for-profit entity has a contract (oral or written) with the Department for officers who are able to perform traffic control and pedestrian safety duties.

   b. Employees may only participate in extra-duty assignments that are authorized and scheduled by the Department.

C. Volunteer Pool

Sworn personnel and CSOs may request to be placed in or removed from an extra-duty assignment volunteer pool during the months of January, May, and September.

1. All extra-duty assignments will be assigned on a rotating basis from the volunteer pool.

2. Assignment will be posted in the Extra-Duty Assignment Cabinet at least 72 hours in advance.

3. Officers not wanting to work the assigned extra-duty may be excused provided the assigned officer locates a substitute for the job from the volunteer list.

   a. A non-volunteer pool officer may substitute for any officer if all means have been exhausted to get a volunteer pool substitute.

   b. All substitutions must be made in writing on an Extra-Duty Substitution Request form. The form must be signed by the originally assigned officer, the substituting officer, and by a supervisor giving approval. (See Attachment)

4. Extra-duty assignments missed while on vacation, holidays, sick or injury leave will not be made up. The officer's name will be skipped and the duty will be assigned to the next person on the rotation list. This will also apply when officers have obtained a substitute, but will not apply to those doing the substituting.

D. Compensation

1. Personnel working extra-duty assignments will be paid in accordance with the individual officer's overtime scale as established by the City Council.

2. The hours worked will be forwarded to the Finance Department and will become a regular part of payroll.

3. Extra-duty assignment hours are not eligible for the Compensatory Time Bank.

4. Personnel may not accept tips or gratuities.

E. Assignment Notice

In the event an extra duty assignment is received on short notice, less than 72 hours:

1. The Records Unit Supervisor will be responsible for making a reasonable effort to offer the assignment, in order of rotation list position, to those in the volunteer pool.

2. If all volunteer pool personnel decline the assignment, or are not available, it will be placed in the assignment cabinet and marked "FREE PICK".

3. The first available sworn officer, or eligible CSO, wishing to work the assignment will place their name on the cabinet, indicating they will be responsible for working the position.

F. Extra-Duty Assignments for Special Events

When six or more personnel are simultaneously engaged in an extra-duty assignment, one of the six or more must be the rank of sergeant or higher and must be present at all times.

G. Conduct

1. Sworn and non-sworn personnel 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.

2. In the event a sworn employee working an extra-duty assignment effects an arrest, that officer is responsible for completing the initial reports. At the discretion of the shift supervisor, an on-duty beat officer may be assigned to respond to the scene, transport and book the prisoner, and inventory any associated evidence or property.

H. Off-Duty Outside Employment

1. All Department employees may engage in off-duty employment subject to the City of Highland Park outside employment rules. (See Employee Handbook)

2. Additionally, sworn personnel may only request to engage in off-duty employment if:

   a. Vested police powers are not a condition of employment.

   b. The work provides no real or implied law enforcement service to the employer.

   c. The employee is available to call-out in case of emergency, and able to leave the off-duty employment in such situations.

   d. The work is not performed during assigned hours of duty.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

EXTRA DUTY SUBSTITUTION REQUEST FORM

Date: _____

To: Chief Paul S. Shafer

Via: _____

From: _____

Subject: Extra Duty Substitution Request

On _____, I am assigned to extra duty at _____.

I request that Officer _____ be permitted to substitute for this assignment.

Assigned Officer _____

Substitute Officer _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 23

(Reviewed 06/22/20) (Reviewed 2/11/19)(Reviewed: 4/17/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CONDUCTING POLICE DUTIES ON TIME OFF**

PURPOSE

By law, a police officer is a police officer 24 hours a day, seven days a week, regardless of whether the officer is assigned to duty or not. Every officer is expected to step in and assume a position of authority in the event of an emergency, even though the officer might no be "on duty". This acceptance of responsibility is the mark of a good citizen as well as that of a trained police officer.

PROCEDURE

A. Officers on time off in their own personal vehicles should refrain from the enforcement of routine traffic offenses. Enforcement of speed laws, stop sign violations, parking violations, etc. should be left to the officers on duty. Too many complications, misunderstandings, misinterpretations of what is being done, traffic accidents, etc. can arise from officers attempting to stop other vehicles while driving their own unmarked vehicles.

B. Therefore, members of the Highland Park Police Department who are off duty, whether in their own vehicles or not, will refrain from carrying out routine police duties and/or the enforcement of routine, minor violations, etc., with the exception of emergencies, felonies, or serious breaches of the police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 24

(Reviewed 06/22/20)(Reviewed 2/11/19)(Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **OUTSIDE EMPLOYMENT**

PURPOSE

Per the City Personnel Handbook and Section 34.012 of the Classified Service Ordinance states: "Unauthorized outside employment shall be grounds for discharge. Outside employment may, however, be authorized by the Department Head subject to the approval of the City Manager."

All Highland Park Police Department employees must have written permission from the Chief of Police with the approval of the City Manager before working any other job outside Police Department assignments.

PROCEDURE

Permission will be subject to the following provisions:

A. The outside employment does not exceed twenty (20) hours per week.

B. The outside employment does not conflict with official duties performed by Police Department employees.

C. There is no violation of any State or Federal laws or City policies.

D. All Highland Park Police Department employees must have written permission each year from the Chief of Police with the approval of the City Manager before working any other job outside Police Department assignment.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 25

(Revised 06/22/20) (Reviewed 2/11/19)(Reviewed 4/17/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **HOME TELEPHONE NUMBERS AND ADDRESSES**

PURPOSE

The purpose of this General Order is to establish a policy that personal information regarding Officers, including home telephone numbers, home addresses, cities of residences, and work and/or court schedules, is not given to the general public.

PROCEDURE

A. The Department will not supply personal numbers, home addresses, or officers' work or court schedules at the Communications Center or in any other manner to the public.

B. If a citizen requests any of this type of information, concerning an officer of this Department, the person receiving the request will inform the citizen that it is contrary to Departmental policy to supply this information. If the citizen is dissatisfied with this policy, the citizen is to be directed to the office of the Chief of Police.

C. The Departmental list of officers and employees which is distributed to personnel will no longer contain home addresses. The Office of the Chief of Police, or an on-duty Supervisor, will have a list available if needed for Departmental purposes.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 28

(Revised 7/13/2020)(Reviewed 2/11/19)(Revised: 6/6/16) (Revised: 9/1/14) (Revised 1/30/14) (Revised: 3/19/12) (Revised: 2/10/12) (Revised: 12/18/11) (Revised: 9/10/10) (Revised 12/1/04) (Revised: 02/24/03) (W/ General Order 31, Rescinds General Order 30)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **RESPONSE TO RESISTANCE/AGGRESSION PROTOCOL**

PURPOSE

The purpose of this General Order is to provide Highland Park Police Officers with guidelines for the use of less-lethal and deadly force.

POLICY

It is the policy of the Highland Park Police Department to value and preserve human life. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

The decision to use force "requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether the person is actively resisting arrest or attempting to evade arrest by flight."

In addition, "the 'reasonableness' of a particular use of force must be judged form the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight…the question is whether the officers' actions are 'objectively reasonable' in light of the facts and circumstances confronting them."[1]

This policy is to be reviewed annually and any questions or concerns should be addressed to the immediate supervisor for clarification.

DEFINITIONS

Deadly Force – Any use of force that creates a substantial risk of causing death or great bodily harm.

Less-Lethal Force – Any use of force other than that which is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another.

Objectively Reasonable – The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of circumstance know to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.

Great Bodily Harm – Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.

De-escalation – Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.

[1] *Graham v. Connor*, 490 U.S. 386 (1989).

Exigent Circumstances – Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.[2]

Choke Hold – "Means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. 'Chokehold' does not include any holding involving contact with the neck that is not intended to reduce the intake of air."[3]

Warning Shot – Discharge of a firearm for the purpose of compelling compliance from an individual, but not intended to cause physical injury.

PROCEDURE

I. General Provisions

A. Use of physical force should be discontinued when resistance ceases or when the incident is under control.

B. Physical force shall not be used against individuals in restraints, except as objectively reasonable to prevent escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, only the minimal amount of force necessary to control the situation shall be used.

C. Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical services, and/or arranging for transportation to an emergency medical facility.

D. An officer has a duty to intervene to prevent or stop the use of excessive force by another officer when it is safe and reasonable to do so.

E. All on-duty and off-duty uses of force shall be documented and investigated pursuant to this Department's policies

II. De-escalation

A. An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with his or her training whenever possible and appropriate before resorting to force and to reduce the need for force.

B. Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used.

III. Use of Less-Lethal Force

When de-escalation techniques are not effective or appropriate, an officer may consider the use of less-lethal force to control a non-compliant or actively resistant individual. An officer is authorized to use Department-approved, less-lethal force techniques and issued equipment

A. to protect the officer or others from immediate physical harm,

B. to restrain or subdue an individual who is actively resisting or evading arrest, or

C. to bring an unlawful situation safely and effectively under control.

IV. Use of Deadly Force

A. An officer is authorized to use deadly force when it is objectively reasonable under the totality of circumstances. Use of deadly force is justified when one or both of the following apply:

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[2] Based on the definition from *United States v. McComney,* 728 F.2nd 1195, 1199 (9th Cir.), cert. denied, 469 U.S. 824 (1984).

[3] 720 ILCS 5/7-5.5(c)

1. to protect the officer or others from what is reasonably believed to be an immediate threat of death or great bodily harm

2. to prevent the escape of a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit a felony involving serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of great bodily harm or death to the officer or another if the subject is not immediately apprehended.

B. When feasible, the officer shall identify himself or herself as a law enforcement officer and warn of his or her intent to use deadly force.[4]

C. Deadly Force Restrictions

1. Deadly force should not be used against persons whose actions are a threat only to themselves or property.

2. Warning shots are inherently dangerous. Therefore, warning shots are prohibited.

3. Firearms shall not be discharged at a moving vehicle unless

a. a person in the vehicle is threatening the officer or another with deadly force by means other than the vehicle; or

b. the vehicle is operated in a manner deliberately intended to strike an officer or another person, and all other reasonable means of defense have been exhausted (or are not present or practical), which includes moving out of the path of the vehicle.

4. Firearms shall not be discharged from a moving vehicle except in exigent circumstances. In these situations, an officer must have an articulable reason for this use of deadly force.

5. Choke holds are prohibited unless deadly force is justified.

D. Training

1. All officers shall receive training, at least annually, on this Department's response to resistance/aggression (use of force) policy and related legal updates.

2. In addition, training shall be provided on a regular and periodic basis and designed to

a. provide techniques for the use of and reinforce the importance of de-escalation;

b. simulate actual shooting situations and conditions; and

c. enhance officers' discretion and judgement in using less-lethal and deadly force in accordance with this policy.

3. All use-of-force training shall be documented.

V. Non-Sworn Members and Response to Resistance

A. Non-sworn personnel such as community service officers, clerks, etc., are not authorized to make custodial arrests or to control mental health patients, prisoners, or other persons, unless expressly directed by a sworn officer in an emergency situation.

B. Non-sworn personnel shall retreat from any physical resistance and call for sworn police assistance.

C. Non-sworn members may use force that they reasonably believe to be necessary to defend themselves or another from bodily harm.

VI. Response to Resistance Incidents Outside Local Jurisdiction

A. Officers involved in response to resistance incidents outside the local jurisdiction, whether on or off-duty, will as soon as possible, notify the on-duty shift supervisor.

[4] *Tennessee v. Garner,* 471 U.S. 1 (1985).

B. The officer(s) involved and the on-duty shift supervisor, or other supervisor designated by the Chief of Police, will assist other jurisdictional agencies in their investigation.

C. When an officer is involved in an incident that results in death or great bodily harm as a result of their participation on a multi-jurisdictional task force or specialized team (i.e. Major Crimes Taskforce, NIPAS EST, or MFF), the officer and the Department will assist the task force or specialized team in their investigation of the incident as needed.

D. The Chief of Police will decide if any further investigation by this Department is necessary, in addition to the jurisdictional agency investigation and/or the investigation by the State Police Public Integrity Task Force or Major Crime Taskforce.

VII. Shift Supervisor Responsibilities

The Shift Supervisor responding to the scene of a deadly force incident will be responsible for the following duties, if circumstances warrant:

A. Command of the scene and protection of the scene and evidence.

B. Immediately roping off the area, and removing all unauthorized personnel, including police officers, from the scene.

C. Locating all sworn and civilian witnesses and require that they remain at the scene until the arrival of the investigation personnel so interview arrangements or necessary statements can be made.

D. Securing firearm(s):

1. Firearms and weapons that become evidence as a result of being used in the incident should be turned over to the custody of the assigned evidence technician.

2. The duty firearm(s) of the officer(s) directly involved will be secured for placement into evidence by the assigned forensic technician. No Permanent markings will be placed on the firearms. If necessary, the officer will be issued a new service weapon.

E. Notifying the Patrol Commander

1. The Patrol Commander shall notify the Deputy Chief

2. The Deputy Chief shall notify the Chief of Police

F. Requesting investigations personnel and evidence technicians respond to the scene.

G. Notifying the on-call State's Attorney of the incident and requesting the State Police Public Integrity Task Force or the Major Crimes Taskforce Integrity Team, whichever the Chief or his designee determine to have investigate the incident while the scene is still secured.

VIII. Handling of Officer(s) Involved in a Death or Serious Injury Incident

A. Once the scene is secure, any officer responsible for the death or serious injury shall be removed from the area and transported to a hospital for a medical examination.

B. A companion officer will be assigned to stay with the officer involved in the death or serious injury incident throughout the duration of the initial investigation and during follow-up activities as needed. The companion officer or a designated officer will provide transportation to the involved officer at the completion of the preliminary investigation and medical treatment, when the involved officers are released from duty.

C. The officers responsible for the death or serious injury, which occurred either within or outside of the local jurisdiction, shall be placed on administrative leave pending the results of a department investigation, Illinois State Police Public Integrity Unit investigation or Major Crimes Task Force investigation, and the completion of trauma counseling. While the investigation is pending:

1. The officers shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall to duty at any time.

2. The officers must receive permission from the Chief of Police or his designee prior to leaving the metropolitan area, and if such permission is given, the officer

must supply phone number(s) of their location.

3. The officer shall not discuss the case with anyone except the prosecuting attorney, designated police personnel, their own attorney, and post-traumatic counselors.

D. Additional officers who were on scene that were directly involved in the incident or witnessed the incident will be sent to the hospital for medical evaluation and placed on administrative leave pending trauma counseling and may be sent for a fitness for duty evaluation, at the discretion of the Chief of Police or his designee.

E. The policy outlined herein is not intended to imply or indicate that the officer has acted properly or improperly. It is intended to ensure a fair and impartial investigation.

IX. Officer Involved Death Investigation Requirements

Death investigation requiring specialized investigation by the Major Crimes Task Force or the State Police Public Integrity Unit at the discretion of the Chief of Police or his designee shall be required for the listed circumstances, in compliance with Public Act PA099-0352:

1. Officer Involved Shooting (fatal and non-fatal)
2. Officer Involved Death - Use of Force (non-firearm)
3. Officer Involved Death - Custody
4. Motor vehicle crashes involving police officers where death is imminent or likely

X. Action-Response Report Form

A. The Action-Response Report From (Attachment A) and any related forms will be completed by an employee when they use:

1. Deadly force against a person in response to resistance/aggression.
2. A less-lethal weapon on a person.
3. Response to resistance/aggression that results or is alleged to have resulted in death or injury.
4. Handcuffing or other mechanical restraining techniques that result in injury.
5. Whenever of firearm or CEW is displayed or directed at an individual(s).

B. The form will be completed by the victim/employee when a subject:

1. Uses deadly force against an employee.
2. Uses a less-lethal weapon against an employee.
3. Uses force that results in injury to an employee.
4. Forcibly obstructs or resists arrest, however slight.

C. Should an employee not be able to complete the form due to death or injury, the immediate supervisor will ensure the form is completed.

D. One form will be completed for each incident, and copies of all relevant reports, complaints, and narratives or case numbers in the absence of reports will be attached to the form.

E. A new incident number will not be used for the form. The incident number of any related incidents will be included in the appropriate space on the form.

XI. Review of Response to Resistance Incident

A. The Action-Response Form will be reviewed and forwarded through the chain of command to the Chief of Police.

B. The Deputy Chief of Police, or his designee, will be responsible for filing the reports, analyzing each use of force incident, and compiling an annual analysis of use of force activities, policies, and procedures.

XII. All agency personnel authorized to carry weapons will receive annual in-service training on this

General Order.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT A

Supervisor's Public Safety Questions on Scene of a Deadly Force Incident

Officer, we are required by policy to complete a public safety statement. Due to the immediate need to take action, you do not have the right to wait for legal or union representation before answering these limited questions.

1. Are you injured?
2. If you know of anyone who was injured, what is his or her location?
3. In what direction did you fire your weapon(s)?
4. If any suspects are at large, what are their descriptions?
5. What was their direction of travel?
6. How long ago did they flee?
7. For what crimes are they wanted?
8. With what weapons are they armed?
9. Does any evidence need to be preserved?
10. Where is it located?
11. Did you observe any witness(es)?
12. Where are they?

Officer, in order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors or staff offices. You are directed to speak to your legal representative prior to making any further statements regarding this incident.

HIGHLAND PARK POLICE DEPARTMENT — ACTION-RESPONSE REPORT

A. Incident Information

Date	Time	Day of Week	Location	Beat/ Shift	Incident Number

Type of Incident
☐ Crime in Progress ☐ Domestic Disturbance ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop
☐ Other (specify)

B. Officer Information

Name (Last, First, Middle)	Badge #	Age	Injured Y / N	Killed Y / N

Rank	Duty assignment	Service Years
☐ Patrolman ☐ Other ☐ Sergeant _____	☐ Patrol Officer ☐ Extra Job ☐ Investigator ☐ K-9 ☐ _____	

C. Subject (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First, Middle)	Sex	Race	Age	Weapon Y / N	Weapon Type	Injured Y / N	Killed Y / N

Height	Weight

☐ Under the Influence: ☐ Alcohol ☐ Drugs Suspected
☐ Other unusual condition (specify)

Arrested Y / N — Primary Charge *(Most Serious)* _____

Subject's actions (check ALL that apply)

- ☐ Resisted police officer
- ☐ Physical threat/attack on officer or another
- ☐ Threatened/attacked officer or another with blunt object
- ☐ Threatened/attacked officer or another with knife/cutting object
- ☐ Threatened/attacked officer or another with motor vehicle
- ☐ Threatened/attacked officer or another with firearm
- ☐ Fired at officer or another
- ☐ Other (specify) _____

Officer's response toward this subject (check ALL that apply)

- ☐ Compliance Hold
- ☐ Hands/fists
- ☐ Kicks/feet
- ☐ OC
- ☐ CEW (Complete TASER RPT)
- ☐ Strike/use baton or other object — Serial # _____
- ☐ Canine — Number of Shots Fired _____
- ☐ Firearm directed at individual
- ☐ Other *(specify)*

Firearms Discharge
☐ Intentional
☐ Accidental

Injury to Subject (Check ALL that apply)

Subject Injured? ☐ Yes ☐ No
Injury Photographed? ☐ Yes ☐ No

Treatment: ☐ Hospital _____
☐ No Treatment
☐ Release EMS Agency _____
☐ Reported, not evident

Injury to Officer (Check ALL that apply)

Officer Injured? ☐ Yes ☐ No
Injury Photographed? ☐ Yes ☐ No
On-Duty Injury Report Number: _____

Treatment: ☐ Hospital _____
☐ No Treatment
☐ Release EMS Agency _____
☐ Reported, not evident

Will Another Action Response Report be Completed for this Incident ☐ Yes ☐ No

Other Officers Present: ☐ Yes ☐ No
If yes, list each officer:

Video Evidence: ☐ Yes ☐ No
Source:
Taser: ☐
Squad: ☐
Facilities: ☐
Other: _____

➧ **If this officer used force against more than one subject in this incident, attach additional USE OF FORCE REPORTS**

REPORTING OFFFICER Star No. *(PRINT)*	REPORTING OFFICER SIGNATURE	DATE OF REPORT	DATE OF REVIEW

SUPERVISOR SIGNATURE	COMMANDER SIGNATURE	DEPUTY CHIEF SIGNATURE

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 29

(Revised: 07/17/20) (Reviewed 2/11/19)(Revised: 9/30/04) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **USE OF RESTRAINING DEVICES DURING PRISONER TRANSPORT**

PURPOSE

The purpose of this order is to provide guidelines for the use of restraining devices during transport of arrested persons.

DEFINITIONS

Handcuffs - Commercially produced chain link cuff capable of being double locked.

Humane Transport Belt - Commercially produced heavy-duty nylon waist belt with a metal restraining ring for use with handcuffs. Used for long distance transportation or other situations where it is impractical to have the prisoner's wrists cuffed behind the back; such as advanced age, pregnancy, or physical limitations.

Disposable Flex Cuffs - Commercially produced plastic flexible band cuff with a one-way locking system that may be used on wrists (when handcuffs do not fit or are not available) and/or as leg restraints.

A. Applications

1. Whenever a person is placed under custodial arrest and is to be transported for any reason, or when a prisoner is being transported from the Department's facility to another facility, that person shall be handcuffed, unless prevented by medical or physical reasons.

2. Disposable flex cuffs may be used in place of, or in addition to, handcuffs when determined it is needed by the arresting officer.

3. Exceptions to the use of restraints are:

    a. The arrestee is a juvenile, unless the juvenile poses a threat to the officer(s), themselves, or others.

    b. The shift supervisor authorizes transport without restraints due to unusual circumstances, such as the advanced age of the arrestee.

B. Single Arrestee

1. 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.

2. During arrest situations when a transport belt is not readily available, restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in unusual circumstances, such as when arrestees are:

    a. Physically incapable of placing their hands behind their back.

    b. Physically handicapped.

    c. Sick or injured to the extent that placement of 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. Handcuffs will be double-locked and checked for proper fit as soon as possible.

2. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.

3. When long distance transport is required, the humane transport belt should be used.

4. Disposable flex cuffs may be used in conjunction with other restraining devices in instances involving high risk.

5. When a prisoner is left in handcuffs for any extended period of time, the arresting officer or other person charged with the custody of the prisoner will, from time to time, check the handcuffs to ensure that they are still in a secure position and that there is adequate blood circulation to the prisoner's hands

6. When handcuffed suspects are transported in Departmental vehicles, the suspects will also be secured in the vehicle by use of seat belts, shoulder harnesses, or other vehicular restraint systems that are available.

7. Prisoners will not be positioned immobile, face down in a vehicle after application of both arm and leg restraints. Prisoners so restrained may be placed on their side or in a seated position, and shall be under continuous observation.

8. Officers will only apply Department authorized restraints.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 31

(Revised 7/15/20) (Revised 06/11/2020) (Revised 5/15/2020)(Revised 5/20/19) (Revised 3/27/2018) (Revised 1/31/18) (Revised: 5/11/17) (Revised: 6/6/16)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **WEAPONS AND WEAPONS PROCEDURES**

POLICY

The Highland Park Police Department will provide regulations for personnel who are authorized to carry weapons with regard to the type of weapons, ammunition and accessories that are allowed on and off duty, as well as the requirements for the qualification, inspection and security of all weapons.

DEFINITIONS

Duty Pistol – Department issued .45 caliber semi-automatic pistol, with which officers qualify at least annually. It may also be carried off duty.

Firearm- Department approved long gun/rifle or pistol

Personal Duty Pistol – Officer owned 9mm, .45 or .40 caliber semi-automatic pistol approved by the Department for an officer to carry on duty, with which the officer qualifies at least annually. It may also be carried off duty.

Personal Off-Duty Pistol - The handgun, owned by the officer and approved by the Department for an officer to carry as an off-duty pistol. The officer will qualify with this pistol at least annually.

Weapon- Any firearm or less lethal implement designed to protect or to assist in effecting an arrest.

Qualified Law Enforcement Officer – As defined by Federal Law, is an employee of a government agency who:

1. Is authorized by law to engage in or supervise the prevention, detection, investigation, prosecution of or incarceration of any person for any violation of law, and has statuary 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 which could result in suspension or loss of police powers;

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 other 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 an individual who:

1. Separated from service in good standing from service with a public agency as a law enforcement officer;

2. Before such separation, 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 or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice;

3. (A) Before such separation, served as a law enforcement officer for an aggregate of 10 years or more; or

   (B) Separated 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. During the most recent 12-month period, has met, at the expense of the individual, the standards for qualification in firearms training for active law enforcement officers, as determined by the former agency of the individual, the State in which the individual resides or, if the State has not established such standards, either a law enforcement agency within the State in which the individual resides or the standards used by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State;

5. (A) Has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health and as a result of this finding will not be issued the photographic identification as described in subsection (d)(1) of 18 USC 926C; or

   (B) Has not entered into an agreement with the agency from which the individual is separating from service in which that individual acknowledges he or she is not qualified under this section for reasons related to mental health and for those reasons will not receive or accept the photographic identification as described in subsection (d)(1) of 18 USC 926C;

6. Is not under the influence of alcohol or another intoxication or hallucinatory drug or substance, and;

7. Is not prohibited by Federal Law from receiving a firearm

Range Master – A certified firearms instructor who is in charge of the firearms range and Departmental armory. The Department Range Master shall be designated by the Chief of Police.

Range Officer – A certified firearms instructor who is an assistant to the Range Master.

PROCEDURES

A. General Guidelines- Approved Firearms

1. All firearms intended for use by sworn officers in performance of their duties will be reviewed, inspected, and approved by the Range Master, or his designee, prior to carrying. Unsafe firearms shall be removed from duty.

2. A record of each firearm approved by the department for official use will be maintained by the Range Master.

3. Firearms must, at all times, be serviceable and within factory specifications. No modifications or alterations are permitted without written permission from the Chief. Any firearm discovered to be unserviceable, out of factory specifications without authorization, modified in an unauthorized manner, or so dirty as to adversely affect its reliability shall be IMMEDIATELY removed from service.

4. When a duty pistol, whether Department issued, or personally owned, is taken out of service due to condition, or as part of an investigation, the Department will temporarily issue a Department duty pistol, associated holster, magazines, and magazine pouch. The receiving officer shall qualify on the Department course prior to carrying the duty pistol on shift.

5. All firearms are subject to an inspection by a supervisor, the Range Master, or his designee, at any time.

6. Only a certified armorer is authorized to perform armorer-level maintenance and repair on firearms.

7. User-level maintenance (cleaning) is to be performed by the individual officer.

B. Personnel Approved to Carry Firearms

1. Only officers training and demonstrating proficiency in the use of department authorized firearms may be approved to carry approved firearms.

2. Prior to being approved to carry an approved firearm, sworn officers shall be issued copies of and be instructed in use of force, including deadly force, and the use of all authorized weapons. The issuance and instruction shall be documented, and copies of the documentation shall be maintained by the Range Master, or his designee.

3. Prior to carrying the personal duty pistol, the officer must provide written notification to the Chief of Police, and have the pistol inspected by the Range Master, or a designee. The written notification shall include the make, model, caliber, and serial number.

4. Recruit officers are allowed to carry and use pistols only for the purposes of training at the police academy, and at the direction of academy training personnel.

5. All sworn officers authorized to carry any firearm are required to demonstrate proficiency and pass a department qualification course, outlined in the General Order about firearms training and weapons qualification.

C. Authorized Weapons

1. The Department will provide a Sig Sauer P220 .45 caliber Duty Pistol to all officers hired prior to October 1, 2018, within current policy. Officers hired prior to October 1, 2018 may elect to carry a Personal Duty Pistol and will purchase their own duty pistol, holster, and magazine pouch from the listed manufacturers authorized by the Chief of Police. If officers hired prior to October 1, 2018 elect to carry a Personal Duty Pistol, their department issued weapon shall be returned. Officers hired on or after October 1, 2018 will purchase their own Personal Duty Pistol from the listed manufacturers authorized by the Chief of Police. New officers will be issued appropriate holsters and magazine pouches.

2. Non-issued pistols for duty use will meet the following criteria:

   a. A semi-automatic pistol configured in either traditional double/single action (DA/SA), double-action only (DAO), striker fired, in one of the following 3 calibers: 9mm, .40 S&W, or .45 ACP, with a barrel length no less than 3.5 inches, and no more than 5 inches.

   b. Pistols will be factory black, blued, or silver only. Pistols will have only the basic factory markings. Typically, the make, model, and serial number will be shown on a pistol. Symbols, wording, or other markings are prohibited.

   c. The trigger travel shall be set to factory specifications, and not altered.

   d. Fixed or adjustable self-luminous sights are mandatory.

   e. The pistol will be manufactured by one of the following manufacturers: Beretta, Glock, Heckler & Koch, Sig Sauer, Smith & Wesson, Springfield Armory, or as authorized by the Chief of Police.

   f. Pistols being worn while in full uniform will have a minimum of an eight-round capacity.

   g. Officers in full uniform will be required to carry two magazines on their person, and an additional magazine in their pistol. The pistol will be charged, with a round in the chamber.

   h. Officers hired before October 1, 2018 will be required to provide their own holster, magazines, and magazine pouches for their Personal Duty Pistols, subject to approval by the Range Master. The gear will match the style, security level, and type of equipment currently authorized by the Department. Holsters will either have a leather finish, or a plain fine-tac (black molded) matte finish.

   i. Prior to carrying the pistol, the officer must provide written notification to the Chief of Police, and have the pistol inspected by the Range Master, or a designee. The written notification shall include the make, model, caliber, and serial number.

   j. Officers hired before October 1, 2018 may carry and use pistol-mounted flashlight on their Department issued duty pistol, personal duty pistol, or personal off-duty pistol, and officers hired on or after October 1, 2018 will carry and use a pistol-mounted flashlight on their personal duty pistol, and may use a pistol-mounted flashlight on their personal off-duty pistol, provided that:

      (1) The pistol is equipped with a factory light rail.

      (2) A Department approved duty holster, approved pistol light and batteries are purchased at the officer's own expense, for officers hired prior to October 1, 2018. The initial holster will be provided by the Department to officers hired on or after October 1, 2018; however, the purchase of an approved pistol light and batteries will be at the officer's own expense.

      (3) The pistol mounted light is similar in size and operation as utilized on the Department issue UMP45 or Sig516 Patrol.

      (4) The officer demonstrates proficiency in the use and operation of the pistol mounted light and holster during required firearms training with a Range Officer.

(5) The original factory controls for the pistol mounted light are utilized. Accessory pressure switches are not to be attached or utilized. Pistol laser sighting devices are not authorized.

(6) The pistol mounted light is not to be used for general illumination. It is intended for use in low light conditions to identify or illuminate a potential threat and/or to safely search areas of concern and to increase officer safety.

(7) An officer electing to carry and use a pistol mounted flashlight must also carry a primary flashlight on their person.

3. Department Executive Staff, including the Investigations Supervisors, may carry Personal Off-Duty Pistols, while on duty, with which they must qualify at least annually.

4. Sworn personnel wearing plain clothes, assigned to Investigations (excluding SROs), may carry Personal Off-Duty Pistols with two magazines containing no less than 8 rounds, while on duty, with approval of the Chief of Police or the Range Master and must qualify at least annually. Fixed or adjustable self-luminous sights are mandatory and the weapon must be to factory specifications and not altered. The firearm must be semi-automatic and in one of the three following calibers: 9mm, 40 S&W, or 45ACP.

5. A Department issued Sig Sauer Sig516 Patrol rifle will be secured in each Patrol Vehicle and certain other Department vehicles used by officers. Sig516 Patrol rifles have been equipped with weapon mounted flashlights for use in low light conditions to identify or illuminate a potential threat and/or to safely search areas of concern and to increase officer safety. Sig516 rifles have also been equipped with Aimpoint red dot sights to allow for increased accuracy and faster target acquisition. The "red dot" is contained within the sight and does not project a laser or dot externally on a target.

    a. Daily, during vehicle inspection at the start of their shift, officers will ensure the Sig516 rifle is in safe condition and prepared for duty by performing a function check. The rifle will be secured in the squad car's locking mechanism in the following condition:
        i. Empty chamber
        ii. Aimpoint on with brightness adjusted to accommodate the individual officer and conditions
        iii. Bolt forward
        iv. Safety on
        v. Dust cover closed
        vi. Full magazine inserted and locked in the magazine well
    b. Aimpoint sights are only to be removed for maintenance by firearms instructors or under exigent circumstances
    c. Aimpoint adjustment turrets shall not be manipulated by any personnel other than firearms instructors or at their direction during training.

Police Special Use Firearms are authorized for those officers who have received specific training for the firearm and who are assigned specific assignments for the firearm's use. These include the:

    a. Heckler-Koch UMP45 45caliber sub-machine gun
    b. Heckler-Koch 33 .223 Carbine
    c. Remington R700 .308 bolt-action rifle
    d. Heckler-Koch 416 .223 Carbine

7. The Range Master will maintain a list of all Department issued and authorized personal on-duty

pistols which will include the following information:

a. Type of pistol
b. Description
c. Model number
d. Serial number
e. Officer assigned
f. Signature of the Range Master
g. Date of approval

8. The personal off-duty weapon must be approved by the Department.

   a. Carrying an approved weapon within the City of Highland Park while off duty is recommended but not mandatory.

      i. Recruits are not authorized to carry duty or personal off duty weapons while off duty.

      ii. Probationary Officers in the Field Training Program are not permitted to carry personal or off duty weapons while off duty, with the exception of laterally-hired probationary officers who are state certified, have demonstrated proficiency, pass a departmental qualification course and who have read and understood all Department General Orders.

      iii. Probationary Officers who are certified for solo patrol are only permitted to carry an authorized duty weapon while off duty until the completion of his/her probationary period.

   b. Officers may not take a Department owned firearm out of state except on official business or with the express written approval of the Chief of Police or designee.

   c. Officers may carry concealed firearms outside the State of Illinois pursuant to 18 USC 926B (Attachment C) and applicable Highland Park Police Department General Orders.

   d. Officers are not allowed to carry a firearm while under the influence of alcohol or drugs.

   e. Recruits, probationary officers, qualified retired law enforcement officers, and sworn officers who reside in Illinois are required to possess a valid FOID card issued by the State.

   f. An officer will present a firearm for approval to the Range Master or designee.

   g. The weapon must be of a minimum caliber of .380 and common to current law enforcement usage.

   h. The Range Master will maintain an inventory listing of the firearms that are approved for each officer.

   i. The Range Master will annually ensure that the listing is current and accurate.

   j. The Range Master will check firearms presented for approval through LEADS prior to issuing approval.

B. Ammunition

1. Ammunition for Department issued firearms, and authorized personal duty firearms, is furnished by the Highland Park Police Department. No other ammunition will be used.

   a. Ammunition is stored in a locked, secured safe in the armory and at the firearms training center, which remains locked when unattended.

   b. Only authorized individuals have access to the armory and ammunition safe.

2. The type of ammunition issued for Duty Weapons will be 9mm, .45 ACP or .40 S&W factory loaded cartridges with hollow point expandable bullets.

3. The type of UMP45 single-fire carbine ammunition issued will be .45 ACP factory-loaded cartridges with hollow point expandable bullets.

4. The type of Sig Sauer single fire Sig516 Patrol rifle ammunition issued will be factory-loaded 5.56x45mm NATO or .223 Remington cartridges, or as authorized by the Department.

5. The type of Police Special Use Weapons ammunition issued will be factory-loaded 5.56x45mm NATO, .223 or .308 cartridges, or as authorized by the Department.

6. The type of cartridges authorized for Department issued Conducted Electrical Weapons are Taser International 25-foot extra penetration cartridges.

7. Ammunition for off-duty weapons will be consistent with ammunition issued for duty weapons.

C. Care and Maintenance of Firearms

1. Officers will inspect all firearms assigned to or carried by them for residue, corrosion or deterioration on a weekly basis, and will keep them clean and in good operating condition at all times.

2. Annually, officers will turn their Department issued pistols in to a certified Department Armorer for inspection.

3. Whether Department issued or individually owned, officers are responsible for the serviceability of their pistol. As such, officers should routinely inspect the condition of their pistol, and immediately report any discrepancies or issues to their supervisor.

4. A trigger lock will be issued with each Department issued duty pistol for additional safety when the pistol is taken home.

5. UMP45 single-fire carbines and Sig516 Patrol rifles will be inspected by the officers they are assigned to daily for residue, corrosion, or deterioration and will be kept clean and in good operating condition at all times.

   a. These weapons will be cleaned and lubricated during the weekly vehicle inspection on the first Sunday of every month.

   b. A Range Officer will periodically check these weapons to ascertain whether additional maintenance is needed.

6. Officers will refrain from displaying a firearm to anyone except upon demand of a superior or inspecting officer or in the performance of their official duties.

7. A red safety cylinder for loading and unloading of firearms is located in the Police Department's tactical/gun cleaning room which is accessible to all sworn personnel via the outside double doors east of the sally port. The cylinder will safely stop an unintentional discharge of firearm ammunition up to .50 caliber. The red cylinder is the only authorized place in the Police Headquarters for the loading and unloading of firearms.

8. Any employee who discharges a firearm, except in the course of firearm training in a designated place or for recreational purposes such as hunting with a permit or pistol league, must immediately report the incident to their shift supervisor. The employee must then submit a written report to the Chief of Police without unnecessary delay. In the event the employee is unable to submit a report, it will be submitted by his immediate supervisor.

    a. A copy of the report will be forwarded to the Range Master.

    b. The Range Master will review each report and may make a written recommendation to the Chief for further study, evaluation or modification of training or policy.

9. The shift supervisor must give permission before a firearm is used to destroy an animal.

D. Use of the Firearms Training Center Range

1. Only sworn officers for the City of Highland Park will be allowed to utilize the Firearms Training Center Range with the following exceptions:

    a. Sworn police officers from outside police departments.
    b. Federal law enforcement agents of the United States Government.
    c. Members of the United States Armed Forces while engaged in military training exercises.
    d. Qualified retired law enforcement officers.
    e. Other persons as authorized by the Chief of Police.

2. Use of the range by the above individuals is contingent upon completion of the Waiver and Release of All Claims form (Attachment F), and permission being granted by the Chief of Police.

3. The Firearms Range will only be utilized when the Range Master or a Range Officer is present, except as authorized by the Chief of Police. The Range Master will be a certified Firearms Instructor, and Range Officers will receive tactical or emergency medical response training. The supervising Range Officer will complete a Weapons Qualification Report or Extra Training Log entry for each officer at each range date. The Range Master will be responsible for maintaining a file of these reports for each officer.

E. Firearms Training Center Range Rules

1. No person shall enter the Firearms Training Center Range control room without the permission of a Range Officer.

2. No person may be present in the range area while under the influence of alcohol and/or drugs. No alcoholic beverages are permitted in the range area.

3. Any firearm carried at the range and not on the firing line shall be carried in one of the following

manners.

a. Holstered with the holster snapped securely.
b. Secured and encased.
c. Unloaded with either the action, bolt, slide or cylinder open, depending on the specific firearm.

4. No smoking, eating or drinking is permitted on the firing line. Smoking is not permitted inside the Training Center.

5. All firearms at the Firearms Training Center Range are subject to a safety inspection by the Range Officers at any time. Defective firearms shall not be used until repaired.

6. All ammunition at the Firearms Training Center Range is subject to safety inspection by the Range Officers at any time.

7. Only Department-approved targets shall be used.

8. When on the firing line, unholstered firearms shall be pointed downrange at all times.

9. Ear and eye protection is required when on the firing line and will be supplied by the Range Officer.

10. Any person who has a firearm malfunction or ammunition misfire shall keep the firearm pointed downrange while attempting to correct the problem. The Range Officer shall be notified if the situation cannot be corrected. The Range Officer shall intervene if they observe an officer attempting to clear a malfunction or defective ammunition, which may lead to an unsafe condition.

11. During qualification or firearms training, firing will be done only on command from the on-duty Range Officer.

12. The on-duty Range Officer shall have full control and responsibility for range safety. The Range Master shall promulgate range safety procedures and post them in a prominent location for all personnel to follow.

13. Loading and unloading of firearms at the range facility shall only be performed either on the firing line, with firearms pointed down range, or utilizing the gray safety cylinder located in the ready room.

F. Weapons Qualification and Procedure

1. All officers shall shoot their duty pistol at least annually for qualification. Qualifications will be supplemented by applicable training exercises throughout the year. Practice shoots are at the officer's option to meet or exceed qualification standards.

2. All officers will shoot the Department-issued Sig516 Patrol rifle annually for qualification. Practice shoots are at the officer's option to maintain the minimum qualification.

3. Officers authorized on Police Special Use Weapons will qualify at least semiannually. Practice shoots are at the officer's option to meet or exceed qualification standards.

4. All police officers must be qualified with the firearms they are required to carry. All officers must be able to meet or surpass minimum Departmental qualification standards at all times. Failure to meet this standard may result in disciplinary action and removal from official duties.

a. The course of fire for duty pistol qualifications will be the "Annual Qualification Course of Fire" per the Illinois Training and Standards Board Administrative Code Title 20, Chapter V, Part 1730, however the minimum qualification shall be 80% of the maximum possible score. (Attachment A.) Those officers who fail to qualify on their initial attempt will be allowed 1 additional attempt. In the event an officer fails to qualify during their additional attempt, the officer shall be removed from official duty and receive the earliest possible remedial training to return the officer to minimum standards for full duty. The officer will not return to full duty until the above minimum standards are met.

b. The course of fire for UMP 45 and Sig516 Patrol rifle qualification will be the "NIPAS –SF" course. (Attachment B). Those officers who fail to qualify on their initial attempt will be allowed 1 additional attempt. In the event an officer fails to qualify during their additional attempt, the officer will be prohibited from using the UMP 45 or Sig516 Patrol rifle in the course of their official duties until such time as the earliest possible remedial training is conducted and the officer is able to meet the minimum standards.

c. The Range Master will notify the immediate supervisor of any officer placed in a remedial training program.

d. Once an officer has completed remedial training and met the minimum qualification standards, the Range Master will set up a performance improvement plan to assist the officer in maintaining proficiency.

e. The course of fire for personal off duty pistol qualifications will be the "Annual Qualification Course of Fire" per the Illinois Training and Standards Board Administrative Code Title 20, Chapter V, Part 1730, however the minimum qualification shall be 80% of the maximum possible score. (Attachment A). Those officers who fail to qualify on their initial attempt will be allowed 1 additional attempt. In the event an officer fails to qualify during their additional attempt, the officer will be afforded the opportunity to practice on their own and re-attempt to qualify on another day. The officer will be prohibited from carrying any personal off duty pistol without meeting the above standard annually for each pistol they wish to carry.

5. The Range Master will be responsible for scheduling all Department qualifying sessions. The Range Master shall direct Range Officers who will conduct the qualifications and he/she shall direct all documentation to the Director of Training.

6. The Range Master shall be responsible for monitoring compliance with required qualification and shall direct a report to the Chief of Police documenting all officers' individual qualifications.

7. Additional training courses of fire shall be determined by the Range Master with the approval of the Chief of Police to suit training needs and maintain officer proficiency. Those officers who fail to meet minimum training course of fire requirements may be issued a performance improvement plan but will not result in removal from official duties as long as they have met the minimum qualification standard described above.

8. Excused absences from qualifications must be obtained from the Chief of Police or his designee. All qualification courses not attended shall be completed within fourteen (14) calendar days after returning to duty or the first date when a qualification is scheduled, whichever occurs first.

9. Practice ammunition will be supplied to officers for duty pistols only.

G. Certification of Retired Officers for Carry of Concealed Firearms

1. Only the Chief of Police or his designee may certify any retired law enforcement officer pursuant to 18 USC 926C (Attachment D).

2. The Chief of Police or his designee may request any documentation from an applicant to substantiate the qualification of the applicant as a Qualified Retired Law Enforcement Officer.

3. Certification of a retired law enforcement officer remains the sole discretion of the Chief of Police or his designee.

4. 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.

H. Retiree Identification Card

1. A Highland Park Police Department officer that retires in good standing shall be issued a photographic Retiree Identification Card.

2. The card will contain language on the back of the card that indicates that the bearer has retired in good standing provided that the retiree meets the criteria of a "Qualified Retired Law Enforcement Officer" defined above.

3. Retirees meeting the qualification standards set forth in this General Order will be issued a Department photographic Retiree Identification Card that has Certification of Qualification documented thereon (Attachment E).

    a. The Certification and Qualification on the ID card will list the date of qualification, date of expiration, and the type (semi-automatic and/or revolver) of the firearm on which the retiree is qualified.

4. The Retiree Identification and Certification of Qualification Card shall remain the property of the City of Highland Park Police Department and shall be immediately returned upon the request of the Chief of Police or his designee.

I. Retiree Record Keeping and Accessibility

1. The Range Master shall maintain a qualification history file on each certified retiree.

2. These records will document history on all qualification attempts made.

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 Shift Commander or his designee to assist other law enforcement agencies in status verification.

5. Said records shall reflect the date of the most recent qualification and the type (semi-automatic and/or revolver) of firearm with which the retiree is qualified.

J. Retiree Qualification Standards

1. One time per calendar year, retirees shall be afforded the opportunity to attend qualification at the Department.

    a. The Range Master or his designee shall determine the dates for qualification.

2. Prior to any handling or use of any firearms by a retiree, they must complete the Waiver and Release of All Claims form. (Attachment F)

3. Attendance and participation in the qualification will be at the expense of the individual retiree.

4. Retired law enforcement officers must provide their own firearms for practice, qualification, and carry.

    a. Retired officers will only be certified on firearms authorized and in compliance with all current and applicable Highland Park Police Department directives.

5. Retired law enforcement officers must provide their own ammunition for practice, qualification, and carry.

    a. Ammunition for each firearm must be in compliance with all current and applicable Highland Park Police Department directives.

K. Retiree Qualification Requirements

1. The State Mandatory Qualification Course (Attachment A) shall be the designated course of fire for qualified retired law enforcement officers.

2. A retiree will be afforded 2 attempts at qualification with a score of 70% or greater during the annual qualification period.

3. Any retiree unable to qualify after the second attempt will surrender his/her Identification Card indicating Certification of Qualification to the Range Master or his designee.

    a. Documentation of the failed attempt will be made via to/from and forwarded to the Chief of Police.

4. Retirees meeting the qualification standards will be issued a Retiree Identification Card that indicates Certification of Qualification.

5. 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.

6. On the date of qualification, retirees shall review the sections of General Order 31 related to certification of retired officers.

L. Restrictions of Retiree Qualification

1. Certification by the department does not supersede any applicable Federal, State, or local statute.

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

a. The retiree shall return the Retired Officer Identification Card indicating Certification of Qualification to the Range Master.

b. Failure to notify the Chief of Police of such disability may be cause for permanent decertification of the retiree.

M. Firearms Security

1. Sworn Department members not carrying their authorized duty pistol on their person, and not having an alternate means to secure the prescribed duty pistol, will secure it with the Department issued locking device.

2. Sworn Department members may secure their authorized duty pistol in a locked box/container or secure it in another location that a reasonable person would believe will prohibit access to the pistol by unauthorized individuals, meeting the requirements of 720 ILCS 5/24-9, "Firearms; Child Protection."

3. Sworn members should secure all other firearms, which may be in their possession or under their control, in accordance with 720 ILCS 5/24-9.

4. The Department will provide one locking device to each sworn member as a first issue item.

N. Range Officers

1. Range Officers shall be selected utilizing the SPURS process.

2. Biennially, Range Officers who have actively participated in range activities shall submit to blood screenings for the purpose of determining safe lead levels. Any Range Officer determined to have unsafe lead levels shall cease participating in range activities until such time it is determined their lead levels are safe. Said testing shall be paid for by the Department.

O. Oleoresin Capsicum Spray

1. Department Defensive Tactics Instructors will issue and record the issuance of individual dispensers of 10 percent Oleoresin Capsicum spray to each employee authorized to carry it.

2. An employee must be trained in the use of Oleoresin Capsicum spray prior to its being issued to the employee.

3. Biennially, employees must receive training and demonstrate proficiency in the use of Oleoresin Capsicum spray, and in the proper methods to use in mitigating its effects after its use. A failure to demonstrate proficiency in the use of Oleoresin Capsicum spray will result in additional training and monitoring by a certified Defensive Tactics Instructor. Officers are subject to a Performance Improvement Plan (PIP) if initial remedial training is not effective.

4. Defensive tactics instructors will conduct a biennial inventory of all issued and on-hand Oleoresin Capsicum spray canisters.

5. Oleoresin Capsicum spray canisters shall be inspected by certified instructors during required biennial training. Any unsafe or defective canisters will be removed from service. Replacement Oleoresin Capsicum spray canisters shall be made available through the instructors.

6. OC spray should only be used against persons who officers reasonably believe have committed a crime AND are actively resisting, exhibiting active aggression or to prevent individuals from harming themselves or others.

7. Justification for the use of OC spray may include, but is not limited to, the suspect grabbing, pushing, punching, kicking, biting, throwing objects at or spitting on the police officer. OC spray may be used when the suspect is attempting to, or has already committed a battery on the officer. It is intended that non-sworn enforcement officers may utilize OC spray to defend themselves from attack when dealing with animals; however circumstances may indicate that its use is necessary to defend or prevent death or serious physical injury to themselves or another.

8. OC spray is not intended to be a substitute for the use of deadly force response to resistance/aggression when the use of a deadly force response to resistance/aggression is justified.

9. The use of OC spray on an individual in a secure detention facility must be authorized by the Deputy Chief's Office unless exigent circumstances warrant the immediate use to prevent great bodily harm.

10. OC spray is NOT authorized for use against an individual who:

    a. Exhibits no physical force towards another.
    b. Assaults another only verbally and exhibits no intention of carrying out the assault.
    c. Assumes the posture of a passive resistor in an arrest situation.

11. In the event that OC spray is utilized in controlling an individual, it will be the obligation of the arresting officer to relocate the individual to an area of uncontaminated air and provide an opportunity for the subject(s) to eliminate the effects of the spray by flushing the affected areas with cool water. Using a non-oil-base soap or detergent will help to eliminate the effects of the irritant. This should take place as soon as feasible, to the extent that the subject can be controlled without possible injury to himself or others.

12. When OC spray is used on a subject, the officer who has control of the subject will check regularly to assure that the subject does not stop breathing. The subject will be monitored closely until the effects of the OC spray have dissipated.

13. Immediate medical attention will be provided if deemed necessary due to an abnormal response, or if requested by an individual.

14. Upon discharge of an OC Device, the Shift Supervisor will be notified immediately and the incident documented through a case report.

15. The Shift Supervisor will prepare a To-From letter to the Chief of Police containing a comprehensive summary of the incident before concluding his tour of duty and will assist in replacing the expelled canister.

P. Conducted Electrical Weapons (CEW)

1. The current CEWs authorized for use are the Department issued camera equipped Taser X2, which shall be carried in a Department approved manner (cross-draw from an approved retention holster attached to the duty belt or outer vest carrier). When used consistent with training, it is not considered a use of deadly force or constitute the infliction of great bodily harm.

a. Prior to being authorized to carry or use a CEW, officers shall receive training in its use from a certified Department instructor. Additionally, officers are required to receive recertification training on an annual basis. Recertification for Department CEW instructors is required on a biennial basis.

b. Officers assigned to Patrol who have been properly trained in CEW use are required to carry a CEW with two cartridges in the cartridge bay as part of the uniform of the day. Exception: Officers solely attending court are not required to carry a CEW.

c. Officers carrying a CEW are authorized to draw or display the CEW for training, maintenance, check-in and check-out or when circumstances create a reasonable belief that it may be necessary to use the device. CEW instructors may display CEWs for public education purposes when appropriate.

d. Department authorized CEWs shall be available for sign out by officers trained in their use. Officers will sign in and sign out a CEW utilizing the logbook provided. When not in use, Departmental CEWs shall be properly secured in a designated, locked storage area.

e. CEWs should only be used against persons who officers reasonably believe have committed a crime AND are actively resisting, exhibiting active aggression or to prevent individuals from harming themselves or others. CEWs are not be used against a passive subject.

f. A CEW may be used against an aggressive or attacking animal; however, other reasonable control measures should be attempted if possible.

g. Officers may use the "warning arc" feature on the Taser X2 CEW to deter violence, aggression, non-compliance, or to assist in separating or navigating an unruly or dangerous crowd. The use of the warning arc is recorded on the Taser camera and will be documented on a Highland Park Police Department Action Response Form (Attachment A) and the Highland Park Police Department Taser Deployment Form (Attachment B).

h. CEWs should not be utilized in the following situations unless there are clear and compelling reasons to do so that can be clearly articulated:

    i. When the subject is holding a firearm;

    ii. In a situation where deadly force is justified, unless another officer is present and capable of providing deadly force to protect the officers and/or any civilians on the scene as necessary;

    iii. Against suspects in physical control of a vehicle in motion, including, but not limited to: automobiles, trucks, motorcycles, ATVs, bicycles and scooters.

    iv. On known pregnant women, elderly persons, young children and visibly frail persons unless exigent circumstances exist.

    v. On handcuffed persons unless they are actively resisting or exhibiting active aggression or to prevent individuals from harming themselves or others.

    vi. When a subject is in a location where a fall may cause substantial injury or death.

vii. In the known presence of combustible vapors, liquids or other flammable substances (such as an alcohol based OC spray). A water-based OC spray should be used.

i. A fleeing suspect should not be the sole justification for officer use of a CEW. Severity of the offense and other circumstances should be considered before use of a CEW on a fleeing suspect.

j. No more than one officer should activate a CEW against a person at a time.

k. When possible, a verbal warning should be given prior to a CEW deployment, unless such verbal warning would place another person(s) at risk.

l. When applicable, an announcement should be made to other officers on scene that a CEW is going to be activated.

m. When activating a CEW in the "probe mode," officers should use it for one standard cycle and if able, stop to evaluate the situation. A standard cycle is five seconds in duration which should result in temporary immobilization and provides a window of opportunity in which to take the subject safely into custody. Any subsequent application should be independently justifiable. Unless there are exigent circumstances, officers should not exceed three cycles.

n. A CEW may also be used in the "drive stun" mode at the officer's discretion.

o. Following CEW activation, officers should make active efforts to use a restraint technique that does not impair the subject's respiration.

p. When a subject is armed with a CEW and attacks or threatens an officer, the officer may defend him/her self to avoid becoming incapacitated and risking the possibility that the subject could gain control of the officer's firearm. (See guidelines for use of lethal response to resistance /aggression in Section E of this General Order).

q. For frontal deployments, officers should attempt to fire CEW probes at a subject's lower, front center of mass. When practical, backside deployment of CEW probes is preferred. CEW probes should not intentionally be fired at the head, neck, front upper center mass or genitals of a subject.

r. CEW probes should be treated as a biohazard and should be removed by officers trained in probe removal or by medical personnel. Only medical personnel should remove probes that have penetrated a person's head, neck, breast or genital area. If probes need to be removed from a subject of the opposite sex as the officer, and a same sex officer is not available, the probes should be removed by medical personnel. Visible and non-visible injuries caused by CEWs shall be photographed and documented on an After Action Report Form and Taser Use of Force Report Form. Cartridges and probes should be retained and entered into evidence.

s. All persons who have been exposed to CEW activation should receive a medical evaluation by paramedics. Persons who have been subjected to a CEW activation should be monitored regularly while in police custody, even after receiving a medical evaluation by paramedics. Face to face monitoring shall occur every 30 minutes. If available, video surveillance may occur every 15 minutes. Monitoring must be documented as such on the Prisoner Record log.

t. If the exposed subject displays excessive drug use symptoms, alcohol intoxication, or Excited Delirium symptoms, the subject will be transported to a medical facility. Signs of Excited Delirium may include a combination of agitation, violent or bizarre behavior, elevated body temperature or increased strength.

u. Officers displaying or deploying a CEW are required to complete the Highland Park Police Department Action Response Form (Attachment A) and the Highland Park Police Department Taser Deployment Form (Attachment B).

v. The case officer assigned to document the incident shall pursue restitution from the subject the CEW was deployed on, through the Lake County State's Attorney's Office for the cost of the CEW air cartridge(s).

2. The department Defensive Tactics instructors will maintain a current inventory of issued and on-hand Taser X2 CEW devices.
3. If any CEW fails a spark test, displays an error code, displays a battery failure or other issue, the unit shall be removed from service and turned over to a certified instructor to be either repaired or replaced. CEWs shall be inspected by certified instructors during required annual training. Any unsafe or defective devices will be removed from service and either repaired or replaced.

4. Supervisor Responsibilities.

a. A supervisor shall be notified and respond to all incident scenes where a CEW was activated.

b. All activations, including accidental activations, will be investigated by a supervisor.

c. Unless otherwise assigned by the Chief of Police or designee, the officer's immediate supervisor shall normally be responsible for conducting an investigation of the CEW activation and reporting his or her findings to the Chief of Police. The Highland Park Police Department Taser Deployment Form (Attachment I) shall be utilized as a guideline to insure that important information is documented.

d. The Chief of Police will immediately be notified via the chain of command in the event that an investigation of a CEW deployment results in any of the following:

i. A subject experiences death or serious injury.

ii. A person experiences prolonged CEW activation.

iii. The CEW appears to have been utilized in a punitive or abusive manner.

iv. There appears to be a substantial deviation from training.

v. A person in a high-risk category has been subjected to a CEW activation (e.g., known pregnant women, elderly persons, young children or visibly frail persons).

5. Taser Camera

a. The Department issued Tasers are equipped with the cameras capable of recording both video and audio footage of a CEW activation. Recordings made simultaneously with a Taser video camera during the use of a Taser by a peace office are permissible under 720ILCS5/14-3.

b. Prior to deploying a CEW, officers will attempt to obtain video footage and audio recordings of the incident, if doing so would not endanger citizens or the officer.

c. The purpose of acquiring video footage and audio recordings of a CEW activation and deployment is to provide evidence related to the officer's use of force. Video footage of CEW deployments are also beneficial for police training purposes.

6. Storage and Preservation of Recordings

a. CEW deployments containing video footage and audio recordings will be maintained a minimum of 90-days, in accordance with the revised Illinois Eavesdropping Statutes 720ILCS5/14-3

b. After a CEW activation, the on-duty supervisor will download the data to the Department's Taser Camera Download Software.

c. The Department Property Custodian will be advised of the video footage and audio recordings from a CEW activation to ensure the footage is preserved for evidentiary and/or training purposes.

d. The video footage and audio recordings of a CEW field deployment activation will not be released to the media without the approval of the Chief of Police or his designee.

e. If a subpoena is received for the video and audio footage of a CEW activation, the original recording will be preserved on Department Taser Camera Download Software and a copy containing the portion of the recording, which is of court interest, will be provided to the requesting attorney. The original recording of the subpoenaed incident is not to leave the Police Department, unless specifically directed in the subpoena and then only with the approval of the Chief of Police or his designee. Fees for subpoena requested copies of recording(s) will not be charged by the Department. All other requests for copies of recordings must be accompanied by a check or money order in the amount of $100.00 per recording payable to the City of Highland Park. Except for evidentiary and training purposes, reproduction of recordings by Department personnel is prohibited unless authorized by the Chief of Police or his designee.

Q. Expandable Baton

1. The Department Defensive Tactics Instructor will issue and record the issuance of an expandable baton to each officer.

2. An officer must be trained in the use of impact weapons prior to the officer carrying an impact weapon, as well as demonstrate maintained proficiency biennially. A failure to demonstrate proficiency will result in additional training and monitoring, with the potential for a Performance Improvement Plan (PIP) to assist an officer in impact weapons proficiency.

3. Biennially, officers will receive training and demonstrate proficiency in the use of impact weapons.

4. Certified instructors shall inspect impact weapons and conduct a biennial inventory during required biennial training. Any unsafe or defective impact weapons will be removed from service. Replacement impact weapons shall be made available through the instructors.

5. The baton may be used as a control weapon, in conjunction with weaponless non-impact control techniques, to apply steady pressure to sensitive areas, thereby effecting control.

6. The baton may be used as a defensive impact/striking weapon.

R. Knives or Edged Instruments

1. Possession of knives or edged instruments by personnel for utility purposes is optional. Knives or edged instruments will not be issued by the Department.

2. Blade length is restricted to 4 inches or less. Knives or edged instruments shall be concealed from view or worn on the utility belt within an enclosed, black leather or nylon holder.

3. The use of knives or edged instruments as a weapon is not authorized, however circumstances may indicate that its use is necessary to prevent death or serious physical injury to an officer or others.

S. All Department personnel authorized to carry lethal and less-lethal weapons must be issued a copy of and receive instruction in General Order 28, "Response to Resistance/Aggression Protocol," before being authorized to carry a weapon.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT
CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
PART 1730 MANDATORY FIREARMS TRAINING FOR PEACE OFFICERS
SECTION 1730.APPENDIX A ANNUAL FIREARM QUALIFICATION COURSE-OF-FIRE

Section 1730.APPENDIX A Annual Firearm Qualification Course-of-Fire

a) Target Scoring Area: 8½ x 14 inch overlay / center mass of target. The defined firearm types are: Semi-auto /or/ Revolver handgun; minimum capacity 5 rounds

b) For Duty Handgun Qualification, all stages of fire will commence from a secured holster. For Off Duty / Retired Officer Qualification, all stages of fire will commence with the handgun in hand from the "low ready" position. A passing score is 70% = 21 hits on center mass.

c) Where indicated below, the word "DRAW" requires the shooter to withdraw the handgun from a secured holster on the command to fire. The word "PRESENT" means that the shooter has the handgun in the shooting hand in low ready (depressed muzzle) position and stands ready for the command to fire under the following conditions:

5 Yard line - Total of 12 rounds

Stage 1 Draw/Present and fire 2 rounds in 6 seconds

Stage 2 Draw/Present and fire 2 rounds in 6 seconds

Stage 3 Draw/Present and fire 2 rounds in 6 seconds

Stage 4 Draw/Present and fire 2 rounds in 6 seconds

Stage 5 Draw/Present and fire 2 rounds in 6 seconds

Stage 6 Draw/Present and fire 2 rounds in 6 seconds

Shooters will reload without command as needed between stages of fire.

7 Yard line - Total of 12 rounds

Stage 7 Draw/Present and fire 3 rounds in 7 seconds

Stage 8 Draw/Present and fire 3 rounds in 7 seconds

Stage 9 Draw/Present and fire 3 rounds in 7 seconds

Stage 10 Draw/Present and fire 3 rounds in 7 seconds

15 Yard line - Total of 6 rounds

Stage 11 Draw/Present and fire 3 rounds in 10 seconds

Stage 12 Draw/Present and fire 3 rounds in 10 seconds

Stage 12 <OPTIONAL> 25 Yard line-: Draw/Present and fire 3 rounds in 15 seconds (in lieu of the second 10 second /three round string at 15 yards)

d) The above course-of-fire is the minimum standard required. Any agency may include any modification that increases the level of difficulty such as reloading, alternate hands, movement, time restriction, or other job related skills.

(Source: Added at 32 Ill. Reg. 3284, effective February 22, 2008)

Attachment B

UMP QUALIFICATION COURSE

(NIPAS - SF)

MAGAZINE 1 – 9 ROUNDS
MAGAZINE 2 – 5 ROUNDS
MAGAZINE 3 – 6 ROUNDS

START WITH 9 ROUND MAGAZINE

Stage 1	7 yards	3 rounds	05 seconds	Fire 2 body; 1 head
Stage 2	7 yards	6 rounds	No Limit	3 double taps center mass

RELOAD WITH 5 ROUND MAGAZINE

Stage 3	15 yards	2 rounds	02 seconds	2 rounds center mass
Stage 4	15 yards	6 rounds	15 seconds	Fire 2 body; 1 head **RELOAD W/ 6 RDS** Fire 2 body; 1 head
Stage 5	25 yards	3 rounds	05 seconds	Center mass

Scoring is pass/fail basis. There must be 16 rounds in the center mass 8½" x 14" area and all 20 rounds must be someplace on the black silhouette. Any miss constitutes a failing score.

Two attempts per qualification day to pass.

§926B. Carrying of concealed firearms by qualified law enforcement officers

(a) Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified law enforcement officer and who is carrying the identification required by subsection (d) may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to subsection (b).

(b) This section shall not be construed to supersede or limit the laws of any State that-

(1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or

(2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.

(c) As used in this section, the term "qualified law enforcement officer" means an employee of a governmental agency who-

(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 or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice);

(2) is authorized by the agency to carry a firearm;

(3) is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;

(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.

(d) The identification required by this subsection is the photographic identification issued by the governmental agency for which the individual is employed that identifies the employee as a police officer or law enforcement officer of the agency.

(e) As used in this section, the term "firearm"-

(1) except as provided in this subsection, has the same meaning as in section 921 of this title;

(2) includes ammunition not expressly prohibited by Federal law or subject to the provisions of the National Firearms Act; and

(3) does not include-

(A) any machinegun (as defined in section 5845 of the National Firearms Act);

(B) any firearm silencer (as defined in section 921 of this title); and

(C) any destructive device (as defined in section 921 of this title).

(f) For the purposes of this section, a law enforcement officer of the Amtrak Police Department, a law enforcement officer of the Federal Reserve, or a law enforcement or police officer of the executive branch of the Federal Government qualifies as an employee of a governmental agency who 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 or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice).

(Added Pub. L. 108–277, §2(a), July 22, 2004, 118 Stat. 865 ; amended Pub. L. 111–272, §2(a), (b), Oct. 12, 2010, 124 Stat. 2855 ; Pub. L. 112–239, div. A, title X, §1089(1), Jan. 2, 2013, 126 Stat. 1970 .)

References in Text

The National Firearms Act, referred to in subsec. (e), is classified generally to chapter 53 (§5801 et seq.) of Title 26, Internal Revenue Code. See section 5849 of Title 26. Section 5845 of the Act is classified to section 5845 of Title 26.

Amendments

2013-Subsec. (c)(1). Pub. L. 112–239, §1089(1)(A), inserted "or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice)" after "arrest".

Subsec. (d). Pub. L. 112–239, §1089(1)(B), substituted "that identifies the employee as a police officer or law enforcement officer of the agency" for "as a law enforcement officer".

Subsec. (f). Pub. L. 112–239, §1089(1)(C), inserted "or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice)" after "arrest".

2010-Subsec. (c)(3). Pub. L. 111–272, §2(a)(1), inserted "which could result in suspension or loss of police powers" after "agency".

Subsec. (e). Pub. L. 111–272, §2(b), added subsec. (e) and struck out former subsec. (e) which read as follows: "As used in this section, the term 'firearm' does not include-

"(1) any machinegun (as defined in section 5845 of the National Firearms Act);

"(2) any firearm silencer (as defined in section 921 of this title); and

"(3) any destructive device (as defined in section 921 of this title)."

Subsec. (f). Pub. L. 111–272, §2(a)(2), added subsec. (f).

Federal Law Enforcement Self-Defense and Protection

Pub. L. 114–180, June 22, 2016, 130 Stat. 445 , provided that:

"SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Federal Law Enforcement Self-Defense and Protection Act of 2015'.

"SEC. 2. FINDINGS.

"Congress finds the following:

"(1) Too often, Federal law enforcement officers encounter potentially violent criminals, placing officers in danger of grave physical harm.

"(2) In 2012 alone, 1,857 Federal law enforcement officers were assaulted, with 206 sustaining serious injuries.

"(3) From 2008 through 2011, an additional 8,587 Federal law enforcement officers were assaulted.

"(4) Federal law enforcement officers remain a target even when they are off-duty. Over the past 3 years, 27 law enforcement officers have been killed off-duty.

"(5) It is essential that law enforcement officers are able to defend themselves, so they can carry out their critical missions and ensure their own personal safety and the safety of their families whether on-duty or off-duty.

"(6) These dangers to law enforcement officers continue to exist during a covered furlough.

"SEC. 3. DEFINITIONS.

"In this Act-

"(1) the term 'agency' means each authority of the executive, legislative, or judicial branch of the Government of the United States;

"(2) the term 'covered Federal law enforcement officer' means any individual who-

"(A) is an employee of an agency;

"(B) has the authority to make arrests or apprehensions for, or prosecute, violations of Federal law; and

"(C) on the day before the date on which the applicable covered furlough begins, is authorized by the agency employing the individual to carry a firearm in the course of official duties;

"(3) the term 'covered furlough' means a planned event by an agency during which employees are involuntarily furloughed due to downsizing, reduced funding, lack of work, or any budget situation including a lapse in appropriations; and

"(4) the term 'firearm' has the meaning given that term in section 921 of title 18, United States Code.

"SEC. 4. PROTECTING FEDERAL LAW ENFORCEMENT OFFICERS WHO ARE SUBJECTED TO A COVERED FURLOUGH.

"During a covered furlough, a covered Federal law enforcement officer shall have the same rights to carry a firearm issued by the Federal Government as if the covered furlough was not in effect, including, if authorized on the day before the date on which the covered furlough begins, the right to carry a concealed firearm, if the sole reason the covered Federal law enforcement officer was placed on leave was due to the covered furlough."

§926C. Carrying of concealed firearms by qualified retired law enforcement officers

1. (a) Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified retired law enforcement officer and who is carrying the identification required by subsection (d) may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to subsection (b).
2. (b) This section shall not be construed to supersede or limit the laws of any State that-
3. (1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or
4. (2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.

5. (c) As used in this section, the term "qualified retired law enforcement officer" means an individual who-
6. (1) separated from service in good standing from service with a public agency as a law enforcement officer;
7. (2) before such separation, 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 or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice);
8. (3)(A) before such separation, served as a law enforcement officer for an aggregate of 10 years or more; or
9. (B) separated 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;
10. (4) during the most recent 12-month period, has met, at the expense of the individual, the standards for qualification in firearms training for active law enforcement officers, as determined by the former agency of the individual, the State in which the individual resides or, if the State has not established such standards, either a law enforcement agency within the State in which the individual resides or the standards used by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State;
11. (5)(A) has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health and as a result of this finding will not be issued the photographic identification as described in subsection (d)(1); or
12. (B) has not entered into an agreement with the agency from which the individual is separating from service in which that individual acknowledges he or she is not qualified under this section for reasons relating to mental health and for those reasons will not receive or accept the photographic identification as described in subsection (d)(1);
13. (6) is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
14. (7) is not prohibited by Federal law from receiving a firearm.

15. (d) The identification required by this subsection is-
16. (1) a photographic identification issued by the agency from which the individual separated from service as a law enforcement officer that identifies the person as having been employed as a police officer or law enforcement officer and indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the agency to meet the active duty standards for qualification in firearms training as established by the agency to carry a firearm of the same type as the concealed firearm; or
17. (2)(A) a photographic identification issued by the agency from which the individual separated from service as a law enforcement officer that identifies the person as having been employed as a police officer or law enforcement officer; and
18. (B) a certification issued by the State in which the individual resides or by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State that indicates that the individual has, not less than 1 year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the State or a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State to have met-
19. (I) the active duty standards for qualification in firearms training, as established by the State, to carry a firearm of the same type as the concealed firearm; or
20. (II) if the State has not established such standards, standards set by any law enforcement agency within that State to carry a firearm of the same type as the concealed firearm.

21. (e) As used in this section-
22. (1) the term "firearm"-
23. (A) except as provided in this paragraph, has the same meaning as in section 921 of this title;
24. (B) includes ammunition not expressly prohibited by Federal law or subject to the provisions of the National Firearms Act; and
25. (C) does not include-

(i) any machinegun (as defined in section 5845 of the National Firearms Act);

(ii) any firearm silencer (as defined in section 921 of this title); and

(iii) any destructive device (as defined in section 921 of this title); and

26. (2) the term "service with a public agency as a law enforcement officer" includes service as a law enforcement officer of the Amtrak Police Department, service as a law enforcement officer of the Federal Reserve, or service as a law enforcement or police officer of the executive branch of the Federal Government.

(Added Pub. L. 108–277, §3(a), July 22, 2004, 118 Stat. 866 ; amended Pub. L. 111–272, §2(c), Oct. 12, 2010, 124 Stat. 2855 ; Pub. L. 112–239, div. A, title X, §1089(2), Jan. 2, 2013, 126 Stat. 1971 .)

References in Text

The National Firearms Act, referred to in subsec. (e)(1)(B), (C)(i), is classified generally to chapter 53 (§5801 et seq.) of Title 26, Internal Revenue Code. See section 5849 of Title 26. Section 5845 of such Act is classified to section 5845 of Title 26.

Amendments

2013-Subsec. (c)(2). Pub. L. 112–239, §1089(2)(A), inserted "or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice)" after "arrest".

Subsec. (d)(1). Pub. L. 112–239, §1089(2)(B)(i), substituted "that identifies the person as having been employed as a police officer or law enforcement officer and indicates" for "that indicates".

Subsec. (d)(2)(A). Pub. L. 112–239, §1089(2)(B)(ii), inserted "that identifies the person as having been employed as a police officer or law enforcement officer" after "officer".

2010-Subsec. (c)(1). Pub. L. 111–272, §2(c)(1)(A), substituted "separated from service" for "retired" and struck out ", other than for reasons of mental instability" after "officer".

Subsec. (c)(2). Pub. L. 111–272, §2(c)(1)(B), substituted "separation" for "retirement".

Subsec. (c)(3)(A). Pub. L. 111–272, §2(c)(1)(C)(i), substituted "separation, served as a law enforcement officer for an aggregate of 10 years or more" for "retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more".

Subsec. (c)(3)(B). Pub. L. 111–272, §2(c)(1)(C)(ii), substituted "separated" for "retired".

Subsec. (c)(4). Pub. L. 111–272, §2(c)(1)(D), added par. (4) and struck out former par. (4) which read as follows: "has a nonforfeitable right to benefits under the retirement plan of the agency;".

Subsec. (c)(5). Pub. L. 111–272, §2(c)(1)(E), added par. (5) and struck out former par. (5) which read as follows: "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;".

Subsec. (d)(1). Pub. L. 111–272, §2(c)(2)(A), substituted "separated" for "retired" and "to meet the active duty standards for qualification in firearms training as established by the agency to carry a firearm of the same type as the concealed firearm" for "to meet the standards established by the agency for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm".

Subsec. (d)(2)(A). Pub. L. 111–272, §2(c)(2)(B)(i), substituted "separated" for "retired".

Subsec. (d)(2)(B). Pub. L. 111–272, §2(c)(2)(B)(ii), substituted "or by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State that indicates that the individual has, not less than 1 year before the date the individual

is carrying the concealed firearm, been tested or otherwise found by the State or a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State to have met-" for "that indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the State to meet the standards established by the State for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm." and added cls. (I) and (II).

Subsec. (e). Pub. L. 111–272, §2(c)(3), added subsec. (e) and struck out former subsec. (e) which read as follows: "As used in this section, the term 'firearm' does not include-

"(1) any machinegun (as defined in section 5845 of the National Firearms Act);

"(2) any firearm silencer (as defined in section 921 of this title); and

"(3) a destructive device (as defined in section 921 of this title)."

Attachment E



Front of Card



Back of Card

Attachment F

Highland Park Police Department

Firearms Training Center
Waiver and Release of All Claims

In consideration of the Highland Park Police Department ("HPPD") granting participant _____ ("Participant"), permission to participate in firearms training and/or qualification at the Highland Park Police Firearms Training Center (“Range”), the Participant hereby agrees as follows:

Acknowledgement and Assumption of Risk of Injury

The Participant acknowledges that he/she is a Voluntary participant in the use of the Range, and further agrees to assume the full risk of injury, including death, and all costs, damages, and losses that the Participant may sustain as a result in its use.

Waiver and Release of Claims for Injury

The Participant shall, and does hereby, waive, release and relinquish all claims of every kind, known and unknown, present and future, that the Participant may have against the City of Highland Park (the "City"), HPPD, and all other City officers, agents, servants, employees, attorneys and officials, arising out of, connected with or in any way related to the Range or the Participant's participation therein.

Indemnity and Defense

The Participant shall, and does hereby, indemnify, hold harmless, and defend the City, HPPD, and all City officers, agents, servants, employees, attorneys and officials, from and against any and all claims of every kind, known and unknown, present and future, that the Participant may have arising out of, connected with, or in any way related to the Range or the Participant's participation therein.

The Participant has read and fully understands the above Program Waiver and Release of All Claims and executes it of the Participant's own free will and without and reservation whatsoever.

Dated this _____ day of _____, 20__

_____
Participant

_____
Signature of parent if participant is a minor

_____
Witness

Attachment G

FIREARMS TRAINING UNIT

MEMORANDUM

DATE: MARCH 18, 2020
TO: ALL RANGE OFFICERS
FROM: CHIEF LOU JOGMEN
RE: FIREARMS TRAINING CENTER DIRECTIVE

The City of Highland Park has invested in a significant upgrade of its Firearms Training Center. In order to protect the Center's equipment and those who use it, all Range Officers shall ensure that shooters obey the rules detailed in Highland Park Police General Order 31 and the following new rules as of January 13, 2017:

- Range Officers shall complete a range inspection both before utilizing the range and after. These inspections are to be completed in accordance with the log book and its instructions. The log book will be kept on the control room desk.
- Range Officers shall continue to schedule their time utilizing the "HPPD Firearms Training Center" Google calendar.
- Steel, steel core, or armor piercing ammunition is prohibited.
- Rifle shooting closer to the target than 7 yards or further than 25 yards is prohibited. The 5, 7, 15 and 25 yard lines are marked with orange numbers on the side walls.
- Pistol shooting from distances greater than 25 yards is prohibited.
- All shooting must be directed downrange toward the bullet trap. Shooting toward the walls or ceiling, whether directly or at an angle, is prohibited.
- Shooting of the target holders shall be avoided. Intended hit areas of targets shall be at least 8 inches lower than the clamp.
- Paper, cardboard, or thin plastic targets that hang from the existing target holders are the only targets authorized for use. Target stands, dummies, steel plates, bowling pins, cans, etc. are prohibited.

Violation of range rules may result in progressive discipline or loss of range privileges.

Lou Jogmen
Chief of Police

Sergeant Anton J. Galati
By direction

Attachment H

FIREARMS TRAINING UNIT

MEMORANDUM

DATE: MARCH 18, 2020
TO: ALL SWORN PERSONNEL
FROM: CHIEF LOU JOGMEN
RE: **FIREARM LOADING AND UNLOADING AT HEADQUARTERS**

The firearms cleaning/maintenance room (167) located at the Police Department is stocked with the necessary supplies for maintenance on duty weapons and Department rifles. All sworn personnel have access to the room via the outside double doors (next to the sally port) with their standard issue department key. **The door's lock must be manually locked with your key upon your exit.** This room is to remain locked with the lights off at all times when it is unoccupied.

The red cylinder for safely loading and unloading firearms is located on the cleaning station countertop. This cylinder will safely stop an unintentional discharge of firearm ammunition up to .50 caliber. The cylinder is the same as the grey one at the Firearms Training Center that all sworn personnel are already trained to use.

The red cylinder in the cleaning room is the only authorized place at Headquarters for the loading or unloading of **any** firearms. Loading and unloading of firearms in any other area of the Headquarters building is **strictly prohibited**. This prohibition includes, but is not limited to, such areas as locker rooms, evidence processing areas, restrooms, in-service, report room, offices, training rooms, and conference rooms.

If you have any questions or the cleaning room needs supply replenishment, see Sergeant Galati or your shift's Range Officer.

Lou Jogmen
Chief of Police

Sergeant Anton J. Galati
By Direction

Attachment I

HIGHLAND PARK POLICE DEPARTMENT — TASER REPORT

Date	Time	Location of Deployment	Incident Number

Utilizing Officer: | Badge # | Witness Officer

Method:

☐ Display ☐ Probe ☐ Contact ☐ Probe and Stun

Number of Cycles:

☐ One ☐ Two ☐ Three #_____ N/A

Suspect Name: Sex: DOB: AGE HGT WGT

Did Darts Penetrate Skin?

☐ Yes ☐ No ☐ One ☐ Both

Darts Removed By:

Did Taser Display Obtain Compliance ☐ Yes ☐ No Did Deployment Obtain Compliance? ☐ Yes ☐ No ☐ N/A

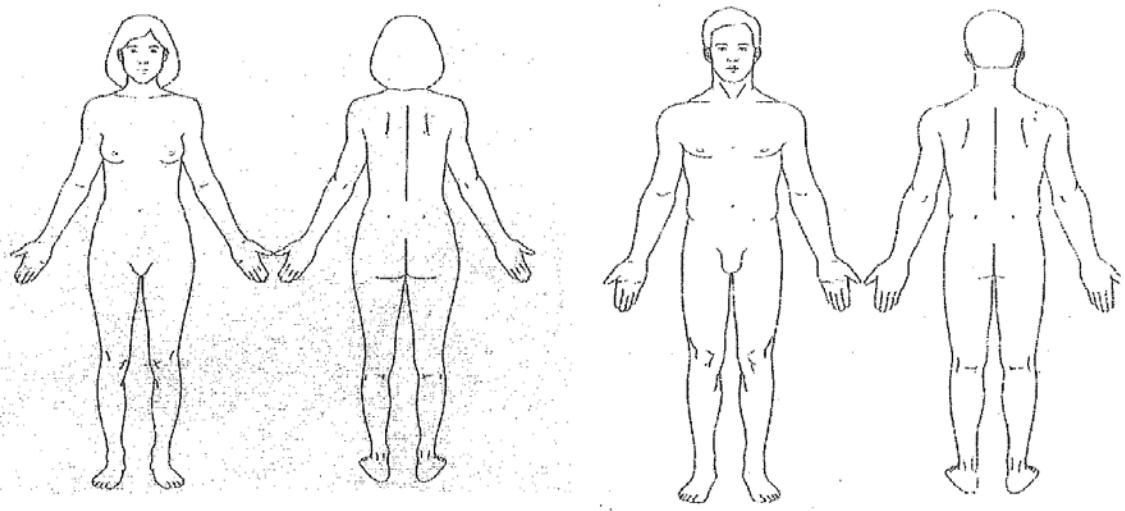
Did Secondary Injury Occur? _____

Did Suspect Obtain Medical Evaluation: ☐ Yes ☐ No ☐ N/A

Result: ☐ Signed Release ☐ Transported to Hospital ☐ Admitted due to Taser Deployment

Application Areas

Place "X's" on probe contact points on diagram below



Consistent with Policy? ☐ Yes ☐ No

Supervisor Signature: _____ Officer Signature: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 32

(Reviewed 06/22/20) (Revised: 2/11/19)(Revised: 10/7/16) (Revised: 1/8/15) (Revised 11/5/08) (Revised: 7/1/08) (Revised 1/8/07) (Revised: 10/20/04) (Revised: 11/28/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **POLICE MOTOR VEHICLE OPERATIONS POLICY**

PURPOSE

The purpose of this order is to establish policy, procedure, and general guidelines for the operation of police vehicles during the patrol function, emergency response, and in the event of a vehicular pursuit.

During a tour of duty, a police officer operates a police vehicle for the majority of the workday. The emergency operation of a Police Vehicle is one of the most dangerous tasks a police officer performs. Death or permanent injury to the general public, offenders, and police officers can result.

POLICY

It is the policy of the Highland Park Police Department to ensure that the operation of police vehicles is done in a manner that provides a reasonable amount of safety for the general public and the police officers involved.

Officers will, at all times, consider the external factors which may have a bearing on the emergency operation of the police vehicle, including, but not limited to; the time of day, road and traffic conditions, presence of pedestrians, weather, speeds involved, nature of the incident, familiarity with the fleeing suspect, familiarity with the area, and the officer's personal ability to control the police vehicle.

DEFINITIONS

Authorized Emergency Vehicle - Emergency vehicles of municipal departments or public service corporations as are designated or authorized by proper local authorities, police vehicles, vehicles of the fire department and ambulances.

Boxing In/Rolling Roadblock – The surrounding of a violator's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the violator's vehicle.

Emergency Driving – Driving while responding to the scene of crimes in progress, officers needing assistance, unknown and personal injury accidents, fire/ambulance calls, and any other incident that can be deemed an emergency.

Emergency Equipment -

1. Emergency lights are roof, grill, or interior mounted red and/or blue rotating lights; red or blue flashing lights; and "wig wag" alternating headlamps.

2. Vehicle mounted emergency siren system.

3. Traffic signal preemption device.

Partial Roadblock – An incomplete blockage of the roadway leaving room for an approaching vehicle to drive around the barrier.

Pursuit Driving - An active attempt by a law enforcement officer, operating an authorized emergency vehicle, to apprehend one or more occupants of another moving vehicle, when the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing his speed, ignoring the officer, or attempting to elude the officer.

Pursuit Termination – To cease any active attempt by a law enforcement officer, operating an authorized emergency vehicle, to apprehend one or more occupants of another moving vehicle.

Routine Response Driving – Driving while engaged in normal patrol operation or responding to routine incidents such as service calls or delayed reports of property crimes with no offender present.

Total Roadblock – A physical blockage of the entire roadway using vehicles, materials, or other devices leaving no room for an approaching vehicle to drive around the barrier.

Urgent Driving – Driving while responding to a situation which requires a more expeditious response and/or may develop into an emergency necessitating the use of emergency equipment. For example, responding as a back-up for suspected driving under the influence traffic stop.

PROCEDURE

A. Officers will comply with the provisions set forth in the Illinois Vehicle Code in regard to emergency response criteria.

B. Officers shall not transport medical emergency contacts, including mental health contacts, or otherwise provide escort for any non-emergency vehicle involving a medical emergency situation.

C. Routine, Urgent, or Emergency Driving Responses

1. The primary concern for urgent or emergency driving is to respond in the most expeditious manner, without endangering the safety of the public or the responding officers. An assigned officer is of no assistance if he/she does not arrive at the scene.

2. Officers responding to urgent or emergency calls will utilize emergency equipment when tactically feasible, and may do the following with due care:

   a. Park or stand irrespective of the provisions of the Illinois Compiled Statutes or City Ordinances.

   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 posted speed limit, but only to the degree as reasonable, taking into consideration variables such as:

      (1) Nature of the emergency
      (2) Time of day

(3) Volume of vehicular and/or pedestrian traffic
(4) Weather conditions
(5) Road conditions
(6) Location and geographical area
(7) Officer's personal ability to control the police vehicle

d. Disregard regulations governing direction of movement or turning in specific directions.

e. Officers may respond to certain emergency calls, such as robberies or burglaries in progress, without an audible signal. These "silent runs" are for situations where if the offender(s) are made aware of a police response, the situation could escalate. On silent runs, officers MUST proceed with extreme caution and at reasonable speeds, so as not to endanger the life and property of others.

3. Occupant Restraining Devices, including child safety restraints, will be utilized in Department Vehicles by all occupants pursuant to the Illinois Combined Statutes. (See Appendix)

4. When parking during a routine response or other non-emergency matter, officers should park in such a manner as to eliminate the need to back up. Should backing maneuvers become required, officers must first physically examine for obstructions prior to proceeding (walk around the vehicle).

D. Pursuit Driving

1. Initiation of Pursuit – Officer Responsibilities

a. The responsibility for the decision to pursue rests initially with the individual officer. All officers involved in a pursuit must, at all times, be able to justify their reasons for the pursuit.

b. Any officer in an authorized emergency vehicle may initiate a vehicular pursuit when any of the following criteria are met:

(1) An officer has an articulable reason to believe the occupant(s) of a fleeing vehicle have committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm.

(2) The occupant(s) are attempting to escape by use of a deadly weapon.

(3) The occupant(s) otherwise indicate they will endanger human life.

(4) There is indication the occupant(s) will inflict great bodily harm unless arrested without delay.

(5) Unmarked police units shall not engage in a pursuit unless the fleeing vehicle represents an immediate and direct threat to life. Whenever a marked unit becomes available to take over the pursuit, the unmarked unit shall withdraw immediately from active pursuit.

c. Except as outlined in this policy, a Highland Park police officer 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.

d. When deciding to initiate a pursuit, the officer shall consider factors such as, but not limited to:

(1) Nature of the crime.
(2) Time of day.
(3) Volume of vehicular and/or pedestrian traffic.
(4) Location and geographical area that the pursuit will occur in or extend into.
(5) Weather conditions.
(6) Road conditions.
(7) Speeds involved.
(8) The performance capabilities of the pursuit vehicle.
(9) Suspect vehicle's type, condition and performance capabilities.
(10) Suspect's actions.
(11) Officer's capabilities.
(12) Familiarity with the driver, i.e., knowledge of his/her identity.
(13) Which is a greater risk… Delayed apprehension of the offender, or a pursuit?

e. In all instances the Highland Park Police Department:

(1) Will make every effort to ensure the safety of the public as well as the Department members at all times, and authorize emergency use of Department police vehicles when the necessity of immediate response or apprehension of offenders is of paramount importance for continued general public safety.

(2) Will recognize that 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 nature of the pursuit with respect to its danger and make judgment whenever necessary to terminate the pursuit.

2. Continuation of Pursuit – Officer Responsibilities

a. Officers involved in a pursuit will utilize **all** emergency equipment and may do the following with due care:

(1) Park or stand irrespective of the provisions of Illinois Vehicle Code or City Ordinance.

(2) 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.

(3) Disregard regulations governing direction of movement or turning in specific directions.

(4) Exceed posted speed limit, but only to the degree as reasonable.

b. Once a pursuit is initiated, the officer shall immediately notify, and continually update, Telecommunications. The officer will relay information such as:

(1) Identity of the pursuing unit.
(2) Location.
(3) Direction of travel and approximate speed.
(4) Exact reason for pursuit.
(5) Description of fleeing vehicle.
(6) Other relevant information about the vehicle or occupant(s).

c. If the pursuit leaves corporate City limits, the officer shall notify the Lake County Sheriff's Police (Illinois State Police - if Cook County) via the Illinois State Police Emergency Radio Network (ISPERN) which is the authority for jurisdictional pursuit coordination.

d. During a pursuit, the officer will continually evaluate the necessity to continue the pursuit.

e. A safe distance shall be maintained between both vehicles, enabling the pursuing officer to duplicate any sudden turns, stops, or maneuvers by the fleeing vehicle to lessen the possibility of a collision.

f. Pursuing officers shall **not** pull alongside of or in front of a fleeing motorist in an attempt to force the subject off of the roadway or into a curb, parked vehicle, or any other obstacle, nor shall any attempt be made to ram the fleeing vehicle, unless such action is necessary for the preservation of life, and at such time the use of deadly force is justified as defined in General Order 28.

g. The use of rolling roadblocks, blocking or boxing maneuvers are expressly **prohibited**.

h. Police units that have prisoners, witnesses, suspects, complainants, citizens, or ride-alongs aboard shall **not** become engaged in pursuit situations.

i. No pursuing unit will continue pursuit if it becomes involved in a collision, unless the collision is with the vehicle being pursued and no other police units are available to continue the pursuit and the pursuing unit continues to operate safely and effectively.

3. Pursuit Termination

a. The pursuing officer must at all times use their best judgment in evaluating the pursuit and make a continuous appraisal of it in deciding whether to continue or terminate. The element of personal challenge should never enter into the officer's decision. Terminating a pursuit because of concern for innocent civilians reflects the highest concern for their personal safety and property. No officer will be disciplined or criticized for terminating a pursuit. Under certain circumstances, the decision to abandon pursuit is the most proper course of action, and the Telecommunicator shall be immediately advised of the termination. The pursuing officer shall terminate the pursuit if any of the following events or conditions occurs:

(1) Any of the emergency equipment on the police vehicle ceases to function.

(2) It becomes evident that the risks to life and property outweigh the benefits derived from the immediate apprehension or continued pursuit of the offender.

(3) 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.

(4) The environmental conditions indicate the futility of continued pursuit.

(5) The pursued vehicle's location is no longer known.

(6) The distance between the officer and fleeing vehicle is so great that further pursuit is futile.

(7) Upon the order of a supervisory or command officer.

b. A shift supervisor, or any other ranking personnel, may at any time order the pursuing officer to terminate a pursuit based on the factors listed in section D-1d of this general order.

c. When a pursuit is terminated either by the officer or a superior, the pursuing officer shall immediately slow to the posted speed limit, obey all traffic laws, deactivate all emergency equipment (except for the Mobile Video Audio Recording System) and notify Telecommunications of the termination along with the pursued vehicle's last direction of travel and speed. The Mobile Video Audio Recording System shall remain activated for an appropriate period of time to provide evidence that the pursuit has been terminated.

4. Assisting Unit's Responsibility

a. Before joining a pursuit, assisting units will take into consideration the same previously stated factors for initiating a pursuit as the primary unit. In addition, they will consider the distance to travel to join the pursuit, and whether or not they can safely close the distance in a reasonable time.

b. Assisting units shall not caravan the pursuit with more than one assisting officer (secondary unit)

(1) The shift supervisor may assign more than one secondary unit if the incident warrants more than two officers to effect arrests when the fleeing vehicle is stopped.

(2) Officers not assigned to the pursuit should be alert to the progress and location of the pursuit, but shall not parallel or otherwise become involved.

c. Assisting units will transmit on the police radio only out of absolute necessity and:

(1) Provide Telecommunications a conservative estimated time of arrival to the pursuit.
(2) Provide a status report upon joining the pursuit.
(3) Once the secondary unit has joined the pursuit, he/she should relieve the primary unit of radio transmission responsibilities and continually update Communications of the pursuit's progress.

d. The secondary unit may not assume the primary position *unless*:

(1) The primary unit is an unmarked unit.
(2) The primary unit becomes disabled.
(3) The primary unit relinquishes control.

e. The secondary unit shall be appropriately spaced and operated behind the primary unit so as to allow for ample reaction time to lessen the likelihood of an accident.

f. The secondary unit will adhere to all pursuit regulations set forth in this order.

5. Supervisor Responsibilities

a. For the entire duration of a pursuit, the shift supervisor shall continually review the facts given by the pursuing officer(s) and make an independent judgment if the pursuit should continue.

b. Based on all information available, a shift supervisor shall order the termination of the pursuit if, in their opinion, the dangers created by the pursuit outweigh the need for an immediate apprehension of the offender.

c. Determine the number of police units assigned to the pursuit.

d. Unless the shift supervisor feels that more officers are needed to ensure the apprehension of a fleeing vehicle's occupants once the vehicle is stopped, the shift supervisor should not assign more than two police vehicles to the pursuit.

e. A shift supervisor will generally remain within the boundaries of Highland Park to ensure proper direction of patrol units not involved in the pursuit unless he is the primary pursuing unit or deems it necessary to leave the municipality under exigent circumstances.

f. If an officer is involved in a serious situation (i.e., accident, shooting, etc.) which requires a shift supervisor to be present, he will ensure adequate personnel remains within the City. If the shift supervisor is the sole supervisor on duty, the Patrol Commander, or designee, will be notified and will assume the position of shift supervisor.

g. The shift supervisor will notify the Patrol Commander, who shall, in turn, immediately notify the Deputy Chief of Police and the Chief of Police, at the earliest possible time, if an officer is involved in an accident, injured, uses deadly force or the pursuit results in an injury or death of any other person.

h. If applicable, the shift supervisor will approve and/or coordinate pursuit tactics such as additional units, etc.

i. The shift supervisor will debrief the involved personnel, prepare a comprehensive analysis of the pursuit and forward the report to the Chief's Office.

6. Telecommunicator's Responsibilities

a. Upon notification of a pursuit in progress, Telecommunications will immediately notify the shift supervisor of essential information regarding the pursuit.

b. Telecommunicators will perform the following during a pursuit:

(1) Receive and record all incoming information about the pursuit and fleeing vehicle, and rebroadcast all relevant information.

(2) Control all radio communications and clear the main frequency of non-emergency calls until the pursuit is terminated or transferred to ISPERN.

(3) Obtain all potential computer information on the suspect vehicle and registered owner.

(4) Notify neighboring jurisdictions, where practical, when a pursuit may extend into their locality.

(5) Coordinate and dispatch back-up assistance under the direction of the shift supervisor.

(6) Advise all local agencies and units when the pursuit is terminated and open the main frequency.

7. Use of Firearms During Pursuits (Cross Reference with General Order 28 Response to Resistance /Aggression Protocol)

a. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another when the offender is employing deadly force.

b. Discharging a firearm strictly to disable a vehicle is prohibited.

c. In every incident, the officer shall take into consideration the location of vehicular and pedestrian traffic and the potential hazard to innocent persons.

E. Roadblocks

The use of roadblocks, including Total Roadblocks, Partial Roadblocks, and Boxing In/Rolling Roadblocks are prohibited during pursuits.

F. Inter-Jurisdictional Pursuits

1. Pursuits From Another Jurisdiction Entering Highland Park.

a. Pursuits initiated by an outside agency traveling through the City of Highland Park will be the responsibility of the initiating agency.

b. When a police pursuit is initiated by another jurisdiction and enters the City of Highland Park, the shift supervisor will determine the assistance needed and make assignments accordingly.

c. Notification made to the Highland Park Police Department of an approaching pursuit shall not be considered a request for Highland Park Police assistance.

d. Officers shall not join the pursuit in or outside the City unless specifically directed to do so by the shift supervisor. If a supervisor directs officers to become involved in a pursuit, it shall be limited to the following activities:

(1) Control traffic along the pursuit route in an attempt to minimize the danger of injury to pursuing officers, other motorists, pedestrians, and the occupants of pursued vehicles.

(2) Provide geographical information.

(3) Provide assistance once the violator is stopped.

(4) All Highland Park Police Department procedures pertaining to pursuits remain applicable to Highland Park Police Personnel involved in a pursuit brought into Highland Park by an outside agency.

2. Pursuits Initiated in Highland Park Entering Another Jurisdiction

a. When the primary and secondary units involved in a pursuit leave, or are about to leave, the corporate City limits, the officers shall switch radio communications to the ISPERN frequency.

b. All Highland Park Police Department procedures pertaining to pursuits remain applicable to Highland Park Police personnel involved in a pursuit outside the jurisdictional boundaries of the City of Highland Park.

G. Accidents Involving Department Vehicles

In the event of an accident involving a police vehicle during a pursuit or during regular patrol duties, the accident will be investigated by the supervisor on duty or Accident Team if designated by the Chief of Police. (See General Order 48)

H. Securing of Police Department Vehicles

1. In an effort to ensure Police Department vehicles weapons, ammunition, and equipment are not at risk of theft or unauthorized use, all Police Department staff members shall ensure that assigned vehicles are locked, with the windows all the way up, when not in immediate use.

2. In an effort to ensure fiscal responsibility to reduce fuel, vehicle maintenance, and labor expenses, environmentally responsible to reduce vehicle emissions, and to reduce the potential for police vehicle and police equipment theft, Police Department staff shall not leave Police Department vehicles idling while unattended during non-emergency calls for service or any other time. In addition, police staff will ensure that unattended Police Department vehicles are always locked and secure, including while at emergency incidents (traffic stops excluded).

I. Reporting of Pursuits

The primary officer involved in a pursuit shall submit a written report through the use of the Department's Offense/Incident Report form. The primary officer shall also be debriefed by the shift supervisor who shall prepare a comprehensive analysis report of the pursuit. Both reports and copies of all the involved police vehicle's video recordings shall be submitted to the Patrol Commander or designee, who will review the pursuit to determine whether or not it was consistent with Department Policy. The findings shall be submitted to the Chief of Police within ten days after the incident.

J. Annual Analysis of Pursuit Reports

The Patrol Commander, or designee, shall review each pursuit report. On an annual basis, these reports shall be utilized to complete a documented analysis which shall include a review of pursuit policies and reporting procedures. This review and analysis is conducted to reveal patterns or trends that may indicate training needs and/or policy modifications.

K. Authority

See Appendix

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Appendix

Authority

- 625 ILCS 5/1-100 et.seq., Illinois Vehicle Code
- 625 ILCS 5/11-205, Public officers and employees to obey Act – Exceptions
- 625 ILCS 5/11-907, Operation of vehicles and streetcars on approach of authorized emergency vehicles
- 625 ILCS 5/12-216, Operation of oscillating, rotating or flashing lights
- 625 ILCS 24/4, 4a and 4b, Transporting children
- 720 ILCS Title II, Art. 7, Justifiable Use of Force
- 725 ILCS 5/12-603.1, Driver and passenger required to use safety belts
- 720 ILCS Title III, Art. 31, Interference with Public Officers
- 725 ILCS 5/107-15, Fresh Pursuit
- 725 ILCS 5/107-16, Apprehension of Offender

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 33

(Reviewed 06/22/20) (Reviewed 2/11/19)(Revised: 3/4/16) (Revised: 7/27/12) (Revised: 04/01/11) (Revised: 03/07/07) (Revised: 06/20/00) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DOMESTIC VIOLENCE POLICY**

PURPOSE

The purpose of this General Order is to establish a policy to provide immediate effective assistance and protection to victims of domestic violence. It is the policy of this Department that all acts of domestic violence be treated as criminal conduct. Domestic violence incidents will be handled in the same manner as all other requests for police assistance in cases where there has been physical violence or the threat thereof.

DEFINITIONS

A. Domestic Violence is defined as "abuse". The term abuse includes:

1. physical abuse
2. harassment
3. intimidation of a dependent
4. interference with personal liberty, or
5. willful deprivation

The term abuse does not include "reasonable direction of a minor child by a parent or person in loco parentis" (750 ILCS 60/103(1))

B. Physical Abuse:

Includes crimes such as simple battery and aggravated battery and, under the Domestic Violence Act, also includes sexual abuse and means any of the following:

1. knowing or reckless use of physical force, confinement, or restraint; or
2. knowing, repeated, and unnecessary sleep deprivation; or
3. knowing or reckless conduct that creates an immediate risk of physical harm (750 ILCS 60/103(14))

C. Harassment:

1. knowing conduct by the abuser that is not necessary to accomplish a purpose that is reasonable under the circumstances; and

2. that would cause emotional distress to a reasonable person; and

3. does cause emotional distress to the victim

D. Intimidation of a Dependent:

Means "subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse….regardless of whether the abused person is a family or household member". (750 ILCS 60/103(10))

E. Interference with Personal Liberty:

Means "committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which [he/she] has a right to abstain or refrain from conduct in which [he/she] has a right to engage". (750 ILCS 60/103(9))

F. Willful Deprivation:

Means "willfully denying a person who because of age, health, or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment." (750 ILCS 60/103(15))

G. Victims – Family or Household Members:

Persons who are entitled to protection are referred to as "family or household members." This term includes:

1. spouses;
2. former spouses;
3. parents, children, stepchildren, and other persons related by blood or by present or prior marriage;
4. persons who share (or formerly shared) a common dwelling;
5. persons who have (or allegedly have) a child in common;
6. persons who share (or allegedly share) a blood relationship through a child;
7. persons who have (or have had) a dating or engagement relationship;
8. persons with disabilities and their personal assistants;
9. caregivers

H. High-risk Adult with Disabilities:

Means a person aged 18 or over, whose physical or mental disability impairs his or her ability to seek or obtain protection from abuse, neglect, or exploitation.

I. Neglect:

Means the failure to exercise that degree of care toward a high-risk adult with disabilities that a reasonable person would exercise under the circumstances.

J. Exploitation:

Includes, but is not limited to, the misappropriation of assets or resources of a high-risk adult with disabilities by undue influence, by breach of a fiduciary relationship, by fraud, deception, or extortion, or the use of such assets or resources in a manner contrary to law.

PROCEDURE

A. Communications personnel upon receiving a domestic violence complaint will assess the situation as thoroughly as possible and dispatch the necessary units.

B. Communication personnel should attempt to ascertain whether the incident is physical or verbal in nature and whether there is any indication of alcohol/drug use or the possibility of weapons being involved, with this data disseminated to responding units.

C. Communications personnel will perform a cross-reference check for previous contacts or cautions to pass on to responding units and advise responding units if there is a valid order of protection involved.

D. Communications personnel should document if a 911 call was made to request police assistance and advise the case officer if 911 recording would be beneficial for evidentiary purposes.

E. Responding officers will investigate domestic violence complaints within the framework provided by the Illinois Domestic Violence Act of 1986 with particular emphasis on victim assistance.

F. Officers are required to generate an investigative police report for every bona fide (good faith) allegation of an incident of abuse, neglect or exploitation between family or household members whether an arrest is made or not.

G. The Domestic Violence Supplemental Report Form shall be completed for domestic battery cases whether an arrest is made or not (not necessary for verbal disputes). Additionally, the Domestic Violence Risk Assessment Form shall be completed in all cases resulting in an arrest. These forms must be presented at the arrestee's bond hearing.

H. An arrest shall be affected when probable cause exists or there is a violation of an order of protection. The State's Attorney's Office shall be contacted to approve charges for Domestic Battery.

I. Arrests involving a battery offense to a family or household member will be charged as Domestic Battery under 720 ILCS 5/12-3.2 with this section containing special provisions for these matters.

J. Offenders arrested for domestic battery shall remain in police custody until they can appear before a judge for a bond hearing; they can not be released on any type of bond directly from the police station.

K. A copy of a person's rights under the Illinois Domestic Violence Act of 1986, the report number and case officers name and ID# shall be disseminated to all parties involved in any domestic violence incident whether an arrest is made or not. The Safety Plan and Domestic Violence packet from the Lake County State's Attorney's Office shall also be given to victims of domestic violence.

L. Police Personnel Involved in Domestic Violence Incidents

1. Within the City of Highland Park

Any officer responding to a domestic call involving a member or employee of the Department as a suspect, will proceed as follows:

a. The responding officer will initiate a preliminary investigation consistent with state statute and Department policy.

b. Upon learning that the suspect is a current member or employee with this Department, the shift supervisor will be notified and will immediately respond to the scene.

c. As soon as practical, the shift supervisor will notify the Deputy Chief of Police.

d. The shift supervisor will initiate an AR investigation.

e. If probable cause exists to make an arrest in accordance with state law and the Department Domestic Violence policy, an arrest will be made. Arrangements will also be made to seize any Department issued firearms and ammunition.

f. The Chief of Police or designee will be kept apprised of the status of the investigation and be immediately notified upon a decision to make an arrest.

g. Personnel involved in the incident are prohibited from discussing of the incident with others not directly involved in the investigation or any subsequent official inquiry.

2. Outside Jurisdiction

a. Department employees who learn they are the subject of a Domestic Violence investigation, including being named the respondent in an order of protection, will notify their immediate supervisor without delay and inform the supervisor of the circumstances surrounding the incident being investigated; the agency conducting the investigation; and, what action the employee has taken to resolve the matter.

b. The shift supervisor will initiate an AR investigation and notify the employee's Deputy Chief of Police.

3. Outside Agency Officers

a. When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers will follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer of our own department excluding the initiation of an AR investigation.

b. The shift supervisor will notify the on-duty supervisor from the outside officer's agency.

c. The shift supervisor will notify the Deputy Chief of Police.

4. Department Follow-Up on Domestic Incidents Involving Sworn Members

a. In a timely manner, the Deputy Chief of Police will ensure that all officers who responded to a police officer involved domestic violence call are debriefed. The debriefing will include the following:

(1) A review of Department confidentiality guidelines
(2) A clear delineation of assignments

b. Follow-up investigators will proactively seek out information on existing protective orders and, if found, will enforce them and any applicable state and federal firearms laws and determine whether the officer violated Department policy by failing to report the protective order.

c. In the event that the protective order expires or the victim asks that it be discontinued, the Department will still conduct a thorough administrative investigation.

5. Post Incident Administrative and Criminal Decisions

a. The Department will conduct separate parallel administrative and criminal investigations of alleged incidents of police officer domestic violence in a manner that maintains the integrity of the investigation and promotes zero tolerance.

b. Regardless of the outcome of the criminal investigation, if the facts of the case indicate that domestic violence has occurred or that Department policies have been violated, administrative action will be taken independent of any criminal proceeding as soon as practical.

M. Officer Standby Requests by Persons Involved in Domestic Disputes

1. The purpose of the officer's presence during a standby request is to keep the peace while one of the involved parties is given a reasonable amount of time to collect property or conduct other pre-arranged business.

a. Officers will not respond to act as witnesses.

b. Officers will not become involved in disagreements over property. If a disagreement occurs, the parties will be told that the property will remain where it is and that they will have to resolve the matter civilly.

2. Officers will not perform a standby unless it is verified that an adult with standing at the residence has given their consent and will be present. If the adult giving consent will not be present and there is no other threat to the peace, officers will not respond.

3. Communications personnel will check for valid orders of protection and give this information to the responding officers.

a. If the order precludes one of the parties from being there, the parties will be told that they cannot legally proceed without an order from the Court.

b. The on duty assistant state's attorney should be consulted on questions related to the interpretation of an order of protection or other court order.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 34
(Revised 06/22/2020) (Revised 1/27/2020)(Reviewed 2/11/19) (Revised: 7/23/14) (Revised: 7/27/12) (Revised: 9/20/04) (Revised: 03/29/04) (Revised: 8/8/01)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EMPLOYEE PERSONNEL COMPLAINT PROCEDURE**

PURPOSE

The purpose of internal investigations is to insure the efficient and effective reception, investigation, and adjudication of complaints regarding service and personnel from both internal and external sources.

POLICY

The City of Highland Park Police Department seeks to establish and maintain standards of employee conduct and supervisory practices that support effective operations in the interest of the City and its employees. The Department shall accept and investigate all complaints regarding service and personnel to determine the validity of the complaint, determine the individuals and/or organizations involved in the investigation and notify the City Manager and Director of Human Resources. Upon completion of the investigation, the Department shall consider any recommended service changes and/or take proper disciplinary action against personnel for violations identified in the investigation. All complaint investigations shall be conducted in a timely, fair, impartial, and consistent manner maintaining the rights of all employees and citizens.

DEFINITIONS

Administrative Report (AR) - an internally initiated complaint of misconduct against an employee of the Department.

Service Review (SR) - a complaint of a less serious nature against Department employees or service, made by a citizen or other person not an employee of the Department.

Complaint Report (CR) - a complaint of a more serious nature against Department employees or service, made by a citizen or other person not an employee of the Department through the filing of an affidavit in writing and under oath.

Employee Contact Form - a Department form used by supervisory or command personnel to record incidents of positive behavior and minor transgressions resulting in no more than counseling or an oral reprimand and utilized for employee evaluation purposes.

Formal Investigation - the process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct that may be the basis for filing charges seeking his or her removal, discharge, or suspension in excess of 3 days.

Informal Inquiry - a meeting by supervisory or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel. The purpose of said meeting is to mediate a citizen complaint or discuss the facts to determine whether an informal or formal investigation should be commenced.

Informal Investigation - the process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct that may be the basis for filing charges or discipline up to 3 days suspension.

Interrogation - the questioning of an officer pursuant to a formal investigation in connection with a complaint of misconduct that may be the basis for filing charges seeking his or her suspension, removal, or discharge. The term does not include questioning (1) as part of an informal inquiry or (2) relating to minor infractions of Department rules which may be noted on the officer's record or which may not in themselves result in removal, discharge or suspension in excess of 3 days. Such questioning may be oral or in writing.

Investigator - any person from within or from outside the Department who has been assigned by the Department to investigate a complaint regarding Department personnel.

Sworn Employee - an employee who has Peace Officer powers and authority as defined by 720 ILCS 5/2-13

Sworn Supervisor - any employee who has Peace Officer powers and authority as defined by 720 ILCS5/2-13 and is of the rank of sergeant or above.

PROCEDURE

A. Responsibilities

1. The Chief of Police:

    a. Is charged with the responsibility and has the authority to maintain discipline within the Department, in consultation with the City Manager. Accordingly, the Chief will insure that internal investigations are conducted in accordance with this directive, the current labor agreement, the Board of Fire and Police Commissioners rules, and related State Statutes,

    b. Has final authority for administration of discipline up to 30 days suspension without pay; however, suspensions in excess of five days may be reviewed by the Board of Fire and Police Commissioners if requested by the officer facing said suspension,

    c. Has the authority to assign investigations to an investigator(s) outside the Department, and

    d. When required, will file charges before the Board of Fire and Police Commissioners when it is determined that discipline should be in excess of 30 days suspension, demotion or termination.

2. The Deputy Chief of Police:

    a. Reports directly to the Chief of Police.

    b. Has staff responsibility for the reception, investigation, and adjudication of all complaints against personnel and service.

    c. Will maintain a log of all complaints.

d. Will maintain a central file of complaints in a secured area and in conformity with the records retention requirements of the State of Illinois.

e. Will secure all complaint records and files, allowing access only to the Chief of Police and the Investigations and Patrol Commanders. Access to others may be authorized only for legitimate business or investigative reasons.

f. Will prescribe the format and procedures for investigation reports.

g. Will conduct a regular audit of complaints to ascertain the need for changes in training and/or policy.

h. Will track all complaints against employees and maintain statistical information to assist in employee risk analysis.

i. Has discretion to assume primary responsibility for investigations of a more serious or unusually sensitive nature, refer less serious or sensitive investigations to the accused employee's unit of command, or assign the investigation to any appropriate Department employee.

j. Will provide the Chief of Police with an annual summary of complaints against personnel and service and final dispositions that may be made available to the public or otherwise used at the discretion of the Chief of Police.

k. Will promptly notify the Chief of Police of every allegation of misconduct and inquiry report taken.

l. Will notify the Chief of Police immediately if an allegation of misconduct is extremely serious in nature.

3. Sworn Department Employees:

a. Will comply with Department rules, regulations, directives, and lawful orders of supervisors. Failure to comply will be considered just cause for disciplinary action.

b. Who witness or otherwise becomes aware of misconduct, either alleged or actual, will report such misconduct in accordance with paragraph B of this directive and shall cooperate with any subsequent investigation into the matter.

c. Are required to cooperate in all internal investigations including answering questions narrowly and specifically directed to their official actions and obligations as an employee of the Department. Failure to do so may result in discipline up to and including termination of employment.

B. Complaint Reception

1. The Department shall accept all complaints originating from the public, reported by identifiable persons or made anonymously, via any medium.

2. The intake supervisor will, based on initial information, determine if the complaint review will be handled as an SR or CR and will obtain an identifying number, as appropriate, from the Division Commander as soon as practicable.

3. SRs which have been reviewed and where the supervisor recommends the review to be concluded with the findings of "Exonerated" or "Unfounded" (as defined below in Sec. F(1)) shall be included on the Annual Service Review Log maintained by the Executive Assistant.

4. SRs which have been reviewed and where the supervisor recommends the review to be concluded with the finding of "Sustained" (as defined below in Sec. F(1)) shall be administered per Sec B(5) of this document.

5. The Employee Contact Form (Corrective) may be used for minor policy violations where counseling, remedial training or verbal corrective action are appropriate and sufficient. An AR or CR number will generally not be obtained where an Employee Contact Form (Corrective) is utilized. However, in these cases, an SR number will be generated and included on the Employee Contact Form (Corrective) as described in Sec. B(2). This does not preclude the initiation of a formal investigation (AR or CR) should additional or previously undisclosed information is subsequently uncovered.

6. An AR number will be obtained for any supervisor-initiated complaint when it is likely that the complaint will result in corrective action above an Employee Contact Form (Corrective).

7. All complaints from the public in which sufficient facts, as filed in writing and under oath, have been alleged that may support an infraction of law or violation of Departmental or City policy, will be assigned a CR number.

8. Sworn employees below the rank of sergeant and civilian personnel who receive a complaint from a citizen will immediately refer the complainant to the on duty shift supervisor. The employee making this notification will submit a report before the end of their tour of duty. The report will include all knowledge they have related to the complaint.

9. All employees who witness or otherwise become aware of serious misconduct will notify a supervisor immediately. This obligation does not extend to less serious violations such as those for which an Employee Contact Form would be used.

10. If a sworn supervisor observes or receives a complaint of misconduct of a Department employee, that supervisor will initiate an investigation in accordance with this and any other related directives without looking to higher authority for approval.

11. If the initial complaint or the results of an informal inquiry warrant an informal or formal investigation, the supervisor will:

    a. Complete a Personnel Complaint form.

    b. Obtain a CR or AR number from the office of the Deputy Chief of Police. If there is no one available in the Deputy Chief's office, a number will be assigned upon receipt of the investigative packet described in Section B(11)(h).

    c. Notify the employee's appropriate supervisor.

d. Interview the complainant and witnesses, if available.

e. In the event a complaint is filed by a citizen or other person, a signed affidavit must be obtained from the person alleging the complaint that contains details of the allegations as is required by 50 ILCS 725/3.8b. In cases where the Department is called upon to investigate allegations of misconduct by a sworn member of the Department and no affidavit can be obtained, the supervisor assigned to the investigation shall prepare the affidavit on "information and belief" stating there is a reasonable belief that the employee maybe involved in some misconduct which requires further investigation.

f. Gather immediately available documents related to the allegation.

g. Not interview, take statements, or require reports from accused employees, unless directed to do so by higher authority.

h. Submit an investigative packet, through the chain of command, to the Deputy Chief of Police. This packet will include the Personnel Complaint Form, a report from the Supervisor explaining the allegation and action that has been taken, and any other documents related to the investigation.

12. A confidential investigation may be conducted if general knowledge that an investigation has been initiated might compromise that investigation. The procedures for registering complaints as described above may be suspended with the approval of the Chief of Police. The Chief of Police will approve the initiation and conduct of all confidential investigations.

C. Appointment of Investigator

1. The Deputy Chief of Police will appoint a supervisor to investigate the complaint. Generally, the investigator will be the subject employee's immediate supervisor. Exceptions include complaints where:

   a. The supervisor is the complainant or was a witness to the acts giving rise to the complaint,

   b. The supervisor is unavailable,

   c. There may be supervisor culpability,

   d. The nature of the complaint indicates the immediate supervisor would not have the time or expertise to conduct the investigation, or

   e. The sensitivity of the complaint is such that appointing another investigator would be in the best interest of the Department.

2. If the complaint is against the Deputy Chief or the Chief of Police, the Chief of Police will notify the City Manager. In these instances, the City Manager will appoint an investigator.

3. An independent investigator, not an employee of the Department, may be appointed to investigate any complaint if it is deemed to be in the best interest of the Department and the City of Highland Park. The independent investigator will have the full authority to interview and interrogate Department employees. Department employees are required to cooperate with an independent investigator in the same manner as if the investigator were a sworn supervisor.

D. Rights of Department Employees Under Investigation

1. Police officers under investigation will be afforded the rights set forth in the Uniform Peace Officers' Disciplinary Act, 50 ILCS 725, the collective bargaining agreement, and the Board of Fire and Police Commissioners rules.

2. Civilian personnel rights are contained in the City Personnel Handbook.

E. Conduct of the Investigation

1. All complaint investigations should be completed within 30 days of assignment to an investigator. If the investigation cannot be completed within 30 days, the investigator will submit a progress report. The progress report will include a request for additional time to complete the investigation and justification for such extension.

2. Investigators will contact the complainant(s) and witnesses as soon as possible. Each attempt to contact the complainant(s) and witnesses will be documented with the date, time, and method. If repeated attempts to contact the complainant(s) are unsuccessful, a registered letter will be sent to the complainant(s). The registered letter receipt shall be part of the investigative file.

3. The investigator will document in the investigative report that the complainant has been kept informed of the status of the complaint, to include at a minimum:

   a. verification of receipt that the complaint has been received
   b. periodic status reports to the complainant at least monthly until conclusion
   c. notification of the results of the investigation upon conclusion

4. Inability to contact the complainant or a statement by the complainant that he/she does not wish to cooperate in the investigation does not automatically conclude the investigation. If the complaint is serious and there is evidence supporting the allegation, the investigation will continue.

5. If the alleged act is a criminal violation, the investigator will report the circumstances to the Deputy Chief of Police. The Deputy Chief of Police will confer with the Chief of Police, the Office of the State's Attorney, and the ranking on duty member of the Investigations Section.

6. Prior to interrogating or requiring reports from the accused employee, the investigator will notify the accused in writing of the allegations made against him/her. Such notification will be as specific as possible, describing the behavior, date, time, and location of the alleged misconduct.

7. If criminal charges are not probable, the investigator will inform the accused officer of his/her administrative rights and obligations and provide these rights in writing. The officer will also be given and requested to sign a Right to Counsel form indicating a waiver of counsel or a request to secure counsel.

8. If criminal charges are probable, the accused will be given his/her constitutional rights (Miranda warnings) contained in the Criminal Rights form.

9. If criminal prosecution is probable, should the allegations be proven, the administrative investigation will be suspended. The Department will not conduct criminal and administrative investigations concurrently with respect to the same complaint. An administrative investigation will be initiated, or resumed, upon completion of the criminal investigation. This does not preclude the Department from conducting an administrative investigation concurrent with a

criminal investigation by an outside agency.

10. The Notification of Charges, Criminal Rights, Right to Counsel, and Administrative Rights forms will be completed in duplicate. The accused will sign these forms and documents acknowledging receipt. The original will be placed in the investigative file and a copy given to the accused. Signing any of these forms is not an admission of any misconduct, it is an acknowledgement that the accused has received notification of the complaint and has been given his/her rights.

11. In the event an accused employee refuses to sign any of the forms, such forms will be marked "Refused". The forms will then be signed by the investigator and witnesses to the refusal. The date, time, and location of the refusal will be noted on the form. A copy of the form will be given to the accused even if he/she refuses to sign it.

12. The accused will be given a reasonable time to secure counsel or union representation prior to any interrogation. A request for continuance to secure representation shall not be permitted to become a delaying tactic or to obstruct the orderly process of investigation. If the accused has waived representation, the investigator will renew the offer and notification of rights each time an interrogation is resumed.

13. The role of counsel or union representation is primarily that of an observer. Counsel and union representatives may advise the accused employee if so requested, but may not object to questions or interfere with the interrogation. The advice of counsel not to answer questions in an administrative investigation will not excuse an accused employee from the obligation to respond when ordered to do so by an employee of higher rank.

14. The nature and severity of the complaint will be used as a guide to determine the method used to obtain and document information from complaints, witnesses, and accused employees. Options include:

    a. Question and answer statements which can be typed concurrent with the interrogation/interview or later transcribed from audio/video recordings or from a court reporter's record.

    b. An investigator's summary report of an interrogation or interview.

    c. A written report from a Department employee describing his/her knowledge of the incident.

    d. Reports, letters, or other documents submitted by complainants or witnesses.

15. Department employees are subject to, but not limited to, the following examinations, searches, and the gathering of non-testimonial evidence relative to complaint investigations:

    a. Any supervisor on-duty at the time of a complaint incident, or an investigator at any time during the course of an investigation, may direct an employee to submit to a breath, blood, urine, or hair sample test when there is reasonable suspicion that alcohol and/or drug usage is a factor directly related to allegations of misconduct.

    b. An employee may be ordered for psychological examination with the approval of the Chief of Police.

    c. Polygraph examinations may be administered only if the accused employee agrees. If consent is given, questions to be asked will be given to the accused in writing a minimum of

2 days prior to the examination. The results of any polygraph examination will be used only to assist in the investigation; they will not be used to determine guilt or innocence.

d. Photographs.

e. Line-ups.

f. Financial disclosure statements, handwriting samples and/or fingerprinting.

16. Investigations will not be extended to include minor violations that are not based on the original complaint.

17. Serious violations discovered during the course of an investigation will be fully investigated regardless of the scope of the original complaint.

F. Findings

1. The investigator will make a recommended finding as part of the completed investigation. If a complaint alleges more than one act of misconduct or violation of more than one rule or directive, a separate finding will be recommended for each purported violation. Possible findings are as follows:

   a. Sustained – The allegation is supported by a preponderance of evidence that the facts in the complaint are true and disciplinary action is warranted.

   b. No Conclusion – There is insufficient evidence to prove or disprove an allegation.

   c. Unfounded – The allegation is false or not factual; there is no evidence of misconduct.

   d. Exonerated – The incident did occur but the accused employee acted lawfully and properly. No disciplinary action is warranted.

   e. Misconduct not based on the Original Complaint – Misconduct that was not included in the original complaint but was discovered during the investigation.

   f. Policy or Procedure Issue – The accused employee acted within Department policy and procedure; the complaint is against the policy or procedure.

2. For each finding related to an allegation of misconduct, a specific action shall be pursued. Actions include, but are not limited to:

   a. None, no action to be taken
   b. Commendation
   c. Training
   d. Verbal counseling
   e. Written reprimand
   f. Suspension from duty
   g. Transfer or demotion
   h. Discharge or dismissal
   i. Discharge with criminal charges to be pursued

G. Discipline

1. The investigator will include recommendations for discipline in the final report of the investigation.

2. The Chief of Police has final authority on disciplinary action up to and including 30 days suspension, subject to the review and appellate processes referenced in paragraph K of this order. The Chief, when required, shall file charges with the Board of Fire and Police Commissioners for discipline in excess of 30 days.

3. The principle of Progressive Discipline will be used in determining appropriate discipline.

   a. The nature and seriousness of the misconduct will be considered.

   b. The state of mind and intentions of the accused will be taken into account. Willful violations will be treated more seriously than violations that occur due to mistake.

   c. The primary purpose of discipline is to correct and prevent future violations of Department rules, policy, and procedure. Consequently, while considering the severity of the violation, only that amount of discipline thought to accomplish this purpose should be used.

   d. Positive discipline such as training and counseling may be appropriate in instances where the misconduct is not serious and there are indications these measures would be sufficient to prevent future violations.

   e. The amount of discipline will increase with repeated violations.

   f. Letters of reprimand will not be used for progressive disciplinary purposes two years from the date of issuance if similar infractions have occurred.

4. Records Retention

   a. Employee Contact Forms related to discipline will be removed from supervisory employee files one year after entry if no similar infractions have occurred.

   b. All other disciplinary records will be maintained in the employee's permanent personnel file.

H. Review

1. Completed investigation reports will be submitted to the Deputy Chief of Police through the accused employee's chain of command for review. Supervisory and command employees at each level of the chain of command will review the investigation to insure:

   a. The investigation and the report are thorough and complete.

   b. The quality of the report is professional and consistent with the Department required format.

   c. The findings are consistent with evidence.

   d. The recommended discipline, if required, is appropriate and adheres to the principle of progressive discipline.

2. Supervisors in the review process will return the investigation to the investigator if it is

incomplete, the findings are not consistent with the evidence, or the investigation is otherwise not of professional quality.

3. The Deputy Chief will review and approve the investigation report. The Deputy Chief will compare the investigation report with his/her file to insure all documents and evidence submitted during the course of the investigation are in the final report. The accused employee will be notified of the investigation findings and any recommended discipline. The completed report will then be sent to the Chief of Police.

4. The Chief of Police has final authority on the findings and discipline up to a 30-day suspension subject to the appellate procedures referenced in paragraph K of this order. The Chief will take into consideration the recommendation(s) of the investigator, any dissenting memos from supervisors in the review process, and the disciplinary history of the accused.

I. Dismissal Notification

If an investigation of employee misconduct results in discharge of employment, the employee shall receive written notification which shall contain the following:

1. The reason for the termination (charges and specifications).
2. The effective date of termination.
3. The status of fringe and retirement benefits after termination.

J. Release of Information

1. Information regarding an internal investigation in progress will not be released to the news media or the general public.

2. Information regarding completed investigations may be released to the media or the general public as required by Freedom of Information Act laws upon approval of the Chief of Police.

K. Appeals

1. The Deputy Chief of Police will notify Department employees of the findings and recommended discipline (if any) upon completion of the investigation. The accused employee can appeal the findings and/or discipline to the Chief of Police. The appeal must be submitted to the Chief in writing within ten days of notification.

2. Appeals of the Chief of Police decision will be made in accordance with City policy, the Board of Fire and Police Commissioners or the provisions of an existing collective bargaining agreement.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 35

(Reviewed 06/22/2020) (Reviewed 2/12/19)(Revised: 12/29/14) (Revised: 7/27/12) (Reviewed: 4/17/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **HARASSMENT POLICY**

POLICY

The City of Highland Park maintains a comprehensive harassment policy in the City's Personnel Handbook to assist in providing a professional work environment free from employee discrimination, work place and sexual harassment, inappropriate and offensive conduct and retaliation. All new departmental employees are provided with a copy of the Personnel Handbook upon initial hire. Additionally, the Handbook and harassment policy is accessible electronically via any network workstation in the Human Resources folder located on the HP Share on Sweepea. A copy of the City's Anti-Harassment policy is attached (Attachment A).

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

FROM PAGES 8-13 OF THE PERSONNEL HANDBOOK

NON-DISCRIMINATION, ANTI-HARASSMENT, and INAPPROPRIATE CONDUCT

The City is committed to maintaining an environment free from discrimination, harassment, retaliation and inappropriate/offensive conduct (referred to collectively as "prohibited conduct"). In keeping with this commitment, the City will not tolerate any form of prohibited conduct. This policy forbids an employee, elected official, vendor, client, customer or other person, from engaging in such conduct. Employees who engage in prohibited conduct are subject to disciplinary action, up to and including immediate termination, as determined by management.

Prohibited Conduct

Discrimination

Discrimination includes any conduct or action (1) directed toward or about any employee or applicant or, (2) taken with respect to any employee or applicant because of that employee's or applicants:

- Race
- Gender
- Age
- National origin
- Disability
- Religion
- Sexual orientation
- Veteran or military discharge status
- Membership in any other legally protected category

Harassment

Harassment includes verbal, physical, visual, or other conduct that is based upon or relates to a person's protected status. Protected status includes:

- Race
- Age
- Gender
- Color
- Religion
- National origin
- Disability
- Ancestry
- Marital status
- Sexual orientation
- Unfavorable discharge from the military
- Other legally protected status under applicable law

The City will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status) or otherwise adversely affects employment opportunities, unreasonably interferes with an individual's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, jokes, negative stereotyping, or intimidating acts that are based on a person's protected status;
- Referring to a person's protected status, particularly when making decisions affecting the individual in the workplace and which affect the individual's ability to perform his or her job;
- Written or graphic material circulated, available on the City's computer system, or posted or distributed within the workplace that shows hostility towards a person(s) because of their protected status.

Even where such conduct is not sufficiently severe or persuasive to constitute legally actionable discrimination or harassment, it is prohibited in the City workplace.

Sexual Harassment

Harassment based on gender, including sexual harassment, deserves special mention. Harassing conduct based on gender is often, but not always, sexual in nature. This policy forbids harassment based on gender whether or not the offensive conduct is sexual in nature and also prohibits expressions of hostility or dislike or other inappropriate conduct based on gender. Any unwelcome or unwanted conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Sexual harassment includes any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex, gender or of a sexual nature when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
This policy forbids harassment based on sex/gender regardless of whether it rises to the level of a legal violation.

The City considers the following conduct to represent some, but not all, of the types of acts that violate this policy:

- Physical assaults of a sexual nature, including, but not limited to, rape, sexual battery, molestation, intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc;
- Unwanted sexual advances, propositions or other sexual comments, including, but not limited to, sexually oriented gestures, noises, remarks, jokes, comments, or verbal abuse of a sexual nature;
- Preferential treatment and promises of preferential treatment to an employee for submitting to sexual conduct; and
- Sexual or discriminatory displays or publications **anywhere** in the City work place by City employees including, but not limited to, pictures, posters, calendars, graffiti, emails, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.

Employee Responsibility

All City employees should be able to assume that the workplace is free from prohibited conduct. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as discriminatory, harassing, inappropriate or offensive and to report such conduct. No employees or elected officials in the City are exempt from this policy.

Reporting Complaints of Prohibited Conduct

Employees who feel subjected to prohibited conduct or feel that another individual has been subjected to prohibited conduct, should immediately report the conduct to their supervisors, Human Resources, the appropriate Department Director or the City Manager. These individuals are authorized, by this policy, to receive and act upon complaints on behalf of the City. If an employee is uncomfortable or sensitive about discussing a complaint with an individual of the opposite gender, the employee may report the conduct to any department director of the same gender. This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. If the employee believes that any person to whom such a report should be directed is involved in or associated in any way with the alleged conduct, then the report should be directed to another department director not involved in the conduct.

Supervisors are required to report any prohibited conduct to their Department Director and to the Human Resources Manager or to another Department Director who is not involved in the conduct.

The City hopes that any incidents of prohibited conduct can be resolved through the internal process outlined above. Employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with the IDHR must be filed within 180 days of the incident. A charge with the EEOC must be filed within 300 days of the incident.

Illinois Department of Human Rights	Equal Employment Opportunity Commission
Chicago (312) 814-6200	Chicago District Office (312) 353-2713
TDD Chicago (312) 263-1579	TDD Chicago District Office (312) 353-2421
Springfield (217) 785-5100	General Number (800) 669-4000
TDD Springfield (217) 785-5125	TDD General Number (800) 800-3302

An employee who is retaliated against after filing a complaint with the IDHR or the EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 (IDHR) or 300 (EEOC) days of the retaliation.

Investigation

All complaints or reports of prohibited conduct will be investigated promptly. This may include, but is not necessarily limited to, interviewing the complaining employee, the alleged perpetrator, supervisors, and other personnel as necessary to obtain sufficient factual information upon which to base a decision. In all cases the investigation will be conducted by a person or persons who are not involved in the alleged prohibited conduct.

The City may put in place reasonable interim measures, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the complaint or report has been investigated. That action may be a conclusion that a violation occurred and appropriate follow-up action. The City might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the City cannot conclude whether or not a violation occurred.

If the City concludes that a violation of this policy has occurred, the City will take corrective action, up to and including immediate termination, as is appropriate under the circumstances as determined in the City's discretion, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the City does not employ the person engaged in the conduct, then the City will take whatever corrective action it deems reasonable and appropriate under the circumstances.

Retaliation Policy

The City forbids any employee to treat any other employee or applicant adversely for making a report, assisting another employee or applicant in making a report, cooperating in an investigation, or filing an administrative claim with the IDHR, EEOC or other governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedure described above.

Confidentiality

Although total confidentiality in investigating and imposing any discipline cannot be assured, the City will preserve confidentiality to the extent that the needs of the situation permit and as allowed by law.

Acceptance of Policy

All City employees have a responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy. The failure to follow this policy may result in disciplinary action, up to and including immediate termination, as determined in management's discretion. Any questions concerning this policy should be directed to a department director or the Human Resources Manager.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 37

(Revised 06/19/20) (Reviewed 2/12/19) (Revised: 9/19/16) (Revised: 11/30/15) (Revised: 7/22/13) (Revised: 7/27/12) (Revised: 2/12/10) (Revised: 12/17/07) (Revised: 6/8/07) (Revised 7/28/04) (Revised: 1/30/03) (with General Order 74, Rescinds General Orders 36 and 38)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **HOLDING FACILITY SECURITY AND CONTROL**

PURPOSE

The purpose of this Order is to establish policies and procedures for security and control of the Highland Park Holding Facility.

POLICY

It shall be the policy of the Highland Park Police Department that the Holding Facility shall be secure, safe, and free from hazardous or unsanitary conditions.

PROCEDURE

A. Facility Supervision and Inspections

1. The direct supervision and control of the Highland Park holding facility is the responsibility of the on-duty Shift Supervisor.

   a. The Shift Supervisor of the current watch shall brief a Shift Supervisor of the oncoming watch as to the number and status of prisoners in custody.

   b. The Day Shift Supervisor shall conduct a visual inspection of the holding facility daily for:

      (1) Security
      (2) Safety and sanitation
      (3) Fire hazards
      (4) Fire suppression equipment
      (5) Fire detection devices
      (6) First aid kit
      (7) Weapons or contraband
      (8) Signs of detainee tampering

   c. The Facility Manager, or a designee, shall conduct semiannual testing of the fire detection alarm system and fire equipment.

   d. All fire extinguishers shall be inspected and certified on an annual basis.

   e. All inspections and any corrective action taken will be documented on the Holding Facility Inspection Log (Attachment A).

B. Training of Personnel

1. Personnel having access to the holding facility shall receive training in its operation, including fire suppression, during the Field Training Process and as part of in-service training.

2. Personnel that do not have access to the holding facility shall receive an initial orientation in holding facility operations.

3. All Personnel will be retrained at least once every three years.

C. Prisoner Incarceration and Surveillance

1. Prior to incarceration, the arresting officer shall notify the Communications Center that the prisoner is being placed in a cell.

2. Prisoners will be thoroughly searched immediately prior to entering the cell area.

3. Prior to entering the holding facility, all personnel are required to secure all weapons, other than Oleoresin Capsicum spray (O.C. spray) and conducted energy devices, in the provided gun locker. Weapons include but are not limited to firearms, knives, and expandable baton.

4. Communications personnel will activate the 2-way intercom prior to the officer entering the cell area with the prisoner. Monitoring will continue as long as any prisoner is in the cell area.

5. Before the use of an unoccupied cell, the officer shall conduct a visual security check for weapons and contraband.

6. No more than one prisoner shall be placed in an individual cell.

7. Communications or other assigned personnel are required to make face to face visual inspection of all prisoners at least every 30 minutes and to properly log, every inspection in the prisoner's computerized booking entry.

   All contacts with any prisoner (incarceration, telephone calls, visitation, interrogation, face to face visual inspections, feedings, release, etc.) shall be logged in the prisoner's computerized booking entry by the Department member having contact with the prisoner.

8. Under non-emergency circumstances, officers shall not enter any cell in which a prisoner is being detained without the presence of another officer. In an emergency situation, such as those described in Section K, a single police officer may choose to enter a cell based on all of the following:

   a. Death or serious injury is likely to occur without immediate officer intervention.

   b. The prisoner does not display any threatening behavior and does not appear to be luring the officer into a trap.

   c. The Communications Center is monitoring the situation by audio and video.

   d. Communications is in the process of summoning backup and notifying the shift supervisor.

9. Once all prisoners are properly incarcerated in their cells, face to face visual inspections of prisoners may be conducted by one (1) Department member.

10. Use of Audio or Visual Electronic Equipment

a. A telecommunications operator shall be expected to monitor the behavior of all prisoners via the 2-way intercom in the Communications Center for the duration of incarceration, particularly those who have been identified as "high risk".

b. Video surveillance devices, such as TV cameras, can be used at critical locations of movement within the holding facility area. The use of such equipment does not preclude physical inspections and personal observations by employees.

c. Electronic surveillance equipment shall not be used to violate the personal privacy of prisoners.

d. Visible signage will be posted alerting prisoners of the monitoring equipment.

e. Electronic audio surveillance equipment shall not be activated in any area where a prisoner and his attorney are engaged in attorney-client discussions.

D. Telephone Calls

1. Within a reasonable time period, and at the convenience of the arresting officer or Shift Supervisor, the prisoner will be allowed to make necessary telephone calls using the telephone in the cell area only.

2. The fact that the prisoner has made a telephone call will be properly recorded in the prisoner's computerized booking entry.

E. Prisoners of the Opposite Sex

1. If feasible, any handling or movement of a prisoner of the opposite sex will be done in the presence of a Department member of the same sex as the prisoner. With the exception of the situations detailed below, no Department member shall enter a cell occupied by a prisoner of the opposite sex.

2. A Department member may enter a cell occupied by a prisoner of the opposite sex:

a. In case of an emergency.

b. At the discretion of the Shift Supervisor and in the presence of another Department member to accomplish specific tasks such as prisoner transfer, bonding or release.

3. Female prisoners shall be incarcerated in the female holding cells, where they are separated by sight and sound from male holding cells.

F. Holding Facility Security

1. Holding Facility Access and Key Control

a. All doors accessing the Holding Facility and cell areas will be kept locked at all times.

b. Cell doors will be kept open when not in use unless out of service.

c. All doors can be accessed with the Holding Facility keys, individual authorized employee key swipes, and electronically by Communications Center personnel.

(1) Two Holding Facility door keys are secured in designated weapons lockers located outside of the sally port and Communications doors leading into the Facility.

(2) The cell keys shall not be removed from the Holding Facility area unless authorized by a Shift Supervisor.

(3) All Holding Facility keys shall be returned to the appropriate weapons locker after detention is complete.

(4) Cell door electronic access is activated by the Holding Facility key or remotely from the Communications Center. In the event of an electronics failure, manual cell door keys are located in a locked key box in the booking area. The key box can be unlocked with the Holding Facility key.

(5) In the event that any of the Holding Facility keys are lost, a written report will be forwarded to the Chief of Police detailing the circumstances.

2. Violent or self-destructive prisoners require special handling as described below:

a. Extreme Influence of Alcohol and/or Drugs

A prisoner with a blood alcohol content above .30 or who is otherwise deemed intoxicated by alcohol and/or drugs to a degree that special attention appears to be necessary, will be transferred to a medical facility for treatment. The Shift Supervisor will be notified of any such condition by the arresting officer and advised the appropriate course of action.

b. Suicidal or Self-Destructive

(1) Any prisoner who exhibits suicidal or self-destructive tendencies shall be housed in Cell #1, in the appropriate male or female block.

(a) Said prisoners will be visually checked, face to face or by video surveillance, at least every 15 minutes.

(b) Face to face inspections must still be performed at least every 30 minutes.

(c) All prisoner checks in sections “a” and “b” above must be documented in the prisoner’s computerized booking entry.

(2) The arresting officer of any prisoner fitting this category will notify the Shift Supervisor immediately.

(3) The prisoner may be placed into a paper prisoner jumpsuit and foam slippers with prior approval by a supervisor.

c. Mental Disorders

The arresting officer of any prisoner with symptoms of a mental disorder will notify the Shift Supervisor immediately. The Shift Supervisor will determine whether the prisoner should be transferred to an authorized medical facility.

d. Violent Prisoners

Violent prisoners shall remain in restraints at all times prior to placement into a cell. Handcuffs can be removed through the cell door after placement into the cell.

e. Any unusual behavior changes observed by personnel shall be immediately reported to a Shift Supervisor.

3. Non-Essential Persons

   The presence of non-essential persons (i.e. tours, custodians) shall not impede lockup operations nor violate a prisoner's privacy. Non-essential persons are prohibited from the holding facility when prisoners are present.

G. Feeding of Prisoners

A Shift Supervisor or his delegated subordinate shall be responsible for the feeding of prisoners. Food must be of sufficient nutritional value and of a quantity sufficient to satisfy, within reason, the needs of the prisoner. A local vendor shall generally provide food.

1. The established schedule for prisoner feedings shall be on or about:

   (a) 0800 - Breakfast
   (b) 1200 - Lunch
   (c) 1730 - Dinner

2. Prisoners shall have their meals in their cells.

3. Special diets shall be adhered to when properly prescribed by a medical authority.

4. No prisoner shall be given any food or beverage brought in, or furnished, by visitors.

5. The feeding of prisoners housed by other agencies shall be their responsibility.

6. Regularly scheduled meals shall not be withheld, nor menu varied, as punishment to a prisoner.

7. Cans, culinary equipment, or other items which could contain sharp edges, shall not be allowed in the holding facility.

H. Repairs

If repairs are to be made to an area of the holding facility, repairs should be conducted when no prisoners are present whenever possible. If repairs need to be completed at a time when prisoners are present, prisoners shall be placed in sections of the facility not affected by the work, and out of contact with the workers. After completion of the work, affected areas will be secured and searched for tools, debris or any other unauthorized items prior to use by detainees.

I. Medical Treatment of Prisoners

1. Emergency health transport is the responsibility of the Highland Park Fire Department.

2. Emergency health care is the responsibility of the Highland Park Hospital or the nearest medical facility that can provide such care.

3. If department personnel responsible for monitoring a prisoner determine that the prisoner requires medical assistance, the paramedics will be summoned and the Shift Supervisor notified immediately.

4. The Highland Park Paramedics and the Hospital Emergency Department shall determine if the prisoner requires further medical assistance and transportation.

5. The Shift Supervisor shall be responsible for notifying the prisoner's next of kin or legal guardian in case of serious injury, sickness, or death.

6. Pharmaceuticals within the Holding Area

    a. All property including any pharmaceuticals, medications or drugs shall be taken from prisoners and logged with their personal property.

    b. If a prisoner requires any medication such as a prescription drug, a clearance shall be obtained from the prescribing physician. The physician's name, telephone number, date, and time of the contact shall be written in the prisoner's computerized booking entry. Once the requirement for medication has been verified, the Shift Supervisor shall provide the required dosage of medication as prescribed to the prisoner and personally observe the prisoner take the medication. The issuance of medication shall be documented in the prisoner's computerized booking entry.

    c. If a prisoner claims to have a need for a certain medication, the officer must establish validity for the claim, even if the prisoner must be taken to a medical facility for an examination.

    d. If a prisoner is to be transported to another facility, all pharmaceuticals shall be transported with that prisoner. The person receiving the prisoner shall acknowledge acceptance of the pharmaceutical items.

7. The Department shall post, throughout the holding facility area, the procedures for requesting emergency health care services.

J. Prisoner Visitation

1. Prisoners will be allowed visitors for a reasonable amount of time at the discretion of the Shift Supervisor.

2. A prisoner will always be allowed to meet with his attorney for a reasonable amount of time as soon as staffing is available to maintain security.

3. All visitors of prisoners confined in the Highland Park holding facility shall properly identify themselves and shall be logged in the prisoner's computerized booking entry.

4. The name and address of the visitor and relationship (spouse, parent, attorney, etc.) with the prisoner shall be noted in the prisoner's computerized booking entry.

5. Visitors shall be notified that they are subject to search before visiting with the prisoner.

    a. Visitors will not be permitted to carry in packages, including, purses, brief cases, etc.

    b. If a visitor refuses to submit to a search, the Shift Supervisor may prohibit the visitor from a personal visit.

    c. All other Department procedures concerning the search of prisoners are also applicable to the searching of visitors.

6. No body contact between visitor and prisoner will be permitted during visits.

7. Visitation Area

    a. Visits with prisoners will take place in one of the designated interview rooms within the Holding Facility.

    b. Once a Shift Supervisor has authorized a visit, the assigned officer shall:

(1) Remove the prisoner from his cell and place him in an interview room.
(2) Allow the visitor to enter.
(3) Remain in the room during the entire visit.

c. The only exception to the procedure is that the officer shall permit the prisoner and his attorney to remain alone in an interview room with the door closed. An officer will be positioned immediately outside the room.

d. Prisoners will be searched prior to being returned to their cell when the visit is completed.

K. Emergency Situations and Prisoner Evacuation

1. Emergencies in the Highland Park holding facility shall include, but not be limited to the following:

a. Fire
b. Natural disaster (flood, tornado, etc.)
c. Suicide or attempted suicide
d. Homicide
e. Death
f. Serious injury or illness (subsequent to detention)
g. Escape or attempted escape
h. Riot
i. Assault on officers

2. Any emergency or disturbance noted within the holding facility, whether involving officers, prisoners, or both, will be brought to the immediate attention of a supervisor who will take actions he deems necessary to quell the disturbance and prohibit future similar incidents. (See Section L)

3. Prisoner Escape

In case of escape from custody by a prisoner held in the holding facility, immediate efforts shall be made for his expeditious return to custody. The following steps shall be taken, at the discretion of a Shift Supervisor, though not necessarily in the given order:

a. Officer discovering escape shall notify the Communications Center and a Shift Supervisor.

b. Determine if anyone was injured during the escape and obtain medical assistance, if appropriate.

c. Determine the number of escapees and if there is risk of additional prisoners escaping custody. Sufficient personnel shall be dispatched to secure the holding facility and municipal building, if necessary.

d. Descriptions, identities, and offenses for which escapee(s) were incarcerated shall be dispatched via Highland Park police radio frequency, ISPERN, and LEADS along with any other pertinent information for effecting custody of escapee(s).

e. Once the holding facility area is secure, personnel shall check to see that all security doors and cell doors are functioning properly and all remaining prisoners are secured in their cells. Steps shall be taken to repair any malfunctioning doors and/or locks as soon as practical.

f. The Investigations Commander will be notified to arrange the gathering of intelligence information and to assist in apprehension and obtaining warrants, etc.
g. The Shift Supervisor shall make notification to the Patrol Commander, who in turn will notify the Deputy Chief of Police. The Deputy Chief of Police shall make notice to the Chief of Police.

h. The Shift Supervisor shall initiate an investigation into circumstances surrounding the escape and make a full report and recommendations to the Chief of Police as soon as possible.

4. Prisoner Evacuation

a. A Shift Supervisor is to be immediately notified of any emergency and shall take appropriate action at once.

b. In case of prisoner evacuation, a Shift Supervisor shall notify the Chief of Police and the Deputy Chief of Police of the emergency and the decision to evacuate as soon as practical.

c. An emergency evacuation route shown as a map of the floor plan shall be posted in the cell area.

d. In case of a fire in the holding facility or elsewhere in the building, the following sequence of events shall take place to ensure the safety and security of prisoners:

(1) Communications shall be notified.

(2) Communications shall:

(a) Notify the fire department/paramedics
(b) Notify the closest available officer along with additional officers that may be needed.
(c) Notify the Shift Supervisor

(3) The closest available officer, along with any additional officers needed, shall secure the prisoners and, if necessary, remove them from the holding facility.

(4) Backup officers shall ensure that fire department personnel are given access to the fire.

(5) If uninjured prisoners must be removed from cells, the officer shall handcuff them and escort them to a place of safety. Depending on the number of prisoners involved, the security risk and the severity of the fire, the location of where prisoners are to be taken shall be at the discretion of the officer. The first priority area is the sally port.

(6) Prisoners will be kept handcuffed and under close guard at all times.

(7) If prisoners must be removed from the building, they will be secured in the back seat of caged patrol vehicles.

(8) Injured prisoners shall be handcuffed, if possible, and kept under close guard. Injured prisoners shall be given medical aid.

(9) If prisoners are not able to return to the holding facility, arrangements shall be made to release prisoners on bond or to house prisoners in the county jail or a neighboring police department holding facility.

L. Report of Extraordinary or Unusual Occurrences

1. The Department will report all extraordinary or unusual occurrences involving detainees and Department personnel on the report form supplied by the State of Illinois Bureau of Detention Standards and Services (Attachment B). The original report will be sent to the Bureau and one copy will be maintained by this Department.

2. The on duty Shift Supervisor shall conduct an investigation on any extraordinary or unusual occurrences involving detainees and Department personnel. This report will be forwarded to the Chief of Police within 24 hours of the incident.

3. The Report will be filed by the Chief of Police, or his designee, to the Illinois Department of Corrections, Bureau of Detention Standards and Services, within 72 hours of the occurrence. Authority: Illinois Compiled 730 ILCS 5/3-15-2.

   Illinois Municipal Jail and Lock Up standards define extraordinary or unusual occurrences as follows:

   a. Death, regardless of cause
   b. Attempted suicide (if hospital or medical treatment is required)
   c. Serious injury
   d. Escape or attempted escape
   e. Fire resulting in property damage, personal injury, or evacuation
   f. Detainee disturbance involving 4 or more individuals, riot, or hostage situation
   g. Battery on a staff member, visitor or volunteer by detainee
   h. Battery on a detainee by a staff member
   i. Battery on detainee by another detainee (if hospitalization or extensive medical treatment is required)
   j. Sexual assaults
   k. Occurrences of contagious or infectious, disease, or illness within the facility, excluding names of the detainees or others involved
   l. Discovery of firearms or weapons as defined in 720 ILSC 5/31(a)(1.1)
   m. A written or oral act of intimidation by a detainee on detainees or staff for which criminal charges result
   n. Use of chemical agents
   o. Major property damage

M. Weapons and Security Devices in Holding Facility

1. Under no circumstances, except as directed by a Shift Supervisor, or under emergencies, will anyone be allowed to transport any weapon or security device into the holding facility area.

2. Exceptions - Department issue O.C. spray and conducted energy devices may be carried into the Holding Facility at the option of the officer.

N. Sanitary Conditions

The holding facility shall be maintained at all times in a clean, sanitary and safe condition. When not occupied, the holding facility shall be thoroughly cleaned on a daily basis.

1. Care shall be taken during daily inspections to ensure that any condition conducive to harboring or breeding of insects, rodents, or other vermin is eliminated.

2. Pest control professionals shall be used to clean or fumigate the facility quarterly and as needed.

O. Packages or Mail

1. Due to the temporary nature of the detention, personal items such as mail, money, checks, money orders, food, smoking materials, or other personal items <u>will not</u> be accepted for delivery to any detainees.

2. The Shift Supervisor may accept for delivery to a detainee, fresh clothing and prescribed medication if needed. These items will be properly searched. These items will be duly recorded in the prisoner's computerized booking entry.

P. Release of Prisoners

1. Officers, before releasing a subject from incarceration, shall thoroughly inspect the cell occupied for any contraband and/or damage incurred by the arrestee. Blankets shall be completely thrown open and placed outside the cell area for cleaning. Mattresses shall be picked up, completely inspected, and laid up against the wall, indicating that the releasing officer has inspected the cell.

2. If damage has occurred to the cell, or contraband has been found, additional charges shall be placed against the arrestee.

3. Upon the release of the arrestee, the officer will instruct the arrestee to pick up all papers, cups, etc., and bring them out of the cell with him to be deposited in a wastepaper basket.

4. Cells shall not be utilized for any new arrestee unless the mattress and blanket have been placed in the manner prescribed and all garbage picked up indicating a complete inspection.

5. Positive identification of the persons to be released will be completed as follows:

   a. Physical indicators on the Holding facility Inmate's Record will be compared to that of the person to be released.

   b. The releasing officer will make verbal confirmation of correct date of birth and current address.

   c. Comparison of likeness will be made with driver's license photo, if available.

   d. Any discrepancy or doubt established through this process will be brought to the immediate attention of the Shift Supervisor before completion of the release of the prisoner.

6. Release previously inventoried personal property to prisoner.

7. If the prisoner refuses to sign for return of their property, officers should ask for a witness and both sign their initials while marking "refused" on the signature line. In the event the prisoner refuses to accept their property, it shall be logged into evidence until all questions regarding the property are resolved. A Shift Supervisor will be advised of any circumstances involving disputes concerning property at the time of occurrence.

Q. Court Appearances (725 ILCS 5/109-1)

Arrested persons shall be afforded every right assuring them access to the courts in a timely manner.

R. Bail

A prisoner's opportunity to make bail will not be impeded by unnecessary delays in processing, making of telephone calls, transferring of the accused from one location to another, or any other action purposely designed to keep the accused in custody more than is reasonable and proper.

S. Prisoner Records

1. All records of arrest shall be maintained by the Records Unit.

2. In-house access to prisoner records shall be restricted to Department personnel.

3. The retention and dissemination of prisoner's records and arrest information are governed by the Illinois Freedom of Information Act, Public Act 83-1013, effective July 1, 1984 and by Illinois Compiled Statutes, 5 ILCS 140/1-140/11, 20 ILCS 2630/0.01, and 50 ILCS 205/15.

T. Use of Holding Facility by Outside Agencies

1. The Department will attempt to accommodate any request from an outside agency to use the Department's holding facility.

2. An incident will be initiated by a Telecommunications Operator whenever an outside agency is granted use of the Department's Holding Facility, except when a written agreement exists authorizing an outside agency to use the Facility for an extended period of time.

3. The decision to accommodate such a request lies solely with the Shift Supervisor or designee.

4. The Shift Supervisor has the right to refuse an outside agency request for prisoner housing, if such a request causes a hardship within the Department. All such refusals shall be documented, in writing, to the Chief of Police.

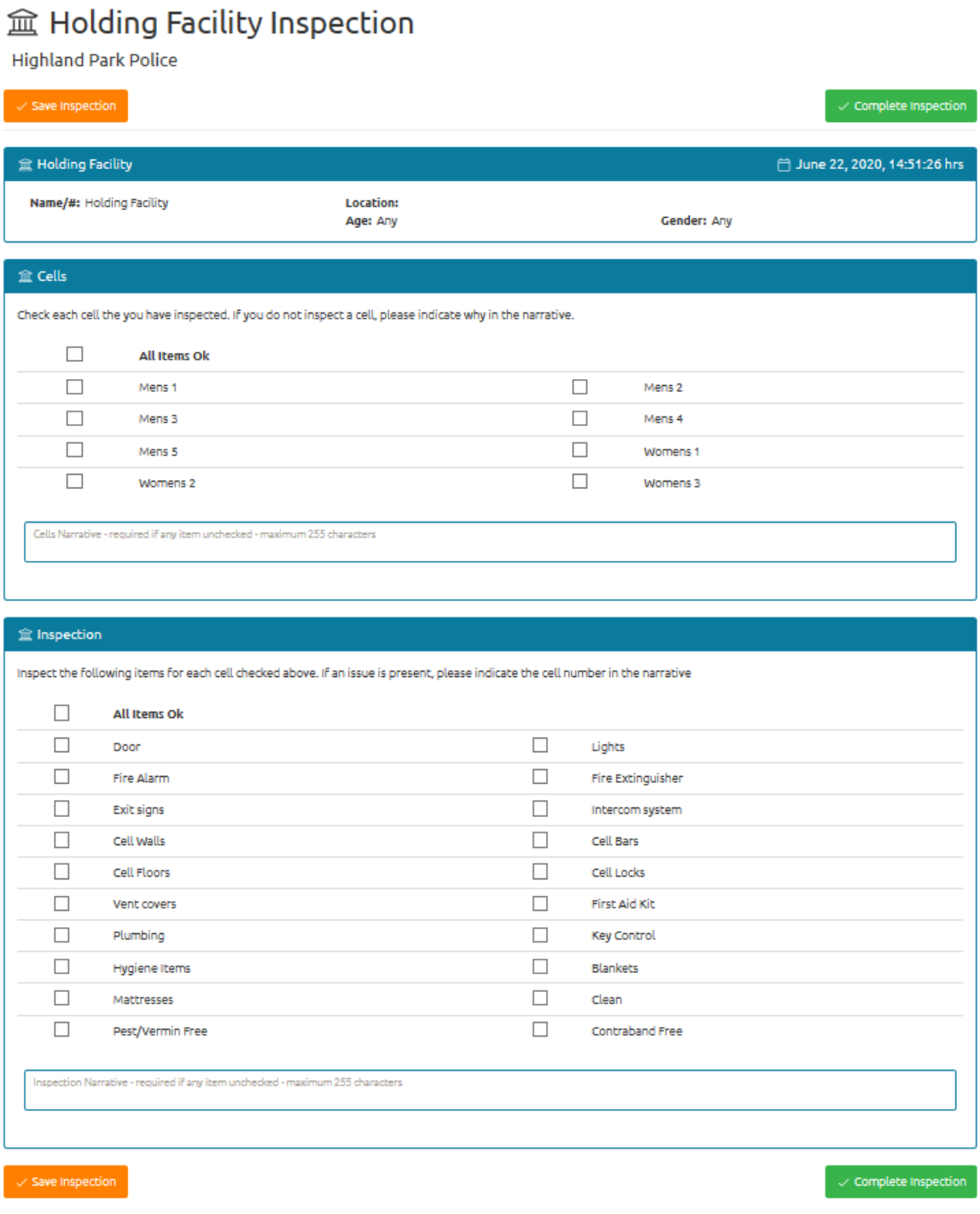
5. Photo identification that is verifiable is required of all officers from outside agencies bringing prisoners into the holding facility. The officer's name and agency shall be noted in the prisoner's computerized booking entry.

U. Mass Arrest Situations

In the event that there are more prisoners than can be properly housed in the detention area, the Shift Supervisor is authorized to obtain the necessary off-duty personnel, e.g. patrol officers, matrons, service officers, etc., to transport the extra prisoners to other local agencies for housing after obtaining authorization from the appropriate departments.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police



Holding Facility Inspection

Highland Park Police

✓ Save Inspection ✓ Complete Inspection

Holding Facility June 22, 2020, 14:51:26 hrs

Name/#: Holding Facility **Location:**
Age: Any **Gender:** Any

Cells

Check each cell the you have inspected. If you do not inspect a cell, please indicate why in the narrative.

☐	**All Items Ok**		
☐	Mens 1	☐	Mens 2
☐	Mens 3	☐	Mens 4
☐	Mens 5	☐	Womens 1
☐	Womens 2	☐	Womens 3

Cells Narrative - required if any item unchecked - maximum 255 characters

Inspection

Inspect the following items for each cell checked above. If an issue is present, please indicate the cell number in the narrative

☐	**All Items Ok**		
☐	Door	☐	Lights
☐	Fire Alarm	☐	Fire Extinguisher
☐	Exit signs	☐	Intercom system
☐	Cell Walls	☐	Cell Bars
☐	Cell Floors	☐	Cell Locks
☐	Vent covers	☐	First Aid Kit
☐	Plumbing	☐	Key Control
☐	Hygiene Items	☐	Blankets
☐	Mattresses	☐	Clean
☐	Pest/Vermin Free	☐	Contraband Free

Inspection Narrative - required if any item unchecked - maximum 255 characters

✓ Save Inspection ✓ Complete Inspection

Illinois Department of Corrections
Report of Extraordinary or Unusual Occurrences

Report all extraordinary or unusual occurrences involving detainees in writing within 72 hours to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
Second Floor Gymnasium
1301 Concordia Court, P. 0. Box 19277
Springfield, Illinois 62794-9277
Telephone: (217) 522-2666, ext. 4212
Fax: (217) 522-3905

Check one: ☐ County
☐ Municipal *(except Chicago)*
☐ Chicago Police Department, Include
R.D. Number: _____

Facility Name: _____ Telephone #: _____

Address: _____ (Street) _____ (City) (State) (ZIP code)

Date of Occurrence: _____ Time of Occurrence: _____ ☐ a.m. ☐ p.m.

Type of Occurrence:
☐ Suicide (method) _____ ☐ Suicide Attempt (method) _____
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious injury
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees
☐ Fighting among Detainees ☐ Restraints used ☐ OC Spray used ☐ Other (Specify): _____

Detainees Involved

Name	Date of Birth	Date Confined	Arresting Charge

Any Injuries? ☐ No ☐ Yes, (briefly describe): _____

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: _____

Was deceased examined by a physician? ☐ No ☐ Yes, on: _____

Did deceased display signs of Illness? ☐ No ☐ Yes, describe: _____

Distribution: Office of Jail & Detention Standards; Reporting Facility

Page 1 of 2

DOC 0135 (Eff. 9/2002)
(Replace DC 464 & 464-C)

Detainees Interviewed			
Name	Date of Birth	Date Contained	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence: _____

Summary of specific details of occurrence (Include date and time): _____

Recommendations to prevent future occurrences: _____

Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date

Print Shift Commander's Name	Badge #	Shift Commander's Signature	Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

DOC 0136 (Eff. 9/2002)

Distribution: Office of Jail & Detention Standards; Reporting Facility

(Replace DC 464 & 464-C)

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 39

(Revised 06/22/20) (Reviewed 2/12/19)(Revised: 10/7/16) (Revised: 5/24/11) (Revised: 12/8/04) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **RADIO AND DISPATCH PROCEDURES**

PURPOSE

The purpose of this General Order is to establish policy and procedural guidelines for radio communications with field officers, interacting agencies, incident response minimums and supervisory presence.

PROCEDURE

A. Radio Communications

1. The radio is the primary source for communication between officers and Communications. Radio messages should not contain the names of victims, complainants, or officers unless there is no other immediate means, such as the MDC, of conveying a proper message. The telecommunicator will instruct the beat officer to go to a particular address and will not broadcast a name unless it is important to the officer, the officer's response, or the officer's investigation. When major crimes occur, the telecommunicator will broadcast the necessary information over the Public Safety Center intercom system after ascertaining that officers on patrol duties have received the information and are responding to the scene.

2. Radio transmissions shall be as concise as the situation allows. Whenever possible, long messages and extended information should be exchanged between the officer and the telecommunicator by telephone or MDC. Whenever possible, acceptable "10-code signals" should be used, but the transmittal message should always contain enough information so that the officer and the telecommunicator clearly understand the type of message and the information being transmitted.

3. Each time personnel are contacted by radio, they will respond with their beat number and location.

4. Personnel not assigned to a beat will be identified by the number 9 followed by their permanent employee number.

5. Personnel will keep Communications advised of any changes in their status using radio or MDC.

6. If an officer receives an assignment and is unable to respond, they will notify Communications immediately giving the reason.

7. All Patrol Division and Traffic Unit personnel will notify Communications, by radio or by MDC, of their location whenever they leave their vehicles.

8. The use of commonly-accepted “10-signals”, as utilized by the Illinois State Police, will help reduce unnecessary radio traffic, as well as reduce the possibility of misunderstanding when relaying radio messages. All officers and telecommunicators should make themselves familiar with the more common “10-signals”.

9. The following “codes” have been established by this Department for use only for the stated purposes:

    a. Code 3 - Officer needs assistance/emergency
    b. Code 4 - Burglar alarm at… (cause not known yet)
    c. Code 5 - Burglar alarm at… (already reported accidental or malfunction)

10. Officers will notify the telecommunicator of the license number and location of every vehicle stop or investigation they make, and the telecommunicator will make a registration/wanted-stolen computer check of each license number so supplied to them. All stops will be documented in the CAD system by Communications personnel.

    a. If the telecommunicator has determined that either the vehicle is wanted or stolen, or an occupant of the vehicle is wanted, they will first dispatch additional car(s) to the location of the traffic stop and the following procedure will then be followed:

        (1) The telecommunicator will contact the officer that initiated the stop and determine if they are clear for traffic.

        (2) When the telecommunicator has verified that the officer is clear for traffic they will advise the officer of the status of the vehicle or occupant.

    b. If the telecommunicator has determined that the registration on the vehicle is expired, suspended or revoked, or the subject’s driver’s license is expired, suspended, or revoked they will follow the procedures outlined in section (A) (10) (a) (1) and (2).

11. When an officer requests emergency assistance the telecommunicator should notify all units of the request so the closest officer will be able to respond.

12. If the emergency alarm of any radio is activated, Communications personnel will attempt to contact the officer to determine if it was set off in error. If it was not set off in error Communications personnel will then notify all officers that an emergency alarm has been activated, the location and that the officer needs assistance.

13. Highland Park personnel will not question Communications personnel regarding their assignment to any Call for Service (CFS). In the event that Highland Park personnel have a concern regarding their call assignment, they will notify their immediate supervisor. A supervisor will determine the appropriate action to be taken.

B. Shared Frequencies with Interacting Agencies

1. The Highland Park Police Department shares two-way communication with other agencies on several frequencies. Communication with these agencies will be restricted to legitimate law enforcement actives and adherence to all applicable protocols outlined in this policy.

    a. When conducting radio communications with outside agencies that are within the East Shore Radio Network, personnel will identify themselves with their beat and/or employee number.

2. Emergency radio communication outside the boundaries of the East Shore Radio Network shall be conducted on the Illinois State Police Emergency Radio Network (ISPERN).

    a. Communication on ISPERN will be in accordance with the guidelines described in the ISPERN manual, a copy of which is available in the Communications Center.

    b. Officers shall make notification to ISPERN via the squad car, or portable radio as expeditiously as possible, and are not to request communications personnel to call ISPERN via telephone, unless the above mentioned means are not available.

C. Incident Response

1. One unit will generally be dispatched to handle routine calls for service.

2. 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:

    a. Officer calling for help
    b. Reports of crimes in progress
    c. Reports of domestic disturbance
    d. Alarms
    e. Possibility of or actual use of force
    f. Reports of a fight
    g. At the request of the initial responding unit
    h. All situations involving an arrest
    i. Life-saving situations
    j. Any other incident where, in the judgment of a supervisor or telecommunicator, the need exists for additional units to respond.

D. On-Scene Supervisory Presence

1. Field supervisors shall monitor officer response to calls for service to ensure compliance with Department directives, officer safety, public safety, and efficient response.

2. Field supervisors will be notified, proceed to, and assume command of the following types of incidents:

    a. Injury to a Department employee
    b. Accidents involving a police vehicle
    c. Major crimes to include:

        (1) Murder, homicide or manslaughter
        (2) Bank robbery
        (3) Heinous battery
        (4) Violent crime where a death may result
        (5) Hate crimes

    d. Prisoner escape
    e. Barricaded subject/hostage situation
    f. Disasters, catastrophes, or severe weather producing emergency conditions
    g. Serious complaints or incidents involving a police officer
    h. Serious accident, injury, or incident involving City personnel or property
    i. Vehicle accidents involving death or serious injury

j. Domestic disturbances involving a battery or a more serious crime
k. Pursuits as described in General Order 32, Police Vehicle Operations Policy
l. Any incident where the field supervisor is requested
m. Any other incident in which the field supervisor determines a response is necessary

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 40

(Reviewed 06/22/20) (Reviewed 2/12/19)(Revised: 8/17/11) (Revised: 03/07/07) (Revised: 08/15/97)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PORTABLE TWO-WAY FM RADIOS**

PURPOSE

The portable FM two-way radios are provided to officers of this Department as a primary source of continuous communications with other officers and telecommunicators.

PROCEDURE

The following procedures will apply with regard to the use of these radios:

A. Each sworn officer and community service officer is issued a two-way portable radio for official use during duty hours. When carried on duty the portable radio will remain in the officer's immediate control at all times. Portable radio batteries will be replaced into charging units at the end of the officer's tour of duty each day. The communications supervisor is responsible for keeping an inventory of all portable radios.

B. In the event an officer determines that an assigned portable radio is malfunctioning, the officer will notify their immediate supervisor, who will then arrange for the proper repair. The supervisor will then assign a replacement portable radio. The supervisor shall be responsible for insuring that replacement radios assigned are returned to the Communications Center.

C. In the event that a portable radio assigned to an officer is damaged or lost during their tour of duty, the officer will report the circumstances involved in the damage or loss to their immediate supervisor, who will then make the necessary report to the Chief of Police. A to-from letter will be completed by the officer as to the circumstances surrounding this incident.

D. Radios used by Highland Park Police civilian personnel during extra jobs (i.e., beach patrol, Ravinia, and/or special assignments, etc.) will be assigned by the communications supervisor or the assignment's supervisor. A record of the radios assigned and their return will be maintained by that supervisor.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 41

(Reviewed 06/22/20) (Reviewed 2/12/19)(Reviewed: 4/17/07) (Revised: 11/22/99) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COURT ATTENDANCE**

PURPOSE

The purpose of this policy is to provide guidelines for Officers when attending court.

PROCEDURE

Whenever possible, only one vehicle will be used for each court call in Waukegan. For example, one car will be used for the 9:00 a.m. court call and a second car will be used for the 10:30 a.m. court call. If possible, the same cars will then be used for the 1:30 p.m. and 3:00 p.m. court calls. The Day Shift Patrol Supervisor will make certain that vehicles are available for court transportation.

A. Subpoenas

1. Subpoenas are received and processed by the Records Division and then forwarded to the Officer's Supervisor. In the event an Officer receives a Subpoena that has not been processed as noted above, the Officer will forward it to the Records Division for processing.

2. The Supervisor will ensure that the Officer receives the Subpoena in a timely manner and that the Officer appears in the court as required.

B. Paid Tickets and Continued Case

1. The Records Section will check to make certain that cases and/or tickets scheduled for trial the following day have not been paid or continued. The Records Section will contact the officers, or notify the On-Duty Supervisor, if officers are not needed as scheduled in order to prevent unnecessary trips to Waukegan.

2. Individual officers must contact either the State's Attorney's Office or the City Prosecutor on the day prior to the court date, or on the preceding Friday, if the case or ticket is scheduled for a Monday hearing, to ascertain that the case or ticket is still scheduled for trial.

C. Prisoners

1. The Day Shift Patrol Supervisor will make whatever arrangements are necessary for prisoners to be taken before a Judge. Officers assigned to the Day Shift will be used for this purpose whenever possible. If Day Shift Officers are not available, Traffic Officers or other personnel may be assigned.

2. If other officers are scheduled for court while prisoners are in custody, the Day Shift Patrol Supervisor will make sure that the prisoner(s) are processed and transported by those officers.

3. The arresting officer should not be held over after their assigned shift, for the purpose of transporting a prisoner, until all other means have been exhausted.

D. Officer's Responsibilities

1. Officers under subpoena or scheduled for local branch court may leave from their residence to attend court with Supervisory approval. Officers may have with them their respective court files. Absolutely no evidence will be taken home with an officer. The evidence chain of custody must remain from the Police Station to the court room. Case officers are responsible for the return of all original reports to the Records Division after use in court.

2. When an officer has completed their testimony, they are to return to the Police Station by the quickest means available. Officers will not wait for the officer(s) who accompanied him to Waukegan, if another ride is available.

3. Officers will not be permitted to remain in Waukegan for lunch unless their case(s) has been continued to the afternoon court call or a trial in progress has been recessed for that purpose.

4. Officers going to court in Waukegan will leave the Police Station approximately 45 minutes prior to the scheduled trial time. Prior to leaving the Police Station, each officer will check with the Day Shift Patrol Supervisor to determine if prisoners, court communications, bond monies, etc. must be taken to Waukegan by the officer. Officers transporting prisoners for bond hearings, etc. may leave the Police Station earlier, with a Supervisor's approval, to make certain they have enough time to appear for their scheduled court call.

5. Officers must be prepared to testify at their court calls. In the event of cases or tickets being dismissed because an officer is late or not prepared, the officer will so inform the Chief of Police in writing with the officer's explanation.

6. If an Officer is unable to attend any scheduled court appearance because of the Officer's annual seniority based vacation, schools, etc., the Officer is required to make proper written notification to the Chief of Police at least ten (10) days prior, explaining the circumstances. This includes the Officers monthly local branch court dates. Further, Officers are not allowed to miss scheduled court appearances because of the taking of individual vacation days, personal days, holidays, or other days off. Supplementary vacations must be of at least one (1) full work week to excuse an Officer's appearance in court and must be approved in writing by the Chief of Police. All notifications to the appropriate Prosecutor's Office, concerning an Officer's excused absence from court, will be made by the Records Section Supervisor after approval by the Chief of Police.

E. Weapons and Identification

No officer, whether in uniform or not, will be allowed in any court room area while carrying a weapon unless that officer has in their possession, and displays upon demand, a current valid Photo Identification Card issued by the Highland Park Police Department. This ruling applies to <u>all</u> court cases where the officer is involved in their official and professional capacity.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 42

(Reviewed 06/23/2020) (Reviewed 2/12/19)(Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **REGULATIONS CONCERNING COURT APPEARANCES**

PURPOSE

The purpose of this policy is to assist in the prosecution of offenses by appearing in court as witnesses or as assistants to the prosecution.

PROCEDURE

A. Court will be attended on the officer's own time or on duty time. All members will be paid at a "time and on-half" rate for all court appearances while not on scheduled duty time. Regular court dates will be assigned to each member of the Department.

B. All members of the Department appearing in court will wear the designated uniform of the day, without hat. The uniform of the day for officers assigned to specialized divisions (Juvenile Bureau, Detective Bureau, etc.) will be designated by the Chief of Police.

C. Members appearing in court are urged to do all in their power to maintain an attitude which reflects well on the Department. They are to be impersonal, courteous, honest, straightforward, and maintain this attitude at all times regardless of the circumstances and regardless of the conduct of others, including defense counselors. Members are not to smoke, chew gun, read newspapers or magazines, or carry on conversations with others while in the courtroom during trial proceedings.

D. Members are directed to appear in court prepared for testimony. This includes having the necessary witnesses, reports and evidence available, being familiar with the reports, and having the prosecuting attorneys apprised of the details of the case well in advance of the trial date.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 43

(Revised 06/23/2020) (Reviewed 2/12/19)(Revised: 06/08/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COURT APPEARANCE AND BOND SCHEDULE**

PURPOSE

The purpose of this policy is to provide guidelines for Officers when setting court dates, subpoenas of witnesses, and taking bail for certain offenses.

PROCEDURE

A. Appearance Date

The date set by the arresting officer for a defendant's appearance in court shall be not less than fourteen (14) days nor more than forty-nine (49) days from the date of issuance. The arresting officer does not have to appear on that date under Supreme Court Rule 505. The 505 copy must be handed to the violator at the time of issuance of the citation, except in DUI offenses.

1. Each officer is assigned their own court date, approximately 28 days apart. The officer will always use this court date unless permission to set a different date has been granted by the Office of the Chief of Police.

2. Each officer will make all local ordinances offenses returnable their assigned branch court date.

B. Witnesses Necessary for Prosecution

1. Officers handling those incidents where witnesses are to be subpoenaed shall fill out the Subpoena Request form at the time the citation is issued. This will be done in all cases where the ticket is returnable to local branch Court.

2. Witnesses required for administrative hearings will be listed on the rear of the hearing officer's copy of the administrative hearing ticket.

C. Bail Schedule in Traffic Offenses

The following bail provisions do NOT apply to arrests on warrants or when the offender is actually brought before a judge. Upon issuance of a citation for a petty traffic offense, officers shall check the "promise to comply" box and release Illinois resident violators and Nonresident Violator Compact of 1977 resident violators without collecting signature or bond.

1. Guidelines for determining whether or not the traffic offense is a "petty offense"

   a. Most "routine" violations of rules of the road, such as speeding not more than 25 MPH over the limit, stop signs, and turning are petty offenses.

   b. The Illinois Vehicle Code (IVC) provides penalties for each section and should be consulted when there is a doubt. For example:

i. (625 ILCS 5/11-202) (from Ch. 95 1/2, par. 11-202) Sec. 11-202. Required obedience to traffic laws. It is unlawful and, unless otherwise declared in this Chapter with respect to particular offenses, it is a petty offense for any person to do any act forbidden or fail to perform any act required in this Chapter.

ii. (625 ILCS 5/11-601.5) Sec. 11-601.5. Driving 26 miles per hour or more in excess of applicable limit. (a) A person who drives a vehicle upon any highway of this State at a speed that is 26 miles per hour or more but less than 35 miles per hour in excess of the applicable maximum speed limit established under this Chapter or a local ordinance commits a Class B misdemeanor. (b) A person who drives a vehicle upon any highway of this State at a speed that is 35 miles per hour or more in excess of the applicable maximum speed limit established under this Chapter or a local ordinance commits a Class A misdemeanor.

c. In cases where the IVC does not provide a penalty, 625 ILCS 5/16-104 "Penalties" reads, "Every person convicted of a violation of any provision of this Code for which another penalty is not provided shall, for a first or second conviction thereof, be guilty of a petty offense and, for a third subsequent conviction within one year after the first conviction, be guilty of a Class C misdemeanor."

2. Bond for petty offense violators who do not reside in Illinois or a Nonresident Violator Compact state must follow previous procedures of either posting 10% cash bonds, posting a valid bond card, or personal recognizance bonds.

D. Bail in Certain Truck Offenses: 10% Not Allowable

1. Persons charged with violations of Section 15-111 (The Illinois Size and Weight Law) shall post cash bail in an amount equal to the amount of fine fixed by statute, plus costs. The following are also acceptable in lieu of cash.

   a. A business check
   b. A company check
   c. A Comcheck, only after an authorization number is obtained from Comdata Network, Inc.

2. Persons charged with refusing to stop and submit a vehicle and load to weighing after being directed to do so by an officer, or removing all or part of his load prior to weighing in violation of Section 15-112 (f), shall post bail in the amount $500 (10% acceptable.).

E. Bail IVC Non-Petty Offenses

Persons charged with violations of the Illinois Vehicle Code for a non-petty offense shall post bail in the amount specified:

1. For certain violations, an acceptable bond card can be substituted for cash.

2. For other violations the violator may post 10% of the cash bond, or a specific cash amount, and his current valid Illinois Driver's License.

3. Sign a Personal Recognizance Bond

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 45

(Revised 06/23/2020) (Reviewed 2/12/19)(Revised 08/30/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EXPUNGEMENT OF RECORDS**

PURPOSE

The purpose of this policy is to comply with Court Ordered Record Expungement.

PROCEDURE

When this Department receives an Expungement Order, the following procedure shall be complied with:

A. The following records and identification material pertaining to the Expungement Order shall be removed from the files.

   1. Identification Name Card

   2. Identification and Booking Arrest Sheets

   3. Fingerprint and Palm print Cards, including digital images

   4. Identification Photographs and Negatives, including digital images

   5. Citations

   6. Evidence and property (unless required by statute to retain)

B. The Expungement check-off list will be utilized to record the date and the name of the officer who completed each area of this procedure.

C. The face of the case (if not micro-filmed or imaged) shall be marked "EXPUNGED" where it is retained by incident number. No cross-reference shall be retained by name.

D. If the case report has been micro-filmed, the incident number will be listed in the expunged index and the appropriate micro-film cartridge will be labeled.

E. If the case report has been "imaged", the appropriate pages (Identification Sheets, Fingerprints, and Photos) will be deleted. All others will be marked as expunged.

F. The RMS arrest will be deleted and the incident updated removing all references to the person by name.

G. The fingerprint cards, photographs and negatives will be destroyed. All other related material will be sealed in an envelope and then locked in a separate file.

H. A notification letter, advising that the expungement order has been complied with, will be sent to the person or their attorney.

I. The FOIA Officer is responsible for executing the expungement procedures. No member of this Department shall provide to any individual or agency any information concerning an expunged arrest.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 46

(Reviewed 06/23/2020) (Reviewed 2/12/19)(Revised: 10/7/16) (Revised: 8/17/11) (Revised: 03/18/11) (Revised: 2/25/09 - Rescinds GO 47) (Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ALARM PROCEDURES (INCLUDING ACTIVE THREAT, BANK/HOLD-UP, BURGLAR/ PANIC, AND FIRE/MEDICAL)**

PURPOSE

The purpose of this General Order is to establish standardized guidelines and procedures for response to burglar, duress, fire, hold-up, medical and active threat alarms. Officers should always be conscious of the potential for danger when responding to alarm calls and determining the reason for the alarm. Response to armed encounters such as an active threat alarm or bank robbery present the risk of a violent confrontation which necessitate procedures to minimize exposure for responding units while at the same time maintaining control of the scene, if in fact a crime is being committed.

PROCEDURE

The following procedures will be followed relating to all alarms which are received by Glenview Public Safety Dispatch (GPSD).

A. Active Threat Alarms (BluePoint or similar alarms)

For the purposes of this section, the term "Active Threat" will include one or more suspect(s) who threaten or participate in random or systematic acts of violence and are actively demonstrating their intent to immediately or continuously harm others with the use of a weapon.

1. GPSD will clear the main radio channel on the East Shore Radio Network and dispatch all available officers to the location of active threat alarm activations.

2. GPSD will contact the facility where the activation is reported on a direct line to determine if the alarm was activated due to an actual threat or accidental activation.

    a. Verified Active Threat

        (1) GPSD will notify responding officers that the alarm has been verified.

        (2) GPSD and Highland Park personnel will follow Rapid Deployment procedures outlined in General Order 150.

    b. False/Accidental Activations

        (1) GPSD personnel will communicate with a representative of the facility and establish the following:

            (a) Name of the representative that will be meeting the officers outside of the facility

(b) A clothing description of the official meeting the responding officers

(2) The facility representative will provide responding officers with the specified code word that indicates an accidental/false activation.

(a) The "code word" will be pre-established and agreed upon by the Police Department and the facility. The "code word" will be entered as an alert in CAD under the address of the facility.

(b) The representative meeting the officers outside will need to provide a photo ID

(3) Responding officers will complete a walkthrough of the facility to ensure that the verification was not made under duress.

(4) The Police Department will investigate any intentional activation.

B. Bank Hold-Up Alarms

1. Two units will be dispatched to any hold-up alarm at a financial institution. Additionally, a Supervisor will respond, if available. Responding units will cover bank entrances upon arrival but shall not enter the bank.

2. GPSD will contact the financial institution on a direct line number. Contact will be made with a bank official. GPSD will make inquiries as to the legitimacy of the alarm and arrangements will be made for the bank official to exit the bank and meet with a responding officer.

3. The designated bank official's identity will be relayed to responding units as well as where the official will be exiting the bank. The responding officer will ask for the official's driver's license or other verifiable form of identification. Upon indication of a false alarm, responding units will enter the bank with the official and take a walk through the facility as an extra precaution.

4. In the event of a communication breakdown between GPSD and the financial institution, responding units will maintain a perimeter position. A Supervisor will respond and evaluate the situation and take whatever steps necessary to resolve the situation as safely and expeditiously as possible.

5. The Department maintains a bank bag tracking software program. In the event of activation, GPSD will dispatch officers as a normal Bank Hold-Up Alarm.

6. GPSD personnel will monitor the location of the device, which shall be referred to as "The Package". Responding officers will be updated as to the location of "The Package."

7. Department members will not refer to the tracking technology on the radio and will not divulge the use of the device to anyone outside of law enforcement.

C. Burglar, Hold Up, and Panic Alarms

1. Two Police units will be dispatched to the scene of all burglar, hold up and panic alarms received unless otherwise advised by a Police Department supervisor. A call for service will be generated.

D. Fire and Medical Alarms

1. Full Fire and Medical Alarms

a. GPSD will assign a police unit to any full fire or medical alarms that are received. A call for service will be generated.

2. Trouble Fire Alarms

a. A police response is not required for any trouble fire alarms that are received. A call for service will not be generated.

E. Multiple Burglar/Fire Alarms – (Power Failures, Weather, Etc.)

1. Priority should be given to full alarms first, then trouble alarms, then secure alarms. Calls for service will be generated on all full alarms and trouble burglar alarms received.

F. Malfunctioning Burglar/Fire Alarms

1. In the event that alarm activation is repeatedly called in and appears to be malfunctioning, a reasonable effort shall be made by GPSD personnel and responding Police/Fire Department personnel to make contact with the homeowner, business owner, authorized occupants or key-holders. In the event a homeowner, business owner, authorized occupant or key-holder is located, a written authorization should be obtained from them authorizing the police and/or fire departments not to continue to respond until further notified by them. In the event that that a homeowner, business owner, authorized occupant or key-holder is not located, the on-duty Police supervisor or Fire Department Battalion Chief shall have the authority to determine if additional responses shall be made.

2. If the alarm continues to activate in a manner which significantly effects the operation of the Communications Center, the respective supervisor (on-duty police supervisor or Fire Department Battalion Chief) shall have the option of disabling the alarm or disregarding further reports if from an alarm company. If this occurs, a separate incident shall be generated and written notice given to the Chief of Police or Fire Chief.

G. Key-holder Notifications

1. The responsibility for notification of alarm subscribers or key-holders for central station monitored alarms shall lie with the central station monitoring agency. GPSD personnel shall ascertain whether or not the central station monitoring alarm agency will be making notification to an alarm subscriber or key-holder. GPSD personnel shall provide that information to the responding units and the information shall be documented in the call for service.

H. Burglar Alarm Cancellation

1. Police response to alarms may be cancelled if a representative from the alarm agency contacts the Communications Center to request a cancellation. GPSD personnel will obtain the representative's name or identification number and record this information in the corresponding disposition of the call for service.

2. There will be no cancellation of hold-up, panic or duress alarms.

I. Fire Alarm Cancellation

1. Police Department response to fire alarms may be cancelled if a representative from the alarm agency contacts the Communications Center to request a cancellation. GPSD personnel will obtain the representative's name or identification number and record this information in the corresponding disposition of the call for service.

2. If a person on the scene of an alarm calls the Communications Center to request cancellation, or advises that the alarm is false, then one Fire Department unit shall continue to the scene to investigate and others may be cancelled.

3. There will be no cancellation of medical alarms, however an attempted cancellation from the scene will allow for a reduced, one-unit, response.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 48
(Reviewed 06/23/2020) (Reviewed 2/12/19)(Revised: 2/11/09) (Revised: 9/14/07) (Revised: 6/04/03) (Rescinds Addendum to General Order 32)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ACCIDENT INVESTIGATION POLICY AND PROCEDURE**

PURPOSE

The purpose of this Order is to establish a policy as to the investigative procedures to be followed in the course of investigations of motor vehicle accidents to ensure a thorough, neat, competent and organized investigation through the use of the Illinois Traffic Crash Report (Traffic Accident Report) SR1050 and SR1050A forms.

POLICY

It shall be the policy of the Highland Park Police Department to establish general guidelines for the Department's traffic accident reporting and investigation practices.

PROCEDURE

A. Accident Reporting

1. An officer of this Department shall respond to the scene, conduct a complete investigation and complete a Traffic Crash Report of any traffic accident that involves:

    a. Death or injury
    b. Hit and run
    c. Impairment of the driver due to alcohol and/or drugs
    d. Hazardous materials
    e. Damage to City vehicles and/or property
    f. Major traffic congestion
    g. A disturbance between motorists
    h. Any damage

2. An officer of this Department may take a Station Traffic Crash Report (or other than at scene) or respond if needed to any traffic accident that involves:

    a. Weather conditions that, in the opinion of the Shift Supervisor, are such that providing on-scene traffic investigative services by police personnel would limit the effectiveness of police service to the entire community.

    b. Drivers are no longer at the scene and:

        (1) There are no injuries.
        (2) Damage to any one vehicle is less than $1,500.00

(3) No vehicles were towed from the scene.

3. Officers will comply fully with all laws, ordinances, and regulations governing the reporting of traffic accidents and will strive for completeness and accuracy when preparing and submitting traffic accident reports.

B. Accident Report Utilization

1. The Illinois Traffic Crash Report form shall be completed as per the I.D.O.T. Manual, Illinois Traffic Crash Report SR1050, Instruction Manual For Law Enforcement Agencies. The form shall be completed for the following types of accidents:

   a. All roadway accidents.
   b. All private property accidents.
   c. All damage to City property accidents and State of Illinois property accidents.

2. Diagrams and narrative explanations of an accident will be made in accordance with the I.D.O.T. Manual. In addition:

   a. Narratives are required on all reports

   b. Diagrams are required when the assessed damage to any one vehicle is over $1,500.00, or when there is an injury, or when a vehicle is towed. If any driver is uninsured, then diagrams are required.

3. The Commercial Vehicle Section Form SR1050 shall also be completed when a commercial vehicle, defined by 625 ILCS 5/1-100 and 625 ILCS 5/6-500(3), has been involved in an accident.

C. Accident Response

1. Basic Accident Investigation

   When one or more officers respond to a traffic accident scene, they shall perform the following minimum activities:

   a. Upon arrival, park the police vehicle in such a way as to provide maximum protection to the scene, but without endangering the public.

   b. Assess the scene to determine the need for emergency services (such as ambulance/fire equipment or additional Officers/Community Service Officers for traffic direction.

   c. Render aid to the injured.

   d. Locate the drivers of the cars involved and ask for and hold their driver's licenses and proofs of insurance to assist in compiling the report. This also prevents the drivers from leaving the scene while officers are otherwise occupied.

   e. Note special conditions or factors that may have contributed to the accident such as natural hazards, visibility obstruction, inoperative traffic control device, etc.

   f. Establish a safe traffic pattern around the scene.

   g. Record short-lived evidence and preserve on-scene evidence when the need for further investigation appears evident.

h. Locate and interview witnesses. Whenever possible, conduct the interviews separately.

i. Notify a Shift Supervisor when supervisory direction appears to be warranted.

j. Issue appropriate traffic citations when applicable.

k. Expedite the removal from the roadway of vehicles, persons, and debris.

2. Determining the Officer-In-Charge at an Accident Scene

a. In general, the primary assigned officer responding to the accident scene will retain charge of the scene until the completion of the investigation. Exceptions include subsequent arrival at the scene by supervisory personnel, or by other officers with special investigative skills appropriate to the circumstances of the particular accident.

b. Officers are expected to take charge of accident scenes 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.

c. When authorized emergency medical personnel arrive, authority for the care of injured persons should be entrusted to them.

d. Officers of the Highland Park Police Department are expected to cooperate constructively and efficiently with officers of other law enforcement agencies of overlapping or contiguous jurisdictions.

e. Officers involved in traffic accidents will, to the extent possible, exercise charge over the accident scene only until the arrival of another Department member, to whom the responsibility will be surrendered.

3. Accident Information Collection

a. When investigating traffic accidents, officers will ensure that the appropriate report forms are completed accurately and in accordance with the I.D.O.T. Crash Report Manual. The collection of information may include the following:

(1) Interviewing principals and witnesses
(2) Examining and recording vehicle damage
(3) Examining/recording effects of the accident on the roadway
(4) Collecting/preserving evidence (photographing when necessary)
(5) Assisting in exchange of information among principals

b. The investigating officer or, when assigned, the Major Accident Investigation Team shall be responsible for taking measurements and/or photographs when appropriate.

4. Traffic Arrests

a. Officers are expected to take enforcement action when their accident investigation produces probable cause to believe that a violation of the law or ordinance has occurred in any of the following situations:

(1) The assessed damage is over $1,500.00.
(2) If any driver is uninsured, then enforcement is required.
(3) There is an injury.

(4) A vehicle is towed from the scene.
(5) When it occurs in a marked or posted construction zone.

b. In taking any enforcement action, the officer must establish that all the elements of the violation are present.

c. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include, but is not limited to:

(1) Statements or admissions made by the alleged violator to the officer
(2) Statements of witnesses
(3) Accident scene measurements
(4) Physical evidence

d. Discretion by the investigating officer may be used when it is determined that, although a violation has occurred, extenuating circumstances, such as road or weather conditions, were a proximate cause of accident.

e. When officers take enforcement action, a court supervision envelope shall be issued for single citation, property damage only accidents. Accidents involving injury or death shall require a court appearance for the driver receiving the ticket.

f. When a citation is issued at an accident, the investigating officer will fill out a Subpoena Request Form with witness information.

g. When the Records Section is notified by the court that a driver is requesting a court date, the Records Section will send out a Notice of the Court Date to the parties listed on the Subpoena Request Form.

5. Traffic Direction at Accident Scenes

a. Officers who must perform traffic direction and control activities at accident 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 scene:

(1) Flares or traffic cone strobes
(2) Traffic cones or signs
(3) Barricades supplied by Public Works
(4) A marked police vehicle with activated lights overhead

b. In cases that involve property damage only, drivers should be directed by the investigating officer to remove their vehicles, if drivable, from the traffic lanes as soon as possible, unless there are extenuating circumstances.

c. Procedures for manual traffic direction may be found in General Order 82.

6. Special Concerns at Traffic Accident Scenes

In order to ensure a prompt and coordinated response by medical and fire suppression personnel, and such other assistance as may be necessary, officers shall employ the following procedures:

a. Accidents Involving Injuries

(1) Request that paramedics respond to the scene.

(2) Provide immediate first aid if necessary.
(3) Request additional assistance as necessary.
(4) When necessary, take injured minors into protective custody to authorize proper medical treatment when a parent or guardian is not immediately available to give consent.

b. Accidents Involving Fire Hazards

(1) Request that the Fire Department respond to the scene.

(2) Take appropriate actions to stabilize the scene by providing scene protection, isolating the immediate area, removing persons from the immediate vicinity of the hazard, and if possible, extinguish the fire hazard with available fire suppression equipment

(3) Provide for the safe movement of vehicles within the vicinity of the fire or potential fire hazard, detouring traffic if necessary.

c. Accidents Involving Hazardous Materials

(1) Request Fire Department Response.

(2) Notify the Shift Commander.

(3) Make preliminary hazard identification with regard to a spill, leak or fire.

(4) Take action as reasonably possible, without becoming contaminated, to control the scene by setting up a perimeter and evacuating nonessential persons from the perimeter.

(5) Observe and note vehicles and container placards for further information relative to securing the scene.

(6) Receive relative information to be passed on to hazardous material response teams.

(7) Only properly trained and equipped personnel will be allowed to enter areas where hazardous materials may be encountered.

(8) Refer to state mandated hazardous materials training.

7. Property of Accident Victims

a. When a vehicle or vehicles involved in a traffic accident must be removed from the scene, the investigating officer shall advise the driver and/or other occupants to recover any loose personal property that they do not wish to leave with the vehicle.

b. When it is necessary to handle a victim's personal belongings for identification purposes, it should be done in the presence of witnesses whenever possible.

c. When it is necessary to recover a victim's personal belongings for safekeeping, a supplemental report to the accident will be completed and the items will be properly stored in the property lockers. (Refer to General Order 78 for procedures).

8. Hit and Run Accident Investigations

a. Upon ascertaining that the accident is a hit and run, the investigating officer will attempt to obtain the following information:

(1) Best possible description of the hit and run vehicle
(2) Probable damage to the vehicle and paint transfer color
(3) Description of the driver and/or passengers
(4) Direction of travel

b. The descriptive information will be relayed to Communications for dissemination to other field units. If sufficient information is available, an ISPERN message will be initiated via Lake County Sheriff's Police (or State Police-Chicago if information suggests south of Lake Cook Road).

9. Follow-Up Investigation

a. Normally, the assigned officer will conduct follow-up investigations.

b. Specially trained members of the Accident Investigation Team may be consulted, or assigned to carry out follow-up investigations, when appropriate. (Refer to General Order 52, Accident Investigation Team)

c. Follow-up investigations may include:

(1) Collecting off-scene data such as:

(a) information from drivers transported to the hospital
(b) paint samples from suspect vehicles
(c) breath, blood, and/or urine tests

(2) Obtaining and recording formal statements from witnesses.

(3) Preparing formal reports to support criminal charges arising from the accident.

10. Fatal and Significant Personal Injury Accidents

(Refer to General Order 52, Accident Investigation Team)

D. Traffic Accidents Involving Highland Park Police Department Vehicles

1. Personnel involved in a motor vehicle collision while operating a police department vehicle shall immediately report the incident to the On-Duty Platoon Commander who will:

a. investigate the incident
b. prepare a comprehensive report
c. fill out a City Insurance Form
d. forward the report to the Deputy Chief of Police who the involved employee is assigned to.

2. Safety Review Board

a. All police vehicle collisions reports will be reviewed by the Safety Review Board, which shall be comprised of the City Senior Executive Staff and a representative from each department.

b. The Safety Review Board shall review the report and hold an inquiry for the purpose of determining whether the collision was:

(1) Non-Preventable
(2) Preventable

c. The Safety Review Board shall consider extenuating circumstances, failure to exercise due caution, negligence, previously involved collisions, and other relevant information in order to determine a recommended course of action or discipline.

3. The Safety Review Board shall forward their findings and recommendations to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 50

(Reviewed 06/23/2020) (Reviewed 2/12/19)(Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SOLICITATION OF FUNDS FOR CHARITABLE PURPOSES**

PURPOSE

Those charitable organizations wishing to solicit in the community under the provisions of Chapter 127 of the Highland Park Ordinance, Charitable Solicitors, are required to register. The Illinois Revised Statutes give the Attorney General of the State of Illinois the authority to regulate charitable organizations and to prosecute fraudulent solicitors.

PROCEDURE

In order to better serve our community, the following procedure is set forth:

A. Whenever a charitable organization notifies this Department of its interest to solicit in the City of Highland Park, the Ordinance will be followed. The Identification Officer will be responsible for providing the necessary application to the individual applying, and the following procedures will be followed:

    1. A call will be placed to the Charitable Trusts and Solicitors' Division of the Attorney General's Office to determine the organization's status with that office. If the organization has not complied with the Illinois Charitable Trust and Solicitation Act, we will inform the organization or it's representative.

    2. When a charitable solicitor has been approved and will be soliciting within the City. Communications will be notified, and the proper entry will be made so all desk personnel will be aware of those soliciting.

B. The following contact information will be obtained from the individual applying to solicit in Highland Park:

    1. Full name.
    2. Date of Birth.
    3. Current address.
    4. Work/home telephone number.
    5. Drivers license number, if applicable.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 51
(Reviewed 06/23/2020) (Reviewed 2/12/19)(Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FIRE/BOMB INVESTIGATION UNIT**

PURPOSE

A Fire/Bomb Investigation Unit has been created to investigate possible criminal intent resulting from any fire/bomb incidents.

The Unit will have responsibility for, but is not limited to, the investigation of structure fires, suspect bomb or incendiary devices, non-collision vehicle fires, serious injury or deaths resulting from a fire/bomb incident, property damage, or explosions.

PROCEDURE

A. The Fire/Bomb Investigation Unit is composed of Police and Firefighting personnel who have had specific training in the investigation of fire/bomb incidents. The Unit is divided into two teams, each of which is under the supervision of a Team Leader who reports to the Unit Commander. The Unit Commander in turn reports to the Chief of Police. The Unit Commander and Team Leaders will have full authority during the course of their investigations, and Police and Fire Supervisors will assist and cooperate with the investigation.

B. The Fire/Bomb Investigation Unit is composed of a roster of officers who will be called upon on a monthly rotation basis. Support personnel will also be available to assist with evidence collection, photographs, and sketching. Team members on monthly call are scheduled several months in advance, allowing for holidays, vacations, and personal days. Fellow team members will fill in voids left by other members for the above reasons. The Unit Commander and Team Leader will be notified in all cases when a team member is unable to respond to a call-back for any reason. Unit members will be equipped with pagers and will be responsible for their good working condition.

C. All Unit members will be called out during a major investigation, if deemed necessary by the Unit Commander. The Police Shift Commander, after conferring with the Fire Department Commander, will contact the Fire/Bomb Investigation Commander on incidents which fall under the responsibility of the team. The Unit Commander will determine if a team will be called out to investigate the incident.

D. The Fire/Bomb Investigation Unit will have complete authority during the investigation of an incident. If it is necessary to call out additional units, the Police and Fire Chiefs will be notified. Police and Fire units will secure the scene for evidentiary purposes.

E. The Fire/Bomb Investigation Unit's goal is to determine, through the investigation, if the incident was caused by natural or accidental means. If the incident is determined to be criminal in nature, the Unit will make an investigation to determine who is responsible for the act.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 52

(Revised 06/23/2020) (Revised 5/22/19)(Reviewed 2/15/19)(Revised 6/25/2018)(Revised: 11/1/14) (Revised: 9/10/10) (Revised: 11/24/09) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ACCIDENT INVESTIGATION TEAM**

Ref: 61.2.1, 61.2.2, 83.1.1

PURPOSE

The purpose of the Major Accident Investigation Team is to provide specialized technical assistance, additional resources and support to aid in the investigation of serious motor vehicle crashes.

POLICY

It shall be the policy of the Highland Park Police Department to thoroughly investigate, document and report motor vehicle crashes of serious nature that result in the death of an individual, life threatening injuries or significant personal injury. The Major Accident Investigation Team shall be established and comprised of team members with advanced training in accident investigation, interviewing and in some cases, accident reconstruction to better achieve this purpose.

PROCEDURE

A. Initial Accident Investigation Responsibility

1. Initial response to a major accident investigation shall be the responsibility of the Patrol Division. The on-duty shift supervisor shall respond to the scene of all accidents determined to involve a life threatening injury, significant personal injury or death of an individual. Preliminary investigation following procedures outlined in General Order 48, Accident Investigation Policy and Procedure, shall be assigned by the on-duty shift supervisor.

2. Based on the nature of the accident and severity of personal injury, the on-duty supervisor shall determine the need to call in the Highland Park Major Accident Investigation Team to assist in the investigation, as well as other personnel to assist with establishing road closures or detours. In general, the Major Accident Investigation Team shall be called to investigate all motor vehicle collisions involving a life threatening injury, significant personal injury, death of an individual, serious collisions involving Departmental police vehicles or collisions requiring technical assistance beyond that of on-duty personnel. In addition, per Illinois Statue 50 ILCS 727/1-10, the Police and Community Relations Improvement Act, which took effect in January 2016, an officer involved emergency vehicle crash involving death or serious injury, must be investigated by at least two investigators, one of which is a certified "Lead Homicide Investigator," and one of which is a certified as a "Crash Reconstruction Specialist" by the Illinois Law Enforcement Training Standards Board. The Major Crash Assistance Team (MCAT) is qualified to investigate officer involved emergency crash investigations involving death or serious injuries and will be utilized per Highland Park Police General Order #52 Accident Team protocol, MCAT Activation Procedure and Questions and MCAT General Order 2016-01 (see Addendum A and B).

3. Measures should be taken to protect the accident scene, including roadway evidence leading up to the final resting point of vehicles involved. Vehicles should not be moved prior to arrival of accident team members unless exigent circumstances exist.

4. The on duty shift supervisor shall notify the Deputy Chief of Police upon the activation of the Major Accident Investigation Team. The Deputy Chief of Police shall make notification to the Chief of Police and other personnel as determined necessary.

B. Call in Procedures

1. Upon being notified by the on duty shift supervisor, Communications shall take appropriate action to activate notification for the Major Accident Investigation Team.

2. Communications shall also request the response of the Lake County Major Crash Assistance Team (MCAT). Procedures for requesting the MCAT are outlined in the MCAT Activation Procedures and Questions memo (Attachment A).

3. Highland Park accident team members receiving notification to respond for an accident investigation shall contact Communications, confirm receipt of the notification and provide an estimated time of arrival.

4. Communications personnel shall document responses of accident team personnel and provide it to the accident team supervisor.

C. Accident Team Supervisor Duties and Responsibilities

1. The Highland Park Major Accident Investigation Team shall be supervised by a sworn supervisor of the rank of Sergeant or above.

2. Upon being notified of an activation of the accident team, the accident team supervisor shall respond and meet with the on-duty supervisor and /or scene personnel to gather information as to the current status of the preliminary investigation.

3. The accident investigation team supervisor shall have the responsibility for directing the continued investigation of the accident. All investigative written reports shall be routed through the accident team supervisor to ensure completion of assigned tasks.

4. The accident team supervisor shall also meet with the responding MCAT supervisor and coordinate activities between MCAT and the Highland Park Accident Team.

5. The accident team supervisor shall remain informed of activities performed by MCAT to evaluate the investigative results and the continuing need for operations. At least triennially, the accident team supervisor shall prepare a report to the Chief of Police evaluating if continued participation in the MCAT task force is recommended.

D. Team Members

1. The Police Department shall post notice of accident team openings.

2. The Police Department will utilize the SPURS (Specialty Position Uniform Rating System) selection process for the selection of new members to the accident team.

3. Recommended specialized training for team members shall include, but is not limited to:

a. At Scene Accident Investigation
b. Certified Evidence Technician
c. Certified Breath Analysis Operator
d. Standardized Field Sobriety Testing and Drugged Driver Identification
e. Interviews and Interrogations

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

MAJOR CRASH ASSISTANCE TEAM – LAKE COUNTY

The Team Approach to Major Crash Investigation

To: MCAT Member Agencies and Dispatch Centers

Regarding: MCAT Activation Procedure and Questions

Date: May 9, 2019

The Major Crash Assistance Team is activated by contacting the Lake Zurich Police Department Dispatch Center at 847-438-2349. Prior to activation, a list of questions about the incident will be asked of the caller. To help ensure a smooth activation process of MCAT, the MCAT activation questions are being provided to you so they can be answered prior to calling the Lake Zurich Dispatch Center.

Please ensure you replace the old questions with the attached new form (Page 3).

For your reference, below is a typical MCAT activation procedure:

1. Your agency responds to and investigates a serious traffic crash, which reveals the below circumstances:
    a. At least one fatality,
    b. Life threatening injuries where the likelihood of death is probable,
    c. Emergency vehicle involved crash with serious injuries,
    d. A special request for complicated or unusual circumstances (a special incident review must take place with MCAT Command prior to activation),
    e. A governmental vehicle involved crash with serious injuries.

2. The stricken agency responding officers should conduct a basic investigation and speak with ambulance crews to determine the severity of involved party injures to determine the level of care needed for the injured parties.
    a. If fatal or life-threatening injuries are sustained (e.g., Flight for Life or Advanced Life Support is being administered), the crash qualifies for an MCAT response,
    b. If the crash involves an emergency vehicle or governmental vehicle and serious injuries are sustained by any party, the crash qualifies for an MCAT response.
    c. If the incident involves a police officer taking police action (i.e., pursuit, pedestrian collision, etc.). Please be sure to notify the MCAT dispatching center of the police involved circumstances of the incident.

3. Stricken agency officers should secure the scene and evidence as appropriate, and coordinate with the responding MCAT Commander upon his arrival.
    a. In most cases, the stricken agency will be directed to perform toxicology testing and involved party interviews.
    b. If the case involves an emergency or governmental vehicle, MCAT will assume full investigation duties.

   c. Please ensure the entire scene is secure without traffic flowing. This is the stricken agency responsibility, as MCAT cannot begin an investigation until the scene is closed.
4. The scene supervisor may activate MCAT by contacting the Lake Zurich Police Dispatch Center at 847-438-2349. Upon calling, they will be asked to provide answers to the activation questions listed on the next page
   a. To streamline the activation process, please have answers to the questions prior to calling for activation.

The Lake Zurich Dispatch Center will ask the caller the below questions. Based upon the information gathered, they will activate the team automatically or an MCAT Commander will be contacted to speak with the on-scene agency supervisor about the crash circumstances.

1. What is the location of the crash (e.g. intersection, parking lot, residential road etc.) and in what jurisdiction?
2. What type of crash is it (e.g. pedestrian, car vs car, train vs car, motorcycle etc.)
3. Does the crash involve any type of emergency vehicle (e.g. police squad, ambulance, etc.)?
4. How many vehicles and what type of vehicles are involved?
5. Is there at least one fatality?
6. Is the victim receiving advanced life support or is death imminent or is Flight for Life activated?
7. Name and cell phone number of scene command?
8. Are there any hazards or special circumstances surrounding the crash?

Please have answers to these questions prior to contacting the Lake Zurich Police Dispatch Center.

MCAT Command is available to present team response and investigation information to your agency at any time. Please contact me or any command staff member directly if you have any questions. I can be contacted directly at ahyde@lincolnshireil.gov or at 847.815.6746.

Thank you for your continued support of MCAT.

Respectfully,

Adam Hyde
MCAT Deputy Commander

MAJOR CRASH ASSISTANCE TEAM – LAKE COUNTY

The Team Approach to Major Crash Investigation

MCAT Activation Questions

Lake Zurich Police Dispatch Center - 847-438-2349

1. What is the location of the crash (e.g. intersection, parking lot, residential road etc.) and in what jurisdiction?

2. What type of crash is it (e.g. pedestrian, car vs car, train vs car, motorcycle etc.)?

3. Does the crash involve any type of emergency vehicle or governmental vehicle (e.g. police squad, ambulance, public works vehicle, etc.)?

4. Does the crash involve any type of police action (i.e., a pursuit, police intervention, squad car versus pedestrian, etc.)?

5. Is there at least one fatality (if yes, skip to #7)?

6. Is the victim's death imminent, are they receiving advanced life support or is has Flight for Life been activated?

7. How many vehicles and what type of vehicles are involved?

8. Name and cell phone number of scene command?

9. Are there any hazards or special circumstances surrounding the crash?

Updated: May 2019

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 53

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Revised: 9/1/14) (Revised: 10/2/09) (Revised 12/1/04) (Revised: 08/12/04) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TACTICAL UNIT – NIPAS EMERGENCY SERVICES TEAM**

PURPOSE

The Highland Park Police Department maintains membership with the Northern Illinois Police Alarm System (NIPAS) as a resource to provide a highly skilled tactical unit to assist in the handling of critical incidents. The NIPAS Emergency Services Team (EST) has been established and is maintained to facilitate this purpose.

PROCEDURE

A. NIPAS EST is composed of police officers from member departments who regularly engage in readiness exercises and train in the use of specialized weapons, equipment, and tactics. An EST Coordinator is designated to oversee the general operations and training of the personnel comprising the Unit.

B. A NIPAS EST call out is judged by the senior supervisory officer on hand as a critical incident develops and will be followed up with notification to the Deputy Chief of Police. When time allows, approval should come from the Deputy Chief of Police.

C. NIPAS EST critical incidents include, but are not limited to:

1. Persons who are threatening suicide and are armed with a weapon that may injure or harm others.

2. Armed or potentially armed barricaded subjects who are refusing to comply with police demands to surrender.

3. Armed or potentially armed hostage incidents.

4. Sniper situations in which citizens or police are being fired upon by an armed subject.

5. High risk apprehensions or warrant service which involve armed or potentially armed subject(s) who are likely to resist.

6. Personal protection of VIPs based on threat or potential threat to the wellbeing of those subjects.

7. Maintaining inner and outer perimeters of critical incident areas.

D. First Responding Officer Responsibilities

1. In most instances, the first concern and objective of first responding officers is containment and safety of the public as well as police personnel. Response to incidents involving hostage situations or barricaded subjects may differ from other critical incidents. Procedures for these types of critical incidents are outlined in General Order 131, Hostage/Barricaded Person Situations.

2. In situations which involve violent suspect(s) actively demonstrating their intent to threaten or harm others, first responding personnel should consider the necessity to Rapidly Deploy following procedures outlined in General Order 150, Rapid Deployment Operations.

3. The first arriving supervisor will take charge as Incident Commander until, and unless, relieved by a higher ranking supervisor or supervisor designated by the Chief of Police or the Deputy Chief of Police. Responsibilities include, but are not limited to;

    a. establishment of a Command Post

    b. ensuring the establishment of inner and outer perimeters using uniformed officers whenever possible

    c. evacuation of bystanders and injured persons

    d. establishment of a staging area for responding NIPAS EST units

    e. communicating and coordinating with the NIPAS EST Coordinator upon arrival

    f. formulation of a cooperative effort between NIPAS EST members and operational personnel

E. Selection of NIPAS Members

1. NIPAS Officers

    a. A NIPAS Officer is a collateral assignment that is voluntary. Volunteers must have a minimum of three years police experience.

    b. The selection criteria for NIPAS Officers follow the guidelines for specialized assignment selection (see General Order 101, "Allocation of Personnel") and secondarily the operational guidelines outlined in the NIPAS Standard Operating Guidelines – Selection Process. Additionally, the Department has established the following requirements:

        (1) The ability to respond well under pressure, especially in changing situations.

        (2) The ability to work closely and successfully with others in an environment that emphasizes teamwork.

        (3) The ability to maintain a level of firearms proficiency.

        (4) Applicants must successfully complete the Wellness Program physical fitness assessment test and the current NIPAS physical agility requirements. The Chief of Police may add additional tests to better assess the applicant's strength, agility and stamina.

(5) The ability to pass additional examinations required by NIPAS including, but not limited to, medical and psychological examinations.

(6) The ability to pass the NIPAS selection interview process.

c. The Patrol Commander or his/her designee is responsible for conducting the selection process and making recommendations to the Chief of Police for appointment.

d. The NIPAS Board, in conjunction with the Chief of Police, shall make final appointment to a NIPAS Team.

e. Departmental members of NIPAS are subject to the same disciplinary measures that apply to all officers and may also be removed from NIPAS at the discretion of the Chief of Police. Factors that may make this necessary include:

(1) Failure to pass the Wellness Program annual physical fitness assessment test.

(a) NIPAS 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 Patrol Commander.

(b) Failure of the physical fitness assessment retest will result in a recommendation by the Patrol Commander to the Chief of Police for removal from the NIPAS team.

(2) Failure to qualify with required firearms.

(3) Failure to perform assigned duties within NIPAS.

(4) Failure to display the required discipline to function as a NIPAS member.

(5) General lack of performance based upon the objective judgment of the NIPAS Team Coordinator.

(6) Failure to maintain Employee Performance Evaluations at an acceptable level.

2. Hostage Negotiators

a. Hostage Negotiator is a collateral assignment that is voluntary. Volunteers must have a minimum of three years police experience.

b. The selection criteria for Hostage Negotiators follow the same guidelines as those for specialized assignment selection (see General Order 101, “Allocation of Personnel”) and additionally possess the following abilities and traits:

(1) Excellent communication skills, including 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) The ability to respond well under pressure especially in changing situations.

(4) The ability to conceal and control emotions.

c. The Investigations Commander or his/her designee is responsible for conducting the selection process and Police on appointment.

G. Specialized Equipment

Specialized equipment personnel are assigned as tactical officers to the NIPAS teams include:

1. Uniforms
2. Ballistic Vests/Helmet
3. Specialized firearms and ammunition (NIPAS approved for NIPAS Team members)
4. Portable radio
5. Gas Mask
6. Pager
7. Other equipment as deemed necessary by the Chief of Police or the NIPAS Board of Directors

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 54

(Revised: 06/11/2020) (Reviewed 2/15/19)(Revised: 5/2/14) (Revised: 5/24/11) (Revised: 12/22/10) (Revised: 2/12/07) (Revised 6/8/05) (Revised 4/18/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FIELD TRAINING UNIT PROGRAM**

PURPOSE

The Department's Field Training and Evaluation Process is an extension of the law enforcement selection process combining on-the-job training with objective performance assessment to insure that the standards of a competent law enforcement officer are met. The Field Training and Evaluation Process mission is to improve the overall effectiveness and efficiency of law enforcement service delivery.

A. Field Training Unit

1. Field Training Unit Supervisor

   a. The Field Training Unit Supervisor shall be responsible for the overall administration of the Field Training and Evaluation Process.

   b. The Field Training Unit Supervisor shall prepare and present reports of probationary officer development/status and present it to the Chief of Police on a regularly scheduled basis.

   c. The Field Training Unit Supervisor shall coordinate, when appropriate, a review board consisting of the Patrol Commander, Training Director, Deputy Chief of Police and the Field Training Unit Supervisor to examine probationary officer development to date and submit a report to the Chief of Police with a written recommendation to retain, extend training, or terminate the probationary officer. Field Training Unit personnel and Patrol Supervisors will provide input in this report as required.

2. Field Training Patrol Shift Sergeants

   a. The Field Training Patrol Shift Sergeant has the dual responsibility of shift supervisor and the training and evaluation of probationary officers assigned to the shift. The Field Training Patrol Shift Sergeants shall inform the Field Training Unit Supervisor of the progress of probationary officers assigned to the shift. All Patrol Sergeants shall receive training in the supervision of the field training process.

   b. The Field Training Patrol Shift Sergeant will ensure that the training and evaluation process is properly administered. Various sources of information should be utilized to achieve these goals, including (but not limited to) Daily Observation Reports (DOR), oral communications with Field Training Officers, and personal observations of probationary officer performance to assist in the summary of weekly progress.

c. The Field Training Patrol Shift Sergeant shall meet with the Probationary officer and assigned Field Training Officer to execute the Weekly Supervisory Summary Report. The completed Weekly Supervisory Summary Report shall be placed in the probationary officer's DOR file.

d. The Field Training Patrol Shift Sergeant shall meet with the Probationary officer during step five (solo Patrol) to execute the Weekly Supervisory Summary Report. The completed Supervisory Summary Report shall be placed in the probationary officer's DOR file.

3. Field Training Officer (FTO)

a. The Field Training Officer has two primary roles to fulfill: that of police officer assuming full patrol responsibility and that of trainer/evaluator of probationary officers.

b. The Field Training Officer shall be responsible for the training and evaluation of the probationary officers when assigned to them, as directed by the Field Training Unit supervisory staff.

c. The Field Training Officer shall be a sworn officer who has met all posted qualifications and has successfully completed the Field Training Officer Selection process.

d. All Field Training Officers shall receive formal FTO instruction prior to assuming probationary officer training and coaching responsibilities. In-Service training will be conducted on a continual basis.

e. The Field Training Officer may be released from field training and evaluation duties as follows:

(1) The request of the individual.
(2) By removal of assignment from the Patrol Division.
(3) Upon recommendation of the Field Training Supervisor due to unacceptable performance.
(4) At the direction of the Chief of Police.

4. Selection Process of Field Training Officers

a. The Police Department will utilize the SPURS (Specialty Position Uniform Rating System) selection process.

b. The Police Department shall post notice of Field Training Officer openings.

c. Written application shall be made to the Field Training Unit Selection Team.

d. Minimum qualifications for Field Training Officer's:

(1) Three years employment as a sworn member of the Police Department.

(2) Willingness to make a two (2) year assignment commitment to the Field Training Unit.

(3) Acceptable performance assessments and input from current and immediate supervisors (with direct observation/knowledge of work habits, standards, etc.).

(4) Acceptable personnel file entries.

e. A selection board composed of the Patrol Commander, the Field Training Supervisor and/or a designee shall assess all qualified applicants. The Chief of Police and/or designee shall make the final selection of Field Training Officer candidates.

B. Assignment of Probationary Officers

1. Probationary officers shall not be permitted to carry a firearm off-duty until such time as he/she has certified for solo patrol, with the exception of laterally-hired probationary offices who are state certified, have demonstrated proficiency, pass a department qualification course, outlined in General Order 31 – Weapons and Weapons Procedures and who have read and understood all Department General Orders. All recruits and probationary police officers are required to review and sign the "Employee Acknowledgment of Off Duty Uniform and Weapons Restrictions." (Attachment A)

2. Probationary officers shall not be permitted to perform extra duty assignments until certified for solo patrol.

3. While traveling to and from the workplace, probationary officers shall wear civilian clothes, however they may wear parts of the uniform provided that the parts worn do not readily identify them as a police officer (i.e. Pants, boots).

4. Employee evaluations will be conducted during the probationary period at 6 months and 9 months by the Field Training Unit Supervisor and then at 12 month's by probationary officer's shift supervisor according to procedures outlined in Section C(2) of General Order 106: Performance Evaluations.

5. The Field Training and Evaluation Process shall be divided into the following phases and steps:

    a. Phase One – Field Training and Evaluation Process (Steps 1-4)

        (1) Step One with primary FTO – Minimum of 170 hours (or 17 working days) if operating under 12-hour shifts or minimum of 160 hours (or 20 working days) if operating under 8-hour shifts:

            (a) For the first (1) working day probationary officers are not formally evaluated using the Daily Observation Report. However, during this Non-Evaluation Day (NED) the FTO shall document training/coaching.

            (b) Working day is defined as a shift when the probationary officer is assigned to a FTO and completes a minimum of 50% of the scheduled shift.

            (c) In the event that the probationary officer's performance is not acceptable or Not Responding to Training (NRT) at the close of any step, the following protocols may be effected:

                (i) The probationary officer's field training and evaluation period may be extended upon recommendation of the Field Training Review Board with approval of the Chief of Police and/or his designee.

                (ii) All extensions of training shall be administered with a formal performance improvement plan collaboratively executed by the probationary officer, Field Training Officer(s), Field Training (shift) Sergeant, and Field Training Supervisor during an "extension of training meeting."

        (2) Step Two with secondary FTO – Minimum of 170 hours (or 17 working days) if operating under 12-hour shifts or minimum of 160 hours (or 20 working days) if operating under 8-hour shifts:

            (a) Training and evaluation period for the entire step.

(3) Step Three with third FTO– Minimum of 120 hours (or 12 working days) if operating under 12-hour shifts or minimum of 120 hours (or 15 working days) if operating under 8-hour shifts:

(a) Training and evaluation period for the entire step.

(4) Step Four with primary FTO– Minimum of 120 hours (or 12 working days) if operating under 12-hour shifts or minimum of 120 hours (or 15 working days) if operating under 8-hour shifts:

(a) The probationary officer shall assume primary contact officer responsibilities (100% of workload).

(b) Probationary officers must successfully complete (certify) the step four patrol responsibilities in order to advance to the step five assignments.

b. The number of minimum working days in steps 1 through 4 may be reduced in the event of exceptional performance by a probationary officer. Such advancement must be approved by the Field Training Review Board.

c. Phase Two - (Step Five) The balance of the probationary employment period.

(1) Probationary officers shall be assigned/deployed to solo patrol assignments a minimum of 80% of the time while assigned to patrol shift operations during Step Five.

(2) Probationary Officer remains on probationary status

(a) Shift Sergeant completes the Supervisory Summary Report and debriefs with the probationary officer on a weekly basis.

(3) Probationary officer shall periodically be reassigned with a FTO for a checkout/scaffold ride, minimally once per month, by the shift Field Training Supervisor or the Patrol Shift Sergeant.

6. The Field Training Unit Supervisor or designee shall schedule In-House orientation sessions to be conducted by personnel in Traffic, Investigations and Communications on designated days during the probationary period of the Field Training and Evaluation Process.

7. An employment status recommendation will be prepared by the Field Training Review Board with respect to the following activities:

a. To recommend advancement of the probationary officer from the field training stage to solo performance.

b. To recommend advancement of the probationary officer from probationary status to permanent employment status.

c. To recommend an extension of the probationary employment period for up to six months, with formal notice to the patrol officer’s bargaining unit.

d. To recommend termination.

8. Field Training and Evaluation provides a process to impart retraining and orientation to sworn personnel returning to Patrol Operations after extended absences or non-uniform patrol service delivery assignments:

    a. Sworn personnel who have been absent from Patrol for a period of 180 calendar days or more will be assigned to a FTO.

    b. During the time such sworn officers are assigned with a FTO they will not be subject to the evaluation process required of probationary officers in training. The FTO's function is to re-familiarize the officer with updated policy/procedure/orders/reports/protocols, etc. in conjunction with the Field Training Unit Supervisor to ensure that returning personnel meet all Departmental qualifications in skill areas.

    c. Sworn officers returning to Patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties and as such will be assigned as part of a 2-officer unit and can be utilized to handle any double car assignments at the discretion of the FTO.

C. Evaluation Process

1. Daily Observation Report (DOR)

    a. Completed only by certified Field Training Officers during each patrol shift.

2. Field Training Shift Debriefing Sheet

    a. The Field Training Officer and probationary officer shall complete the Field Training Shift Debriefing Sheet at the end of every shift.

    b. The Field Training Shift Debriefing Sheet shall be placed in the DOR file by the Field Training Supervisor after being reviewed and signed by the probationary officer, FTO and Patrol Shift Sergeant.

3. Supervisory Summary Report (SSR)

    a. Shall be completed by the Patrol Shift Sergeant while meeting with the probationary officer at the close of each week during the Step Five of field training. Other Shift Commanders/Supervisors may provide input.

        (1) The Supervisory Summary Report will be reviewed by the Field Training Supervisor and made available to the Field Training Officer.

        (2) The Supervisory Summary Report shall be placed in the DOR file by the Field Training Supervisor after being reviewed and signed by the probationary officer and Patrol Shift Sergeant.

4. Training Task Manual

    a. A manual containing frequently occurring assignments associated with the duties of a patrol officer are reviewed with the probationary officer until such time that they have been trained and have demonstrated their proficiency in each topic.

    b. Completed tasks are reviewed by the Patrol Shift Sergeant during the Weekly Summary Report review meeting. The probationary officer, FTO, and Patrol Shift Sergeant must sign each

completed task. A copy of the completed task is given to the probationary officer for future reference and the original is placed the DOR file.

D. Employment Termination Process – Probationary Officer

1. In the event that performance does not improve and continues to fall below an acceptable level and after the administration of a formal performance improvement plan, the following shall occur:

   a. The Field Training Review Board will gather all memorandums and supporting data, prepare a detailed Field Training Unit recommendation of termination report, and submit it to the Deputy Chief of Police.

   b. The Deputy Chief of Police shall preside over an Employment Status Review at which time the Field Training Supervisor will present the reasons for the termination recommendation. The probationary officer should be present during the review and afforded an opportunity to respond to the Field Training Review Board's report.

   c. Upon completion of the Employment Status Review, the Deputy Chief of Police shall forward their recommendation to the Chief of Police.

   d. In the event that a recommendation of termination is submitted to the Chief of Police, the Chief shall afford the probationary officer the opportunity to meet in person regarding the recommendation.

   e. In the event that the Chief of Police sustains a recommendation for termination, the Chief shall forward such recommendation to the City Manager for review and final disposition. The probationary officer's law enforcement status will be deactivated and he/she shall be placed on paid administrative leave.

   f. Field Training and Evaluation files of terminated employees consisting of the (original copy) Daily Observation Reports and the probationary officer's Training Task manual will be sealed/secured and maintained until such time as the statute of limitations for personnel action has expired.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

Highland Park Police Department
Field Training and Evaluation Process

Employee Acknowledgement of Off Duty Uniform and Weapon Restrictions

PROBATIONARY OFFICER: _____
Last First M.I. Badge #

Issued By: _____ Date: _____

I acknowledge that I have been instructed not to wear my Highland Park Police Department uniform (including but not limited to uniform shirts, jackets, or police star) or carry/have on my person (either concealed or open to view) my primary duty pistol while I am **OFF DUTY**, until I have completed Step 4 of the Highland Park Police Department's Field Training and Evaluation Process and I have been certified for solo patrol, except laterally-hired probationary officers who are state-certified, have demonstrated proficiency, pass a department qualification course and have read and understood all Highland Park General Orders.

I understand I must obtain an Illinois Firearm Owner's Identification card (F.O.I.D.) at the time I purchase or own a firearm in Illinois. I understand that I must adhere to all laws applicable to civilians with regard to the possession, transportation, and concealed carrying of firearms until I am certified for solo patrol by the Highland Park Police Department. The duty pistol I carry is in accordance with General Order 31 and has been approved by the Range Master. I will not perform any repairs or modifications to it other than basic field stripping and cleaning as instructed. Any aftermarket grips or night sights must be approved by the Range Master and installed by a certified Armorer.

I have been instructed that I cannot carry any firearm, other than my approved personally owned duty pistol, until I am off probation. Furthermore, I cannot carry my duty weapon off duty until I have qualified with the Highland Park Police Department and successfully completed training with my FTO. After I am off probation, I understand that I can carry an off duty weapon, other than my personally owned duty pistol, after I have had it approved and have qualified by shooting a minimum score of 80% on the State 30 round course of fire.

_____ Probationary Officer
Date/PPO Signature

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 55

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Reviewed: 12/5/07) (Revised: 02/28/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **THE EASTERN CITY LIMITS OF HIGHLAND PARK**

PURPOSE

The purpose of this General Order is to provide officers with jurisdictional information relating to Lake Michigan.

PROCEDURE

A. The official City limits of Highland Park into Lake Michigan is defined as a distance of three (3) miles east from the Highland Park shoreline.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 58

(Revised 06/23/2020) (Reviewed 2/15/19)(Updated 01/16/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EMERGENCY MEDICAL DISPATCH**

PURPOSE

The purpose of this order is to establish a procedure on the use of the National Academies of Emergency Dispatch System.

POLICY

The Highland Park Police Department regards the human life as paramount and in keeping with that philosophy will provide citizens with the most current techniques in maintaining and preserving life. All telecommunicators shall become certified in Emergency Medical Dispatching prior to being released from the initial telecommunicator training process. Under this program, trained telecommunicators will, upon receiving a request for emergency medical assistance, provide potentially life saving information in a standardized manner following the protocols approved by the National Academies of Emergency Dispatch (NAED).

The Highland Park Police Department shall provide all Emergency Medical Dispatchers with the necessary tools and skills as it relates to the safe and effective provision of emergency medical services that include: information gathering from the caller, sending appropriate responses; providing telephone and mobile assistance; and communicating necessary information to fire agencies.

PROCEDURE

A. The National Academies of Emergency Dispatch System

1. A flip chart card system or computerized program, containing protocols for Emergency Medical Dispatch, shall be provided at each dispatch position within the 9-1-1 Communications Center.

2. This protocol system will provide standardized key questions, pre-arrival instructions and post-dispatch instructions.

3. The protocol file shall be kept readily accessible at all times only to be used by trained Emergency Medical Dispatchers.

4. The Highland Park Hospital EMS System and the Project Medical Director have approved the NAED protocols.

5. The NAED protocols shall be followed on all medical calls.

6. This department shall use the most current version of EMD Protocol.

7. Emergency Medical Dispatchers that encounter a caller who refuses Emergency Medical Dispatch instructions should document the incident on an EMD Incident Form. That form should be forwarded to the Communications Supervisor, along with the CAD printout of the call. The information will then be forwarded to the Highland Park Hospital EMS System Director. (See Attachment)

B. Interrogation

1. Emergency Medical Dispatchers when answering a 911 emergency call shall answer "**911 – Where is your Emergency**?"

2. In addition to the information outlined for call processing, the Emergency Medical Dispatcher shall always ask the following questions of the caller.

   a. Verify address of the emergency.
   b. Verify the phone number the caller is calling from.
   c. What's the problem? What happened (the chief complaint)
   d. How old is he/she? (Approximate if necessary)
   e. Is s/he conscious?
   f. Is s/he breathing?

3. Once priority questions have been asked the telecommunicator shall instruct the caller to wait on the line while an ambulance is dispatched. After the ambulance has been dispatched, instruct the caller that the ambulance is en route and then return to the case entry and key questions.

4. If a call is received from a medical facility, and the patient is in the care of a medical doctor, nurse, or EMT, the telecommunicator will make every effort to ascertain the age of the patient that they are conscious and breathing, and what the chief complaint is. Once the ambulance is dispatched, it is not necessary to stay on the line and continue with key questions.

5. If another trained telecommunicator is available, he/she will make an effort to monitor the phone call, dispatch the fire department and create the CAD incident. This will allow the initial telecommunicator to provide the best service possible to the caller and the party needing medical attention.

6. Response Determinant Methodology will not be used in dispatching the fire department to calls. Local EMS and Highland Park Fire Department protocols will be followed instead.

7. All attempts to obtain case entry and key question information from the caller will be made utilizing good communication techniques and by reading the questions exactly as written in the protocol.

   a. If the initial pre-structured question is not understood, or the caller does not initially provide an appropriate answer, the telecommunicator may re-ask the question in an appropriately clarified form.

   b. Questions may only be omitted if the answer is obvious or has already been clearly provided.

   c. Emergency Medical Dispatchers may alter the tense of the questions to first person for any first party caller.

   d. Status of consciousness, including "alertness" and "ability to talk" may be inferred as obvious when the caller is a patient.

C. Post-Dispatch Instructions

1. The Emergency Medical Dispatcher will refer to the Post-Dispatch Instruction list for the selected chief complaint after the dispatch of responding units has been initiated. The Emergency Medical Dispatcher giving post dispatch instructions will follow the protocol, avoiding free-lance information, unless it enhances and does not replace the written protocol.

2. Post dispatch instructions shall be provided to the caller whenever possible and appropriate to do so.

3. The Emergency Medical Dispatcher receiving the call shall complete the post dispatch instruction themselves whenever possible.

D. Case Exit

1. Case exit instructions shall be provided directly from the scripted text listed on each Exit Card (X-Card). The Emergency Medical Dispatcher giving case exit instructions will follow the script, avoiding free-lancing information, unless it enhances and does not replace the written protocol scripts.

2. Case exit instructions shall be provided to the caller whenever possible and appropriate to do so.

3. The Emergency Medical Dispatcher receiving the call shall complete the case exit instructions themselves whenever possible.

E. Responding Unit Information Relay

1. All appropriate information obtained from the caller, including the case entry information, shall be relayed via radio, MDT or phone to the responding units.

F. Quality Assurance Case Review

1. A 10% minimum of randomly selected calls shall be reviewed monthly by the Emergency Medical Dispatch Quality Assurance Unit to assure compliance with the National Academy of Emergency Dispatch protocol at acceptable pre-set levels that are based on the NAED accreditation standards.

2. Probationary telecommunicators shall have all EMD calls reviewed for a minimum of one month after being certified.

3. Compliance to all listed protocol components previously defined shall be performed by individual telecommunicators at a 90% or greater level with the exception that case entry interrogation shall exceed a 95% compliance rate based on NAED accreditation standards.

4. Compliance data shall be complied and shared with individual Emergency Medical Dispatchers and the Communications Supervisor at regular intervals.

5. If an Emergency Medical Dispatcher, in a constant twelve- (12) month period, receives more than three- (3) months of below average scores, in any area of the quality assurance evaluation, they will be sent back to training for eight- (8) hours.

6. A quarterly review is completed by the resource hospital (Highland Park Hospital) that includes quarterly quality assurance meetings. The resource hospital is also responsible for EMD continuing education instruction, to help maintain EMD certification requirements.

G. Certification

1. Emergency Medical Dispatchers must maintain their certification..

    a. 24 hours of continuing education in specific categories are needed every two years.

    b. CPR & AED certifications are required every year to maintain EMD certification.

    c. A written open book re-certification test provided by NAED must be completed and successfully passed by the EMD prior to the expiration date. This test will be sent in along with the appropriate fees and graded by NAED.

2. Certification is valid for two (2) years.

3. Probationary telecommunicators must be EMD certified before their training is completed.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT

THE HIGHLAND PARK HOSPITAL
THE HIGHLAND PARK HOSPITAL EMS SYSTEM

M.I.C.U INCIDENT REPORT

HIGHLAND PARK 9-1-1 CENTER

DATE: ____ / ____ / _____
TIME: _____ HRS
LOCATION: _____
POLICE #: _____ - _____
FIRE #: _____ - _____

DESCRIPTION:
_____
_____
_____
_____
_____
_____
_____

_____
Signature of EMD Preparing Report

Submit this report to the MICU Medical Director or Nurse Coordinator. It will be reviewed, commented upon, and returned to you personally.

COMMENTS OF MEDICAL DIRECTOR: _____
_____
_____
_____
_____

_____
Signature of Medical Director or
EMS System Coordinator

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 59

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Revised: 2/12/10) (Revised: 9/21/07) (With General Order 81, Rescinds General Order 9) (Revised 11/05/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **MOBILE DATA COMPUTERS (MDC)**

PURPOSE

The purpose of this order is to establish uniform operating procedures for Mobile Data Computers (MDC) and the MDC Computer Aided Dispatch (CAD) System.

POLICY

It shall be the policy of the Highland Park Police Department to provide a comprehensive mobile data system that is consistently upgraded as resources allow.

DEFINITIONS

Hit – A positive response message to an inquiry producing a record from the Computerized Hot Files of LEADS and/or NCIC which is identical to some or all of the identifiers submitted in the inquiry.

Valid Hit – A hit that contains identifiers that are an exact match or a reasonably close match to the visible identifiers of the person or property inquired upon. A valid hit establishes that there are reasonable grounds to initiate recovery or detention.

Invalid Hit – A hit that does not contain identifiers that are an exact match or a reasonably close match to the visible identifiers of the person or property inquired upon. An invalid hit does not provide reasonable grounds to initiate recovery or detention.

Hit Confirmation – The process of verifying the STATUS of a VALID HIT, by contacting the originating authority by formal directed message.

A. Administration

1. System Administration

   The Communications Supervisor is responsible for facilitating the administration and operations of the system in accordance with Departmental policies and procedures as defined by the Illinois Criminal Justice Information Authority.

2. Authorized Access

   Access to MDC's will be restricted to authorized personnel who successfully complete:

a. Illinois State Police LEADS Less Than Full Access Class
b. In-Service MDC Training as defined by the Police Department Training Coordinator.

3. System Interfaces

Utilization of the system interfaces (LEADS, NCIC) shall be for Criminal Justice purposes only.

4. Message Content

The content of all messages transmitted via MDC shall be professional in nature. Specifically, the following types of messages are prohibited:

a. Messages that contain profanity or obscene, sexual or racial epithets.
b. Messages criticizing or ridiculing the Department, it's policies, or any member or individual.
c. Messages that contain derogatory statements regarding any individual or persons.

5. System Messaging

a. Messages received and/or transmitted throughout the system shall be considered the lowest priority of essential communications (i.e. radio and telephone communications).

b. Any messages sent to members of the Department are not considered private.

B. Operations

1. The Use of MDC's While Vehicle is in Motion

Unless a transaction can be safely performed and is needed to provide necessary officer safety information, all transactions shall be performed in a stationary vehicle. Factors which should be considered by the user before initiating a transaction in a moving vehicle should be, but are not limited to:

a. Road conditions
b. Traffic conditions
c. Speed
d. Weather

2. Traffic Stops

a. Users will inform Communications via radio of all traffic stops, including the location, license plate and vehicle description.

b. Communications shall presume that the user has been unable to perform an initial check of the plate or that the information has not returned prior to executing the stop, and shall initiate a LEADS/NCIC check as in any other traffic stop where an MDC is not utilized. See Hit Verification.

3. LEADS Hit Verification

a. The user/officer shall be responsible for determining the validity of any LEADS/NCIC Hit received through the system. Communications personnel shall be contacted to assist in the process when necessary.

b. Upon receipt of a Hit, the user/officer shall establish whether or not the Hit is Valid or Invalid, prior to taking any action on same. (See Definitions).

c. Actions being taken on a Valid Hit

When a user/officer determines a LEADS/NCIC hit is VALID, then they shall inform Communications of their intention to take enforcement action.

(1) Communications shall assign backup/assist unit(s).

(2) Communications shall initiate a LEADS/NCIC inquiry and retain the printed response for report purposes. (LEADS regulation).

4. MDC Operator Responsibility

a. When logging into the mobile CAD system, users will enter their assigned user name, password, Unit ID, badge number, car number and beat number in the appropriate location. This will indicate that vehicle inspection has been performed and that any problems have been corrected or reported to a supervisor.

b. It shall be the responsibility of the operator of the MDC (signed on unit) to properly disposition each incident to which they are the primary dispatched unit. This is to include Fire/Ambulance calls to which they were dispatched. Also keep current with status codes and busy codes so availability of units can easily be determined.

c. Operators will log off the mobile CAD system at the end of their tour by "off-shifting" themselves under the 10-06 status code listing.

C. System Security

1. Passwords

Access to the system is password protected. Users shall not make their passwords available to any other person.

a. Passwords shall be changed by the user on a periodic basis and/or as instructed by the Communications Supervisor to protect unauthorized access.

b. No employee shall attempt or execute a log-on to the system by means of utilizing another person's log-on name, badge number and/or password.

2. Logging Off System

a. In order to prevent unauthorized access or misuse, users shall log off the system when the vehicle is to be unoccupied for an extended amount of time and/or when unauthorized persons may have access to the MDC.

b. The Communications Supervisor is responsible for performing the necessary actions to have an MDC disabled when the vehicle will not be in physical control of the Department or public safety mechanics.

3. Viewing MDC by Persons Other Than Law Enforcement

   Information obtained through CAD on MDC's is for law enforcement purposes only and shall not be shared with persons not authorized to receive same. Users shall exercise caution when operating the MDC when persons other than law enforcement personnel are present and are able to view the terminal.

4. The unauthorized introduction of software programs or other files is prohibited.

5. The manipulation or alteration of current software running on agency-owned mobile, desktop or handheld computers is prohibited.

D. Equipment Maintenance

1. Food/Drinks

   Under no circumstances is the terminal or keyboard to be used as a table for food, beverages, cigarettes or other foreign objects. Due care shall be exercised when consuming beverages or food so that spillage does not come into contact with the MDC unit.

2. Jumping Vehicle's Battery

   The MDC unit shall be disconnected from its power source prior to being jump-started. A warning label shall be affixed to the battery on all vehicles equipped with an MDC.

3. Malfunctions

   Any hardware, software or performance-related problems experienced with the system shall be referred to the Communications Supervisor for diagnosis and/or referral.

E. Records

1. Monthly User Reports

   The Illinois Criminal Justice Information Authority shall provide to the Department on a monthly basis, a statistical summary of MDC usage, detailed by user, of the following information.

Message/Inquiry Type	Code
LEADS Inquiries:	/10-28, /Article, /Boat, /DLN, /FOID, /GUN, /HAZMAT, /NAME, /ORDERS, /PLANE, /VIN, /Z5
LEADS CQH:	/CQH, /CQR

   Summaries shall be reviewed by the Communications Supervisor for usage analysis, and copies shall be provided to Patrol Unit Commanders for review.

2. Users effecting arrests or other significant activity as a result of information obtained via MDC, shall document same in the narrative portion of the case report.

F. Communications Responsibilities

1. For safety purposes, Telecommunicators shall not transmit messages of any nature to units responding to emergency calls, unless the message contains important information related to the emergency that is too sensitive to be broadcast over the radio.

2. Telecommunicators will create an incident in the CAD system whenever dispatching a unit(s) to a call. The incident will be transmitted to all responding units via their MDC's.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 60

(Revised: 07/9/2020) (Revised: 10/7/16) (Revised: 2/6/14) (Revised: 02/10/12 - Rescinds GO 12) (Revised: 1/1/10) (Revised: 02/24/03) (Reviewed: 05/01/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **JUVENILE ENFORCEMENT & CUSTODY**

PURPOSE

To establish the guidelines for members of the Department dealing with juveniles they come in contact with; as offenders, victims, and persons in need.

POLICY

The Highland Park Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. It is the responsibility of all members of this Department to familiarize themselves with juvenile issues and established procedures for handling both criminal and non-criminal juvenile incidents as defined in this General Order. While a small percentage of juveniles may require secure custody, the vast majority of juvenile offenders are likely candidates for non-secure custody and positive diversion and intervention strategies. With this in mind, officers shall, whenever reasonable and justified under this General Order, take those measures necessary to effect positive changes in juvenile offenders that are consistent with State law and the safety and security interests of the community.

DEFINITIONS

Abused Minor - 705 ILCS 405/2-3(2)

Any minor under 18 years of age or a minor 18 years of age or older for whom the court has made a finding of probable cause to believe that the minor is abused, neglected, or dependent under subsection (1) of Section 2-10 of the Juvenile Court Act prior to the minor's 18th birthday whose parent or immediate family member, or any person responsible for the minor's welfare, or any person who is in the same family or household as the minor, or any individual residing in the same home as the minor, or a paramour of the minor's parent:

A. Inflicts, causes to be inflicted, or allows to be inflicted upon such minor physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

B. Creates a substantial risk of physical injury to such minor by other than accidental means which would be likely to cause death, disfigurement, impairment of emotional health, or loss or impairment of any bodily function;

C. Commits or allows to be committed any sex offense against such minor, as such sex offenses are defined in the Criminal Code of 1961 or the Criminal Code of 2012, or in the Wrongs to Children Act, and extending those definitions of sex offenses to include minors under 18 years of age;

D. Commits or allows to be committed an act or acts of torture upon such minor;

E. Inflicts excessive corporal punishment;

F. Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 1961 or the Criminal Code of 2012, upon such minor; or

G. Allows, encourages or requires a minor to commit any act of prostitution, as defined in the Criminal Code of 1961 or the Criminal Code of 2012, and extending those definitions to include minors under 18 years of age.

A minor shall not be considered abused for the sole reason that the minor has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.

Addicted Minor – 705 ILCS 405/4-3

Any minor has a substance use disorder as defined in the Substance Use Disorder Act.

Delinquent Minor - 705 ILCS 405/5-105 (3)

Any minor who prior to his or her 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal, State, county or municipal law or ordinance.

Juvenile – Any minor under the age of 18.

Neglected Minor - 705 ILCS 405/2-3(1)

Those who are neglected include:

A. Any minor under 18 years of age or a minor 18 years of age or older for whom the court has made a finding of probable cause to believe the minor is abused, neglected, or dependent under subsection (1) of Section 2-10 of the Juvenile Court Act (705 ILCS 405/2-10) prior to the minor's 18th birthday who is not receiving proper or necessary support, education required by law or medical or other remedial care recognized under State law as necessary for a minor's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter, or who is abandoned by his or her parents or other person or persons responsible for the minor's welfare, except that a minor shall not be considered neglected for the sole reason that the minor's parent or parents or other person or persons responsible for the minor's welfare have left the minor in the care of an adult relative for any period of time, who the parent or parents or other person responsible for the minor's welfare is both a mentally capable adult relative and physically capable adult relative, as defined by 705 ILCS 405/1-1 *et seq.*; or

B. Any minor under 18 years of age or a minor 18 years of age or older for whom the court has made a finding of probable cause to believe the minor is abused, neglected, or dependent under subsection (1) of Section 2-10 of the Juvenile Court Act (705 ILCS 405/2-10) prior to the minor's 18th birthday whose environment is injurious to his or her welfare; or

C. Any newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act, as now or hereafter amended, or a metabolite of a controlled substance, with the exception of controlled substances or metabolites of such substances, the presence of which in the newborn is the result of medical treatment administered to the mother or the newborn infant; or

D. Any minor under the age of 14 years whose parent or other person responsible for the minor's welfare leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety or welfare of that minor; or

E. Any minor who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act, 705 ILCS 405/3-5, and whose parent, guardian, or custodian refuses to permit the minor to return home unless the minor is an immediate physical danger to himself, herself, or others living in the home.

Minor Requiring Authoritative Intervention (MRAI) – 705 ILCS 405/3-3

Any minor under 18 years of age: (1) who is either absent from home without consent of parent, guardian or custodian; or beyond the control of his or her parent, guardian or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety; and (2) who, after being taken into limited custody for the period provided in Section 405/3-3 of the Juvenile Court Act of 1987 and offered interim crisis intervention services, where available, refuses to return home after the minor and his or her parent, guardian or custodian cannot agree to an arrangement for an alternative voluntary residential placement or to the continuation of such placement.

Status Offense – Any act under federal or state law, or a municipal or county ordinance that would not be illegal if committed by an adult.

Electronically Recorded – 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1 – A motion picture, audiotape, or videotape, digital, or other recording.

PROCEDURE

A. Status Offenses

1. If contact is made with a juvenile who has potentially committed a status offense, the officer will:

   a. Prepare an offense report

   b. Prepare a Juvenile History Card (Attachment A)

   c. Issue Ordinance Citation when applicable, i.e. Minor in Possession of Tobacco Products, Curfew…

   d. Not place a juvenile in a jail, lock-up facility, detention center or secure correctional facility based solely on violation of a status offense

B. Neglected or Abused Minor

1. Any law enforcement officer may, without a warrant, take into temporary custody a minor whom the officer with reasonable cause believes to be a Neglected, Abused, or Dependent minor, who has been adjudged a ward of the court and has escaped from any commitment ordered by the court under this Act; or who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment or hospitalization and;

2. Immediately make a reasonable attempt to notify the parent or other person legally responsible for the minor's care or the person with whom the minor resides that the minor has been taken into custody and where he or she is being held.

3. A law enforcement officer who takes an abused minor into temporary custody must immediately notify his immediate supervisor who in turn shall notify the Commander of Investigations.

4. Any child taken into temporary custody must be held in a non-secure custodial environment, see Section C-5b.

C. Delinquent Minor

1. An officer may take into custody any juvenile the officer believes to be:

   a. a delinquent minor; or
   b. a minor who has previously been adjudicated and escaped, or

c. a minor wanted on a delinquent warrant.

2. Search of Juveniles:

   a. Reasons:

      (1) Protection of the officer;
      (2) Preventing his/her 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. If feasible, searches of juveniles shall be conducted by a same sex Department member or same sex officer from another police department. (See General Order 74 F "Prisoner Searches')

3. Transportation

   a. Juveniles must be separated from adult offenders when transported.

   b. When transporting juveniles the officers shall transmit start and finish mileage to the dispatcher via radio.

   c. Unless in need of medical treatment, juveniles will immediately be brought to the station without delay.

4. Notification of Parent/Legal Guardian

   a. The officer shall make every effort to contact a parent or legal guardian of the juvenile within a reasonable amount of time after placing the juvenile in custody. The time in which a parent or guardian was notified shall be documented on the reverse side of the Juvenile History Card.

5. Custody of Juveniles

   a. Physical Well-Being Assessment

      (1) Upon taking the juvenile into custody, the officer will make a determination as to whether the juvenile has been harmed, is in danger of harm or has any medical conditions which may require medical intervention. This may be accomplished by verbal questioning of the juvenile as well as a visual observation of the juvenile's condition. Paramedics will be called if there is any suspicion of abuse, injury, harm or neglect of the juvenile.

   b. Non-Secure Custody (705 ILCS 405/5-105(11))

      (1) "Non-secure custody" means confinement where the minor is not physically restricted by being placed in a locked cell or room, by being handcuffed to a rail or other stationary object, or by other means. Non-secure custody may include, but is not limited to, electronic monitoring, foster home placement, home confinement, group home placement, or physical restriction of movement or activity solely through facility staff.

      (2) To be considered in "non-secure custody", any area where a juvenile is held must be an unlocked multipurpose area, such as a lobby, office, interrogation or report writing room. A "non-secure" juvenile cannot be placed in a holding facility cell, locked room, or handcuffed to a cuffing rail or other stationary object.

(3) Juveniles can be held in non-secure custody only long enough for the purposes of identification, investigation, processing, release to parents or arranging transfer to an appropriate juvenile facility or court.

(4) The juvenile must be under continuous supervision until release, with no contact with adult offenders.

c. Secure Custody

(1) Secure Custody, meaning custody of the juvenile pertaining to offenses other than status offenses.

(2) In order for detention to be authorized the case must meet the legal requirements under 705 ILCS 405/5-410(2)(a), which provides

(a) Any minor 10 years of age or older arrested pursuant to this Act where there is probable cause to believe that the minor is a delinquent minor and that (i) secure custody is a matter of immediate and urgent necessity for the protection of the minor or of the person or property of another, (ii) the minor is likely to flee the jurisdiction of the court, or (iii) the minor was taken into custody under a warrant, may be kept or detained in an authorized detention facility. A minor under 13 years of age shall not be admitted, kept, or detained in a detention facility unless a local youth service provider, including a provider through the Comprehensive Community Based Youth Services network, has been contacted and has not been able to accept the minor. No minor under 12 years of age shall be detained in a county jail or a municipal lockup for more than 6 hours.

(3) Secure custody juveniles must be kept separate by sight and sound from adult arrestees.

(4) Juveniles accused of non-status offenses (illegal if committed by an adult) will be taken to a secure juvenile detention facility, unless they are in need of emergency medical treatment, when they are:

(a) under the age of 12 and must be held longer than 6 hours.
(b) not accused of a violent crime and must be held longer than 12 hours.
(c) accused of a violent crime and are to be held longer than 24 hours.

(5) Juveniles not requiring secure detention may be referred to Juvenile Court by the Juvenile Officer as a non-custody referral.

6. Interview and Interrogation Procedures

During interviews and interrogations of juveniles, as in all procedures, officers must be sensitive to and respect the constitutional rights of juveniles. Officers should avoid practices that can be described or interpreted as inherently coercive in the sense that a juvenile offender may cooperate or confess to unlawful conduct as a result of induced fear or intimidation.

a. As soon as practical, a Juvenile Officer should be present to act in advocate capacity for the juvenile.

b. Per 705 ILCS 405/5-170, a minor who was under 15 years of age, at the time of the offense, **must** be represented by counsel throughout the entire custodial interrogation for sex and homicide offenses. (Check statute for complete list of offenses.)

(1) If Public Defender services are required, their office hours are Monday – Friday 8:30AM – 5:00PM. There is no on call provision. Call (847) 377-3360 and ask for the Public Defender or a supervisor.

c. Per 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1, all custodial oral, written, or sign language statements of a minor, who at the time of the commission of the offense was under 18 years of age, will be considered inadmissible in a criminal proceeding or juvenile court proceeding for a felony offense or misdemeanor sex offense unless it was electronically recorded.

The minor may request that the interview or interrogation not be recorded, but that request must be electronically recorded before the equipment is turned off.

d. Per 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1, all custodial oral, written or sign language statements of a minor, who at the time of the commission of the offense was under 18 years of age, is presumed to be inadmissible when the statement is obtained from the minor while the minor is subject to custodial interrogation by a law enforcement officer, state's attorney, juvenile officer, or other public official or employee prior to the officer, state's attorney, public official, or employee if the interrogator reads the following statement **to the minor in its entirety without stopping during the statement for purposes of a response from the minor or verifying comprehension**: (Attachment B).

"You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You have the right to get help from a lawyer. If you cannot pay for a lawyer, the court will get you one for free. You can ask for a lawyer at any time. You have the right to stop the interview at any time."

After reading the above statement, the following two questions must be read and a yes/no answer must be obtained after each:

"Do you want to have a lawyer?"
"Do you want to talk to me?"

e. A waiver (oral or written) must be obtained from the juvenile waiving their constitutional rights before any interview or interrogation can be conducted.

f. Whenever an officer conducts a custodial or non-custodial interview or interrogation of a juvenile, the officer shall notify his immediate supervisor of the interview.

g. The duration of the interview or interrogation will be reasonably limited so as to not be considered coercive. The reasonableness will be dependent on the seriousness of the crime, as well as the age and experience of the juvenile. Regular breaks should be given to a juvenile during questioning. The State's Attorney's Office should be consulted for instances in which questioning exceeds 6 hours.

h. In most instances, no more than two officers shall be present during the interview or interrogation of any single offender.

i. Parents of the juvenile will be conferred with as necessary during the interview or interrogation for the purpose of keeping them apprised of the situation.

j. Department and Juvenile Justice System procedures will be explained to the juvenile being interviewed or interrogated so as to understand the process that he/she will undergo.

k. Before detaining and questioning a juvenile student during regular hours on school grounds and who is suspected of committing a criminal act, an officer must do all of the following, per 105 ILCS 5/22-85:

(1) Ensure that notification or attempted notification of the student's parent or guardian is made;

(2) Document the time and manner in which the notification or attempted notification occurred;

(3) Make reasonable efforts to ensure that the student's parent or guardian is present during the questioning or, if the parent or guardian is not present, ensure that school personnel, including, but not limited to, a school social worker, a school psychologist, a school nurse, a school guidance counselor, or any other mental health professional, are present during the questioning;

(4) If practicable, make reasonable efforts to ensure that an officer trained in promoting safe interactions and communications with youth is present during the questioning (i.e. a Juvenile Officer or officer trained in juvenile investigations);

(5) The above does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:

(a) Prevent bodily harm or injury to the student or any other person;
(b) Apprehend an armed or fleeing suspect;
(c) Prevent the destruction of evidence; or
(d) Address an emergency or other dangerous situation.

7. Release to Parents

Juvenile offenders, whenever possible, should be released to a parent or legal guardian. In cases where parents cannot come to the station, rather than securely detain the subject, arrangements can be made with another relative (i.e. brother or sister over 18 years of age, aunt, uncle, grandfather, etc.) or other responsible adult.

a. The officer will be responsible to ensure that the Juvenile History Card is properly filled out, including the date, time, relationship and signature of the person to whom the juvenile is being released.

b. Upon release from the station, the investigating officer will explain to the juvenile suspect and/or parent or guardian the remaining steps in the process until the matter is resolved.

8. Expungement Notification

Pursuant to 705 ILCS 405/5-915 (2.5), if a delinquent minor is arrested and no petition for delinquency is filed at the time the minor is released from custody, the Juvenile Officer or other releasing Officer shall:

a. Notify verbally and in writing to the minor or the minor's parents or guardians that the minor shall have an arrest record.

b. Provide the minor and the minor's parents or guardians with an expungement information packet, information regarding this State's expungement laws including a petition to expunge juvenile law enforcement and juvenile court records obtained from the clerk of the circuit court.

c. The Records Supervisor or his/her designee shall be responsible complying with terms of court ordered expungements as set forth in 705 ILCS 405/5-915 and General Order 45, Expunge Records.

9. Juvenile Case Follow-Ups

All incidents involving juveniles will be forwarded by the records bureau to the juvenile officer for review.

D. Disposition of Juvenile Cases

1. Juvenile offenders may be dealt with initially in one of the following four ways:

a. Release of the juvenile with no further action;

b. Supervision on a voluntary basis agreed to by the Youth Officer and the minor's parents through either an informal or formal Station Adjustment (705 ILCS 405/5-301);

c. A prolonged program of treatment (on a voluntary basis) which necessitates the service of youth social agencies;

d. Referral to the Juvenile Court System.

2. When determining the appropriate disposition of a juvenile case, officers should utilize the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty. In doing so, officers should consider the following factors:

a. the nature of the alleged offense;
b. the age and circumstances of the alleged offender;
c. the alleged offender's record, if any;
d. the availability of community-based rehabilitation programs;

3. Officers should keep in mind that the Department and the community offer several alternative programs into which youth related problems may be diverted. The following referral resources include, but are not limited to:

a. The Highland Park Police Peer Jury Program;
b. Highland Park Police Department Social Worker;
c. Those listed in the Department Youth and Family referral list located in the Youth Section Office.

4. A yearly evaluation of the Department's juvenile enforcement and diversion programs will be completed by the Commander of Investigations for the purpose of determining program effectiveness, efficiency, and retention advantages.

5. When handling a juvenile case, members of the Department have a wide range of alternatives available to them for consideration. Members should consult the Departmental Youth Family Referral List available in the Youth Office.

6. In all cases where a juvenile suspect is taken into custody, detained or questioned regarding a case, a Juvenile History Card should be completed.

E. School Liaison Program

1. The Department, through the combined efforts of the Police School Liaison Officer and School Safety Programs, will fulfill the following responsibilities within the school environment:

a. To foster a more personal relationship between police and students with the goal of promoting a greater respect for the law and an understanding of what constitutes criminal behavior.

b. To function as a resource to the school for students, staff and administration in legal matters and social issues.

c. To assist in the preparation and presentation of educational programs concerning personal safety and awareness, social problems and violation of the law.

d. To assist in the protection and security of the school community from illegal activity both inside and outside the school.

e. To assist school officials in the prevention of and effective response to criminal offenses.

f. To assist in the investigation of crimes which occur on school property or involving students going to/from schools.

F. Recreational Youth Program

In the interest of promoting and maintaining good relations with area youth, Department personnel are encouraged to participate in the development and support of community recreational youth programs.

G. Review of Department Policy

1. As a measure to ensure a high standard of quality in youth operations, the Highland Park Police Department shall submit juvenile related policies and procedures for their inspection and comment to:

   a. The Community Youth Network (the designated social service agency);
   b. The Lake County State's Attorney's Office;
   c. The Juvenile Probation Department;
   d. The Illinois Department of Children and Family Services.

2. Any recommendations made by the above parties shall be presented to the Chief of Police for review.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

Highland Park Police Department Juvenile History Card

Case # _____ **Date** _____ **Time** _____

Name _____ **DOB** _____ **Sex** ____ **Race** ____

Address _____ **Cell Phone #** _____

_____ **School** _____ **Grade** ___

Guardian(s) _____ **Relationship** _____

Phone # _____

Offense _____

State Statute / Ordinance Section (circle one) _____

Location of Offense _____

Incident Summary _____

_____

_____

_____

Officer _____ **Star** _____ **OI / CI**

Time In _____ **Time Guardian Notified** _____

Time Out _____ **Turned over to (print name)** _____

Signature _____

JO Disposition

☐	**Referred to Guardian**	☐	**Assigned to Peer Jury**
☐	**Referred to Court**	☐	**Formal Station Adjustment**
☐		☐	**Informal Station Adjustment**

Criminal Offense / Ordinance Violation (circle one) **Expunge Eligible: Y N**

HIGHLAND PARK POLICE DEPARTMENT

1677 OLD DEERFIELD RD, HIGHLAND PARK, IL 60035

JUVENILE MIRANDA WARNING

Per 705 ILCS 405/5-401.5 & 725 ILCS 5/103-2.1 , All ***custodial*** oral, written or sign language statements of a minor, who at the time of the commission of the offense was under 18 years of age, is presumed to be inadmissible if provided to a law enforcement officer, State's Attorney, juvenile officer, or other public official or employee prior to the officer, State's Attorney, public official, or employee **continuously reads to the minor in its entirety and without stopping for purposes of a response from the minor or verifying comprehension**, the following statement:

"YOU HAVE THE RIGHT TO REMAIN SILENT. THAT MEANS YOU DO NOT HAVE TO SAY ANYTHING. ANYTHING YOU DO SAY CAN BE USED AGAINST YOU IN COURT. YOU HAVE THE RIGHT TO GET HELP FROM A LAWYER. IF YOU CANNOT PAY FOR A LAWYER, THE COURT WILL GET YOU ONE FOR FREE. YOU CAN ASK FOR A LAWYER AT ANY TIME. YOU HAVE THE RIGHT TO STOP THE INTERVIEW AT ANY TIME."

Officer must ask the following questions and wait for the minor's response:

		Initial
A. DO YOU WANT TO HAVE A LAWYER?	YES NO	_____
B. DO YOU WANT TO TALK TO ME?	YES NO	_____

Juvenile Signature: _____

_____ Date: _____

Printed Name

Officer: _____ Time: _____

Witness: _____ Inc #: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 61

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Revised: 11/17/04) (Revised: 12/26/96)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **BOMB THREAT PROCEDURES**

PURPOSE

The patrol officer will usually conduct the preliminary investigation of a bomb threat. Each reported incident must be treated as bona fide AND the officer must exercise extreme caution until the investigation proves the complaint to be unfounded. Unpredictable variables will be present at each incident which will require officers and supervisors to make decisions in the interest of public and personal safety. Certain guidelines for the preliminary investigation are presented in this General Order.

PROCEDURE

Release of specific operational procedures may compromise public and officer safety.

A. [redacted]

[redacted]

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 65

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Revised: 1/1/10) (New: 10-11-99)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEPARTMENTAL VOICE MAIL SYSTEM**

PURPOSE

The purpose of this General Order is to establish policy for the use of the Departmental Voice Mail System to ensure timely and effective communication.

PROCEDURE

A. The Department provides voice mail boxes for it's members. These resources are essential and necessary components in our ability to communicate effectively.

B. The following voice mail greeting will be given as follows:

1. "You have reached the voice mail for Officer _____ of the Highland Park Police Department. After the tone, leave your name, telephone number, and a brief message, so I may return your call. If you require immediate police assistance, dial zero to be connected with the Police Department Communication Center. Thank you."

C. All Officers will check their voice mailbox within a reasonable time after the beginning of their tour of duty, and again before securing at the end of their tour of duty.

D. Whenever an on-duty Officer is notified there is voice mail waiting, they will check their voice mailbox as soon as possible, consistent with other duties.

E. Messages should be removed from the voice mail system as soon as possible.

1. The system is not designed for storage of messages; messages are to be deleted after the officer receives them.

2. When on vacation or unavailable for more than a six day period, the greeting will be changed to the following message to inform callers of the officer's absence.

"You have reached the voice mail for Officer _____ of the Highland Park Police Department. I am currently unavailable until _____. If you need assistance prior to my return, please dial zero to be connected with the Police Department Communication Center. Thank you."

F. Except as authorized by the Chief of Police or with the permission of the person assigned a voice mailbox, no person shall access another's mailbox.

1. The voice mailboxes may be accessed and/or inspected at any time by the Chief of Police or his designee.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 66
(Reviewed 2/15/19)(Revised 1/8/07) (Revised 12/19/06) (Created: 12/15/99)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PATROL DIVISION PERMANENT SHIFT ASSIGNMENT**

PURPOSE

Officers assigned to the Highland Park Police Department Patrol Division will work on a permanent shift basis, as described below.

PROCEDURE

A. An Officer's shift selection will be made by a yearly bid. Shift selection will be based on seniority and will be completed prior to vacation picks.

B. Manpower distribution among the three shifts will be dictated by the number of Officers assigned to the patrol division. Manpower on any shift will not be permitted to drop below ten (10) officers without authorization from the Chief of Police or a designee. The following chart shows manpower distribution:

MANPOWER DISTRIBUTION			
Officers	**SHIFT**		
	7-3	**3-11**	**11-7**
30	10	10	10
31	10	11	10
32	11	11	10

C. A vacancy occurs when an officer has retired, resigned, is promoted, or is reassigned to another division. Temporary or seasonal assignments do not constitute a vacancy.

D. When a vacancy occurs, a notice of the vacancy will be posted and officers may submit "TO-FROM" forms requesting transfer to fill the vacancy. The position will be filled by the officer requesting the transfer who has the most seniority. The Chief of Police or his designee will notify any officer on vacation, on leave for injury or any other reason and advise that officer of the opening.

E. If a vacancy occurs on a shift of least preference, (determined by the yearly bid), and no volunteers are found for the position, the Chief of Police will determine if there is a need to

fill the vacancy at that time. If a vacancy needs to be filled, the least senior officer will be transferred to the position. That officer will be returned to the shift of preference when the manpower permits. Any officer transferred in this manner will retain his or her vacation pick.

F. Due to unforeseeable circumstances such as injuries, a vacancy causing a manpower shortage may occur on a shift, causing the need for a temporary transfer. Officer may bid for the position with it being awarded to the officer with the most seniority on a temporary basis. If no volunteers are obtained the position may be appointed as above. Upon the return of the officer, both officers will be re-appointed to the shift they were awarded in the yearly biding process.

G. If an officer is removed or switched from a specialty position, the officer will fill an available position until the yearly shift bid process is initiated or the officer is able to successfully bid for a vacancy.

H. Officers will not be switched from their selected shift due to specialized training or experience (i.e. breath operator, evidence technician, etc.).

I. Once vacation picks have been made, an officer cannot have his or her pick "bumped" by a senior officer being transferred to the shift. If a conflict arises with overlapping vacation selections, the transferring officer will be allowed to retain his vacation selection if the Shift Commander determines that manpower is sufficient. If the transferring officer is unable to take the vacation time due to insufficient manpower, he or she will be allowed to reschedule at any time that manpower permits.

J. During the annual shift bidding process officers will vote on an option to rotate in the months of July and August, for the Ravinia Festival Season, as follows:

JUNE	JULY	AUGUST	SEPTEMBER
D	E	M	D
E	M	D	E
M	D	E	M

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 67

(Reviewed 06/23/2020) (Reviewed 2/15/19)(Reviewed: 12/5/07) (New: 04-06-00)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **AUTOMATED EXTERNAL DEFIBRILLATORS (A.E.D.'S)**

PURPOSE

The purpose of this order is to establish a procedure for the use and operation of Automated External Defibrillators (A.E.D.'s).

POLICY

The Highland Park Police Department recognizes that more than 480,000 heart attacks occur each year and that most cardiac arrests occur away from a hospital. Each minute that prompt CPR followed by early defibrillation is delayed, the victim's chance of survival is reduced by nearly 10 percent.

It shall be the policy of the Highland Park Police Department to use A.E.D.'s when possible, to provide early defibrillation to victims of cardiac arrest.

PROCEDURE

A. Maintenance

1. A.E.D.'s will be maintained and available in the police "In-Service" room.

2. At the beginning of each shift, the Shift Supervisor will issue A.E.D.'s, during roll call, to properly trained officers. At the end of the shift the officers will turn the A.E.D.'s back into their Shift Supervisor.

3. Officers issued an A.E.D. will verify that the unit's "self-test" window indicates that the unit is working properly. Officers shall also verify that the security tag is not broken. Units with a broken security tag or a "self-test" window that shows the A.E.D. is not working properly shall be returned to the Deputy Chief of Police or his designee with a memo describing the problem.

4. A.E.D. units must be kept in a controlled environment. Officers shall keep the units in the interior of their squad car. Units will not be kept in the trunk.

5. The Deputy Chief or his designee will complete a quarterly report of any A.E.D. use or maintenance problems. A copy of this report will be forwarded to the Highland Park Hospital EMS Office.

6. The Deputy Chief of Police or his designee will annually inspect the A.E.D. units and follow the manufacturer's recommendations regarding battery and electrode pad replacement.

B. Use by Qualified Personnel

1. Any department personnel that encounter a life-threatening emergency should take the following actions:

    a. Activate EMS by 911 or Radio.

    b. Follow American Red Cross or American Heart Association guidelines for checking victim's airway, breathing, and pulse.

    c. If cardiac arrest is confirmed by a pulse check, CPR should be started until an A.E.D. is available and attached.

    d. Use the Automated External Defibrillator (A.E.D.) as indicated following the American Red Cross or American Heart Association guidelines.

2. Indications for use of an Automated External Defibrillator (A.E.D.)

    a. Pulselessness has been verified for 5-10 seconds.
    b. The victim is 8 years old or older.
    c. The victim weighs 90 pounds or more.
    d. Medication patches on the victim's chest are removed with a gloved hand.
    e. The victim's chest is wiped dry.

3. Other precautions or special situations

    a. Victims that are lying in water or are wet should be moved to a dry location, wet clothes should be removed or dried off, and the victim's chest should be dried before attaching electrode pads.

    b. Victims that are lying on metallic surfaces should be moved to a non-metallic surface.

    c. On victims with implanted pacemakers or defibrillators the electrode pads should be placed at least one inch to the side of the device, if possible.

    d. Victims of hypothermia or cold water near-drowning may need to have their pulse assessed for up to 60 seconds.

    e. Do not use alcohol pads to clean a victim's chest.

    f. Do not attempt to use the A.E.D. in a moving vehicle.

    g. Do not defibrillate a victim in the presence of flammable vapors including oxygen.

    h. Avoid radio transmissions within 6 feet of the victim while defibrillating.

    i. A.E.D.'s will not be connected to victims showing obvious signs of death (i.e., decapitation, rigor mortis, decomposition).

4. Automated External Defibrillator (A.E.D.) operation

    a. Break the security tag, open the A.E.D. unit and power it up by pressing the "ON/OFF" button.

    b. Follow the A.E.D.'s voice prompts:

1. Remove clothing from victim's chest.

2. Dry the victim's chest.

3. Peel protective backing off electrode pads.

4. Apply the pads to the victim's bare chest as pictured on each electrode pad.

5. Plug the electrode pads connector into the A.E.D.

6. Do not touch the victim while the A.E.D. is analyzing for heart rhythm.

7. If the A.E.D. states, "No Shock Advised" check the victim's pulse and start CPR if still pulseless.

8. If the A.E.D. states, "Shock Advised, Charging" visually confirm that no one is touching the victim, announce, "Stand Clear. Clear".

9. After verifying again that no one is touching the victim, deliver the shock by pressing the "Shock" button.

10. The A.E.D. will deliver up to three shocks to the victim, if necessary. If the victim is still pulseless after three shocks, CPR should be resumed for one minute. The A.E.D. unit will reanalyze the victim's heart rhythm after one minute of CPR.

11. If a pulse returns to the victim, check for breathing and maintain the airway.

5. Documenting Use

   a. Any time an A.E.D. is attached to a victim, whether or not a shock was delivered, the operator of the A.E.D. will complete an "Automated External Defibrillator Incident Report".

   b. The used A.E.D. shall be turned in to the Shift Supervisor and another A.E.D. will be issued, if necessary.

   c. Shift Supervisors will insure that used A.E.D.'s are given to the Deputy Chief of Police or his designee for internal memory recording.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 68

(Reviewed 06/23/2020) (Reviewed 2/19/2019)(Revised 3/28/2018)(Revised: 9/1/14) (Updated: 2/6/14) (Updated 4/30/04) (Updated 2/24/04) (Updated 1/13/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PROHIBITION AGAINST DISCRIMINATION**

PURPOSE

The purpose of this order is to provide guidelines that are directed at a prohibition against any form of unlawful discrimination.

POLICY

The Highland Park Police Department shall adhere to the highest standards of conduct in enforcement of applicable laws. Police enforcement action that is based solely upon improper consideration of a common trait to a group is strictly prohibited.

PROCEDURE

A. No officer shall surveil, stop, detain, arrest, search, select for enforcement, request consent to search any person, or initiate any seizure and forfeiture of any person's assets, when the officer's action is based solely on the person's race, ethnic background, age, gender, religion, economic status, cultural group, sexual orientation, or other identifiable group, absent a suspect-specific report or articulated facts of conduct that constitutes a breach of existing law.

B. No Officer may consider any of the aforementioned trait groups listed in Section "A" in the course of any police law enforcement action, unless the officer is seeking to detain, apprehend, or otherwise be on the lookout for a specific suspect sought in connection with a specific crime who has been identified or described in part by the aforementioned traits, and the officer relies on the descriptive traits in determining whether reasonable suspicion exists that a given individual is the person being sought.

C. All personnel of the Highland Park Police Department will afford every person the highest level of courtesy and respect during all interactions, in accordance with policies and the shared principles for officers (Attachment A).

D. The detention of any person which is not based on factors related to a violation of or investigation of a violation of Federal Law, Illinois Statutes, City Ordinances, or any combination thereof is prohibited.

E. All complaints alleging discriminatory practices will be fully investigated pursuant to the Department Complaint Procedure.

F. There shall be no automatic preference for an officer's statement over a complainant's statement or for a complainant's statement over an officer's statement. A determination of credibility will be made, if feasible, only when sufficient facts are present.

G. Personnel aware of violations of this General Order shall immediately report the inappropriate conduct through the chain of command.

H. The Deputy Chief of Police will be notified of any complaint of discriminatory practices and coordinate the investigation of the complaint consistent with the Personnel Complaint Procedure.

I. The City of Highland Park and the Police Department maintains a zero-tolerance stance regarding discrimination in any form, including bias based policing, and is committed to the adoption of operating systems which ensure equal treatment for all citizens.

J. Annually, an analysis of any complaints received alleging discriminatory practices will be conducted and affirmative steps will be initiated to address any behavior or perceptions not consistent with this policy including additional training, counseling, or disciplinary action.

K. Annually, enforcement personnel will receive training on bias based profiling issues and legal aspects; cultural diversity, which shall include training on interactions with persons from different racial, ethnic, and religious groups; communication skills; and integrity and ethics, including the duties of truthfulness and reporting misconduct by fellow officers, the importance of avoiding misconduct, professionalism, and the duty to follow civilian complaint procedures and to cooperate in misconduct investigations. Probationary officers will receive in-service training and engage in policy reviews during their field training period. New personnel shall participate in the agency's annual policy reinforcement and training sessions.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT A- Shared Principles for Officers

NOW BE IT THEREFORE RESOLVED that we affirm the following principles regarding the relationship between law enforcement and our community and the people we serve in Highland Park, Illinois:

1. We value the life of every person and consider life to be the highest value.

2. All persons should be treated with dignity and respect. This is another foundational value.

3. We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.

4. We endorse the six pillars in the report of the President's Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.

5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.

6. We endorse the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.

7. We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.

8. We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.

9. We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.

10. We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members; and the principle that human life should be taken only as a last resort; and

THEREFORE, BE IT FURTHER RESOLVED, that we vow to work together and stand together in our community to implement these values and principles.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 70

(Reviewed 06/23/2020) (Revised: 9/1/14) (Revised: 3/6/13) (Revised: 6/28/10) (New: 07-07-00)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **STUDENT INTERN PROGRAM**

PURPOSE

The purpose of this General Order is to establish guidelines for the Student Intern Program of the Highland Park Police Department.

POLICY

It is the policy of the Highland Park Police Department to actively cooperate with recognized colleges and universities to provide a supervised internship program. The program shall be open to students pursuing degrees in the Criminal Justice field or associated sciences with emphasis on affording those students the opportunity to observe, participate and learn the various functions of a professional law enforcement agency. Criminal Justice majors take precedence over other fields of study. It is the intent of this program to enhance the caliber of people entering the law enforcement profession.

PROCEDURE

A. Program Coordinator:

The Department's designated Internship Program Coordinator shall coordinate internship programs and will be responsible for the following:

1. Designing and coordinating the intern's schedule
2. Overseeing the intern's progress throughout his/her stay at the Department
3. Acting as liaison between the Department and the intern's educational institution
4. Ensuring the completion and quality of necessary program paperwork

B. Program Objectives

The objectives of the student intern program shall include, but not be limited to:

1. Provide the intern with an introduction to the law enforcement agency and allowing them to develop an understanding of the inter-relationships between the Department's internal units and the criminal justice system as a whole.

2. Allow the intern to experience and develop an understanding of the various management and supervisory styles that exist within the law enforcement agency.

3. Allow the intern to experience and develop an understanding of the communications, decision-making and problem-solving mechanisms that are utilized within the Department.

4. Provide an opportunity for the intern to correlate theory with practice within the law enforcement setting, utilizing the philosophy and methods obtained from various training and skill development courses.

C. Selection Process

Students who are applying to participate in an internship with the Department shall be required to:

1. Submit a letter of intent outlining their desire to participate in the program, listing their qualifications, and detailing what they desire to accomplish by way of participating in the internship.

2. Submit a formal resume containing the following information:

   a. Personal Information

      Home address, school address, telephone number, date of birth and gender

   b. Educational History

      A list of all schools attended, dates of attendance and degrees or certificates obtained

   c. Employment Experience

      A list of all previous employers and dates of employment

   d. Extracurricular Activities

      A list of organizations, offices held and years participating

   e. References

      A list of names and telephone numbers of three (3) adults, not relatives, who have known the applicant for at least two (2) years.

3. Oral Interview

   a. Upon receipt of the intern's resume, the Chief of Police or his designee shall arrange for a personal interview with the applicant.

   b. The purpose of the interview shall be as follows:

      (1) Determine the applicant’s training needs
      (2) Determine the applicant’s interest in law enforcement
      (3) Assess the applicant’s capabilities for performing under the circumstances of the internship assignment

4. Background Check

   A background check of each intern applicant shall be performed

5. Acceptance

   The Chief of Police shall make the final decision on acceptance of an applicant into the Internship Program.

D. Liability Waiver:

1. Prior to participation in this program, the intern, if 21 years of age or older, must execute a waiver approved by the City's Corporation Counsel.

2. If the intern is under the age of 21 years, the waiver must be executed by the prospective intern's parent or legal guardian.

3. Copies of the waiver will be retained by the Internship Program Coordinator and by the Office of the Chief of Police.

E. Intern's Schedule:

1. The internship program will emphasize patrol operations.

2. The intern will be assigned to each patrol shift and be expected to attend in-service 15 minutes prior to the beginning of his/her shift.

3. The intern will be assigned to the Detective Bureau for a minimum of one week.

4. The intern will be assigned to Communications and Records for a minimum of one week.

5. The intern will be assigned to the Traffic Unit for a minimum of one week.

6. The intern will be assigned to attend various meetings as they arise, i.e., police staff meetings, Illinois Police Accreditation Coalition (I-PAC), detective meetings, etc.

7. The schedule will be flexible, to allow the intern the opportunity to learn specialized operations that may occur during his/her internship.

8. The schedule should be provided to the intern prior to reporting for his/her first day.

9. The schedule will be distributed to all Watch Commanders prior to the intern's arrival.

F. Orientation:

1. The intern's first day should be spent with the Internship Program Coordinator, or his/her designee.

2. The orientation day should provide the intern a general understanding of the daily operations of the Department and include:

    a. Review of his/her schedule;
    b. Department organizational structure and function;
    c. Department scheduling system and manpower allocations;
    d. Familiarization with Department Manuals; and
    e. A tour of the City (a map should be provided).

G. Guidelines for Watch Commanders:

1. The Watch Commander should adhere to the intern's schedule whenever possible, but changes may be made whenever he/she feels it necessary to facilitate the smooth operation of his/her shift. Changes may also be made in the schedule by the Watch Commander if special circumstances arise that will be beneficial to the intern.

2. Intern safety should be of the utmost concern of the Watch Commander.

3. Interns should be encouraged to observe any process, e.g. evidence collection, traffic accident reconstruction, intoxilyzer operation, processing of prisoners, etc., that will increase their learning potential.

4. Interns should actively participate in the daily operations of the Department, except when safety considerations dictate the contrary. Intern participation should include, but not be limited to, the following:

    a. Accompanying the patrol officer on all official business, unless safety concerns dictate otherwise

    b. Completing an activity sheet for each working day

    c. Writing mirror reports

    d. Becoming familiar with the various radio procedures and channels, and encouraging them to use the radio when in the squad car. The intern should be assigned a portable radio and carry it while on patrol.

5. Officers may decline to take an intern if they feel the intern will not benefit from the association.

H. Intern's General Rules of Conduct:

1. Interns should report for duty in proper attire as outlined in the City's Employee Handbook.

2. During the course of Departmental business, interns shall act as interested observers, unless otherwise instructed by Department personnel.

3. Intern conduct is governed by the policies and procedures listed in the Internship Program Manual issued by their University, and the applicable rules and regulations, and policies and procedures of the Highland Park Police Department.

4. The dissemination of official records or information, other than as directed by the intern's supervisor, is strictly prohibited.

5. While on duty, interns shall not carry any weapons, including but not limited to: handguns, batons, CEDs or chemical weapons.

6. During the course of administrative functions or projects, interns may identify themselves as an intern with the City of Highland Park Police Department. At no time shall any intern identify or represent themselves as a police officer or member of the Department.

7. Violations of this or other City policies may result in termination from the program.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 71

(Reviewed 06/23/2020) (Revised 5/5/2020)(Revised: 5/2/14) (Updated 3/12/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **USE AND OPERATION OF MOBILE VIDEO/AUDIO RECORDING (MVR) EQUIPMENT**

PURPOSE

The Highland Park Police Department has in-car audio/video recorders in all of the patrol and traffic units. The cameras will record both the audio and video events as they occur either by manual operation or by automatic operation upon the activation of the patrol squad's emergency lights and/or siren. Mobile video/audio recording (MVR) equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, reduction of potential civil liability, as well as evaluation of officer performance and training. It is the purpose of this general order to provide officers with guidelines for the use of mobile video and audio recording equipment. Recordings shall be available to the public in accordance with the Open Meetings Act and other State and local laws.

PROCEDURE

A. Video Camera System Use and Operation

1. Prior to the use and operation of the video recording system, Departmental personnel will be trained in its use, operation, maintenance, and legal considerations regarding eavesdropping, search and seizure laws, and the pertinent rules of evidence.

2. The MVR system, shall be activated to record the following events:

   a. Traffic Stops: The officer will record on video the entire traffic stop and will not disengage the mobile video camera system until the entire traffic stop process is complete. Audio will be engaged in accordance with Section B whenever there is contact with the stopped vehicle's occupant(s).

   b. Emergency Responses: Video monitoring of emergency responses whenever the squad's emergency lights/siren are activated.

   c. Pursuits: Video monitoring of all situations involving pursuits whether initiated by this Department or another law enforcement agency.

   d. Prisoner Transports: Video and audio monitoring of all prisoner transports are required from the time a prisoner is placed in a squad to the time the final destination point is reached. Video and audio recordings should be captured by means of utilizing the rear seat facing video camera and audio microphone. All rear seat occupant areas in vehicles equipped with rear seat facing cameras will be conspicuously marked as video and audio recorded. This function is to be turned on and off by the officer utilizing the MVR software.

3. Utilization of video/audio recording will be within the scope set forth in the Illinois Compiled Statutes.

B. Prohibited Uses

1. Departmental personnel shall not record conversations of others without oral or implied consent, unless the recordings are made simultaneously with a video recording of an oral conversation between a peace officer, who has identified his or her office, and a person stopped for an investigation of an offense under the Illinois Vehicle Code (625 ILCS 5/1-100 et seq.).

C. Responsibilities of Officer

1. MVR responsibilities:

a. At the beginning of any tour for duty, officers will login into proprietary MVR software with their own, specifically assigned login in credentials. This should be done prior to any activation of the MVR system. Officers will remain logged into the MVR system for the duration of their tour of duty.

b. In the event an officer engages the MVR system prior to logging into the proprietary MVR software, the officer should login to the MVR software PRIOR to stopping the recording. This will provide the opportunity to "classify" the proper type of recording which has been made.

c. In the event an officer engages the MVR system prior to logging into the proprietary MVR software and fails to login into the MVR software prior to stopping the recording, the subsequent recorded event will default as an unclassified recording event. In any such instances, officers shall make notification to their immediate supervisor regarding the "unclassified recorded event" so that it can be properly classified upon uploading to the system server.

d. After logging into the proprietary MVR software, officers will activate the emergency lights prior to beginning his/her patrol duties and ensure the MVR system is working properly.

e. Officers will immediately notify his/her supervisor if the mobile video camera system is not working properly.

f. Officers will ensure the time/date feature on the camera is accurate.

g. Power to the MVR unit will be maintained at all times during the tour of duty.

h. All Police Department employees shall report any violations of this General Order through the Chain of Command.

D. Storage and Preservation of Recordings

1. At the conclusion of each video recording, officers will be prompted to classify the event. Based upon the content of the recording, officers will select the appropriate event from the provided drop down list. Examples of event classifications include, are not limited to:

a. Traffic Stop
b. Accident Investigation
c. DUI

d. Emergency Response
e. Misdemeanor Arrest
f. Felony Arrest
g. Motorist Assist
h. Traffic Control
i. Field Interview
j. System Check

2. Video recordings will automatically upload to the server each time a vehicle is positioned behind the station. In the event automatic uploads are failing or the hard drive on the vehicle's recording unit is within 30 minutes of being full, a shift supervisor shall be notified to facilitate manually uploading of the data.

3. Event recordings will be stored on the MVR system server for specified periods of time based on pre-defined retention times for differing types of events.

4. All events classified as DUI by the officer will automatically cause the MVR system to generate 2 evidentiary copies of the recording. The Property Custodian will ensure that these evidentiary recordings are transferred to the City's prosecuting attorney.

5. Officers may request that copies of a specific recorded event be saved as evidence by completion of the "Audio/Video Recording Copy Request" form. This form should also be utilized to request any telephone recordings of reporting persons or radio recordings associated with the case investigation that may be of evidentiary value.

6. If a subpoena is received for video recording, the original recording will be preserved and a copy containing that portion of the recording, which is of court interest, will be provided to the requesting attorney. The original recording of the subpoenaed incident is not to leave the Police Department, unless specifically directed in the subpoena and then only with the approval of the Chief of Police or his designee. Subpoena requests for copies of recording(s) must be accompanied by a check or money order in the amount consistent with the Annual Fee Resolution, payable to the City of Highland Park. Except for evidentiary purposes, reproduction of recordings by Department personnel is prohibited unless authorized by the Chief of Police or his designee.

7. All recordings to be used for evidentiary purposes will be secured according to Departmental policy. Such recordings will be held for no less than 30 days after the final case disposition date to allow time for an appeal.

8. Video recordings provided by the Department for evidentiary purposes will not be utilized for non-service connected purposes.

9. The Chief of Police or designee may authorize the removal of any and all viewership rights of recorded events when viewership may impede the course of an investigation.

E. Supervisory Responsibilities

1. Supervisory personnel who manage officers equipped with MVR equipment shall ensure that:

   a. All officers follow established procedures for the use and maintenance of MVR equipment, handling of video/audio recordings and other completion of MVR documentation.

   b. Supervisory personnel will ensure the proper classification of any "unclassified recorded event" reported to them by employees.

c. On a monthly basis, supervisory personnel shall randomly review audio/video recordings for officers under their supervision, and document the findings of at least one review to:

   i. Assist in the periodic assessment of officer performance
   ii. Determine whether MVR equipment is being fully and properly used
   iii. To identify material that may be appropriate for training
   iv. In conjunction with contact tracking analysis protocols and prohibition against discriminatory practices outline on General Orders 68 and 107. (See attached MVR Supervisory Report form.)

This General Order is in effect as of this date and will remain in effect until further notice.

Lou Jogmen
Chief of Police

MOBILE VIDEO/AUDIO RECORDING REVIEW
SUPERVISORY REPORT FORM

Patrol Supervisors are responsible for conducting one (1) quarterly review for each officer conducting traffic stops. Random stops are to be identified from the RMS Beat Status Report.

Review Month _____ Reviewing Supervisor _____ Officer Reviewed _____

Platoon _____ Beat Assigned _____ Car Number _____

Stop Date _____ Stop Time _____ Review Date _____

Attached Stop Documentation (Check all that apply)

- ☐ Citation
- ☐ Contact Card
- ☐ Supplementary Contact Card
- ☐ Warning
- ☐ Arrest Report (If no citation, contact card or warning)

Proper Officer Safety Techniques Utilized? ☐ Yes ☐ No If no, explain _____

If no, action taken _____

Appropriate Officer Conduct? ☐ Yes ☐ No If no, explain _____

If no, action taken _____

Proper Race Checked? ☐ Yes ☐ No ☐ Not Verifiable

If no, explain _____

If no, action taken _____

Search is appropriate with all Stop Documentation present & filled out correctly? ☐ Yes ☐ No If no, explain _____

If no, action taken _____

A/V equipment functioning & used properly? ☐ Yes ☐ No If no, explain _____

If no, action taken _____

Supervisor Signature: _____ **Date:** _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 72

(Revised: 07/28/2020) (Revised 6/29/2018)(Revised: 11/24/09 - Rescinds G.O. 69) (Revised 1/8/07) (Updated 02-13-04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COMMITMENT TO EQUALITY DOCUMENTATION PROGRAM**

PURPOSE

The purpose of this General Order is to establish guidelines for the collection and compiling of data pursuant to law enforcement traffic stops and search incidents.

PROCEDURE

1. All traffic stops will be documented consistent with 625ILCS5/11-212 (the Traffic Stop Statistical Study).

2. All traffic stops shall be documented in the form of a written or printed citation, written or printed warning, or verbal warning card.

3. At minimum, the documentation will include the following information:

    a. Name and identification number of the officer(s) involved

    b. Date, time, location and beat of the incident

    c. Full name, gender, date of birth and address provided by the motorist involved

    d. In accordance with State requirements, the officer's subjective determination of the race of the person stopped. The person's race shall be selected from the following categories; Caucasian, African-American, Hispanic, Native American/Alaskan Native or Asian/Pacific Islander.

    e. The alleged traffic violation that led to the stop of the motorist

    f. The make and year of the vehicle stopped

    g. The duration of the traffic stop beginning with the time that the vehicle was stopped and ending with the time that the motorist is free to leave or taken into custody

    h. Whether or not a consent search contemporaneous to the stop was requested of the vehicle, driver or passenger(s), and if so, whether consent was given or denied

    i. Whether or not a search contemporaneous to the stop was conducted of the vehicle, driver or passenger(s), and if so, whether it was with consent or by other means

j. Whether or not contraband was found during a search, and if so, the type and amount of contraband seized

4. Data collected will be entered and stored in a computerized data system. Police Department supervisory personnel shall be responsible for reviewing such data regularly (not less than annually) to ensure compliance with the established policies and procedures.

5. Electronic monitoring of citizen interactions involving vehicles utilized to regularly enforce traffic laws will be conducted consistent with General Order 71 and The Illinois Eavesdropping Act, (720 ILCS 5/14-1 et seq.)

6. Collected data will be analyzed periodically with a report compiled annually and made available for review, based on the Illinois Traffic Stop Study annual feedback.

7. Any conduct identified by means of statistical analysis that does not comport with the policy or procedures established by General Order 68 (Prohibition Against Discriminatory Practices) will be subject to disciplinary review by appropriate Police Department Command Staff Personnel.

8. All Police Department Employees shall report any violations of this General Order through the Chain of Command.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 73
(Revised: 07/28/2020) (Revised: 03/26/18)(Revised: 11/15/07) (Revised: 05/01/06)(Effective 1/8/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CODE OF ETHICS**

PURPOSE

The Purpose of this General Order is to provide ethical standard guidelines for all department members. Per the City's Ethics Guidelines, the proper operation of democratic government requires that City representatives be independent, impartial, and responsible to the City, and to serve and protect the public health, safety and welfare of its residents. The City of Highland Park maintains Ethics guidelines for all City employees, appointed and elected officials. This General Order provides additional ethics guidelines for all Police Department members.

POLICY

All personnel of the Highland Park Police Department are required to abide by the code of ethics outlined below.

A. Primary Responsibilities of Officers and Members

1. Highland Park Police Personnel will act as official representatives of government who are required and trusted to work within the law.

2. The fundamental duties of Police Personnel include:

    a. Serving the community
    b. Safeguarding lives and property
    c. Protecting the innocent
    d. Keeping the peace
    e. Ensuring the rights of all to liberty, equality, and justice

B. Performance of Duties

1. Highland Park Police Personnel will perform all duties impartially, without favor of affection or ill will and without regard to status, sex, race, religion, political belief or aspiration.

2. All citizens will be treated equally with courtesy, consideration and dignity.

3. Police Personnel will not allow personal feelings, animosities, or friendships to influence official conduct.

4. Laws will be enforced appropriately, and, in carrying out their responsibilities. Officers will strive to obtain maximum cooperation from the public.

5. Police Personnel will present themselves in appearance and deportment, to inspire confidence and respect for the position of public trust they hold.

6. Any Highland Park Police Personnel who observes perceived unethical behavior or conduct, has a duty to report said observation to his/her immediate supervisor via the Chain of Command, Human Resources or the City Manager.

C. Confidentiality

Whatever a member of the Department sees, hears, or learns of, which is of a confidential nature, will be kept confidential unless the performance of duty or legal provision requires otherwise.

D. Integrity

1. Highland Park Police Department Members will not engage in acts of corruption or bribery, nor will members condone such acts by other Department Members.

2. Police Department Members will not engage in any conduct that compromises integrity and thus undercut the public confidence in the Agency.

3. Police Department Members will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the Member to refrain from performing official responsibilities honestly and within the law.

4. Police Department Members must not receive private or special advantage from their official status.

E. Private Life

Police Department Members must recognize and not engage in behavior that brings discredit to the City, Department or themselves.

F. Ethics Training

Ethics training will be conducted for all personnel, at a minimum, biennially.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Highland Park Police Department

Professional Service – Public Safety – Community Pride

CODE OF ETHICS

As a member of a law enforcement agency, my fundamental obligation is to protect the constitutional rights and freedoms of the people. While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inaction's, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow members and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that I am sworn to uphold. I will seek affirmative ways to comply with the standards of my department and lawful directions of my supervisors.

I vow to treat others with courtesy and respect at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow other's actions or failings to be my excuse for not performing my duties in a responsible, professional, and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a member of a law enforcement agency. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all ideals of the law enforcement profession.

Signed: _____ Date: _____

Law Enforcement Oath of Honor

On my honor, I will never betray my badge, my integrity, my character or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community and the agency I serve.

Officer: _____

Witness: _____

Date: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 74

(Revised 2/25/2020)(Revised: 7/22/13) (Revised: 9/10/10) (Revised: 7/20/09) (Revised: 9/21/07) (Revised: 6/8/07) (Revised: 12/8/04) (Effective 1/30/03) (With General Order 37, Rescinds General Orders 36 and 38)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PRISONER BOOKING**

POLICY

It shall be the policy of the Highland Park Police Department that all prisoners will be safely and humanely treated during their Booking and Release.

DEFINITIONS

Custodial Search – A thorough search for weapons, contraband, or other articles determined to be potentially dangerous to the prisoner or Departmental personnel, where the person, garments and pockets of the prisoner are checked without requiring the removal of basic wearing apparel (shirt, pants, and undergarments).

Strip Search - A search in which the arrested person is required to remove or arrange some of or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or the undergarments of such person (725 ILCS 5/103-1).

PROCEDURE

A. Transportation of Prisoner for Booking

1. Procedures for transportation of prisoners are outlined in General Order 87 (Prisoner Transportation).

B. Booking of Prisoner

1. The Telecommunications Operator will begin monitoring the officer's progress in processing the prisoner via the video monitoring system from the time the officer and prisoner enter the sally port, and then the holding facility booking area, until the prisoner is securely detained in a cell or released. Any unusual occurrences must be immediately reported to a Shift Supervisor.

2. When necessary and in accordance with the condition of the prisoner, the assistance of another Department member in the processing and incarceration of the prisoner may be requested by the arresting officer.

3. Once the prisoner has been placed in the holding facility booking area, the arresting officer will conduct a custodial search of the prisoner and will remove the prisoner's property in accordance with Departmental procedures.

a. The arresting officer will have the prisoner remove all personal property: belt, tie, jewelry, shoes, smoking material, and any other article determined to be potentially dangerous to the prisoner or Departmental personnel.

b. The prisoner will not be allowed to have smoking materials in a cell or any other area.

c. The arresting officer will place all removed property in an appropriate secure container or locker.

d. The prisoner will be fingerprinted and photographed in the booking area.

4. Upon completion of processing, if the prisoner is not to be released on bond, the officer will incarcerate the prisoner in an appropriate holding facility cell.

   The officer shall print a copy of the Booking Card from the records management booking module that includes the prisoner's name and charges. The officer shall supply a copy of the Booking Card to Communications and notify them, and the shift supervisor of any special cautions regarding the prisoner.

5. If exigent circumstances require the officer to leave the building before the complete processing of a prisoner, or if the prisoner cannot be processed at that time due to exigent circumstances, the officer may temporarily detain the prisoner in a holding cell after a proper search and inventory of property has been conducted.

   The processing of the prisoner must be completed before the arresting officer finishes his/her tour of duty. In exceptional situations, the Shift Supervisor may assign responsibility for completing the processing of the prisoner to other personnel.

6. An officer must be present in the holding facility at all times, except when all prisoners are secured in holding facility cells.

   a. Prisoners shall never be secured to an immovable object with the exception of the metal brackets provided, which are designed and intended for such use.

   b. Males, females, and juveniles will always be kept separated from each other.

   c. Water and other needs will be provided in a timely manner. Prisoners will be escorted to the holding facility cells for restroom needs.

7. Officers will keep their portable radios with them and turned on when with prisoners for the purpose of activating the radio's emergency identifier in an emergency.

C. Property Inventory

1. Prior to incarceration, the arresting officer must inventory the prisoner's property and complete the possessions area section in the records management booking module.

2. The officer shall print an Inmate Property Inventory Report and request that the prisoner sign the line on the report indicating that the inventory is correct. In the event a prisoner refuses to sign, officers should ask for a witness and both sign their initials while marking "refused" on the signature line.

3. The officer shall also sign the report indicating the receipt of the inventoried property.

4. The inventoried property shall be secured in the appropriate locker.

5. Prior to releasing any prisoner, the officer shall print a copy of the Inmate Property Inventory Release form and request that the prisoner sign on the line of the form indicating that the inventory is still correct. In the event a prisoner refuses to sign, officers should ask for a witness and both sign their initials while marking "refused" on the signature line.

6. The officer shall also "release" the prisoner in the records management booking module.

D. Telephone Calls

Within a reasonable time period, and at the convenience of the arresting officer or Shift Supervisor, the prisoner will be allowed to make necessary telephone calls using the telephone in the Holding Facility. All telephone calls shall be documented in the prisoner booking module.

E. Prisoner Information

1. Prior to admission to and transfer from the holding facility, the arresting officer will obtain and record the information concerning the prisoner on the records management booking module, which includes:

   a. Prisoner's biographical data
   b. Charge Information
   c. Medical history

      (1) Current health assessment of prisoner
      (2) Medications taken by prisoner
      (3) Behavioral observation, including state of consciousness and mental status
      (4) Notation of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

   d. Meal record
   e. Telephone usage record
   f. Prisoner checks

2. No information relative to a prisoner's medical record shall be made available to anyone other than duly authorized law enforcement personnel/agencies; court personnel; referral agency; medical personnel or facility; or any agency that a prisoner may be transferred pursuant to his being taken into custody by the Highland Park Police Department unless:

   a. His/her medical condition is directly related to the charges brought against the prisoner and the supervisor releasing/authorizing the arrest information deems it appropriate.

   b. It is in the best interest of the prisoner's health and well being that the medical information be released.

3. Officers shall also make an inquiry as to whether or not the prisoner is responsible for the care of a dependent, and if so, if care arrangements need to be made.

F. Prisoner Searches

1. Prior to being incarcerated in a cell, every prisoner shall be searched and all items removed from his person except basic wearing apparel. The search shall be performed by hand and, if necessary, with the use of a metal detector. An Inventory will be conducted per Section C.

a. Any neckties, belts, suspenders, shoes, smoking materials, or other items determined to be potentially dangerous to the prisoner or Department personnel shall be removed.

b. If contraband is located, additional charges shall be filed.

2. Opposite Sex

a. If feasible, any pre-incarceration search of a prisoner will be conducted by a member of the same sex, from this Department or an outside agency.

b. If a female Department member or female officer from an outside agency is not conveniently available, at the discretion of a Shift Supervisor, a male Department member under the following conditions may conduct a pre-incarceration search of a female prisoner:

(1) There will be another Department member physically present to serve as a witness of the pre-incarceration search for the protection of the prisoner and the individual conducting the search. The pre-incarceration search shall be conducted by the male Department member using the back of his hands to contact the prisoner's body.

(2) The individual conducting the pre-incarceration search will take all steps to ensure that his actions are proper and do not violate the prisoner's rights.

(3) If the clothing of a prisoner should be retained as evidence, this clothing shall only be removed and taken as evidence by officers or matrons of the same sex, and the prisoner will immediately be given appropriate and sanitary attire.

3. Strip Searches (725 ILCS 5/103-1)

a. No person arrested for traffic, regulatory or misdemeanor offenses, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.

b. All strip searches conducted under this section 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. The current authorized area for this function is the secure hallway outside of Room 163, following verification that Room 163 is unoccupied by any civilian staff.

(1) Strip search will be conducted, or changing of clothes by prisoner, will be conducted in this area. Police staff will ensure that no civilian staff, unauthorized persons, or officers of the opposite gender enter the area during a strip search.

(2) Strip search, or changing of clothes by prisoners, will be supervised by officers of the same gender.

(3) Strip search, or changing of clothes by prisoners, will not be conducted in any place or manner that compromises the privacy of the prisoner or in any area that records the event.

c. Pursuant to 725 ILCS 5/103-1, every police officer or department employee conducting a strip search shall:

(1) Obtain the written permission of a shift supervisor for the purposes of authorizing a strip search in accordance with this section.

(2) Prepare a report on the Strip Search Authorization Form (attachment A). The report shall include:

(a) Written authorization for the strip search;
(b) Name of person subjected to the search;
(c) Name(s) of person(s) conducting the search;
(d) Time, date, and place of search.

(3) A copy of the Strip Search Authorization Form shall be provided to the person subjected to the search.

4. Body Cavity Searches

a. 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 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 this state. Persons conducting or witnessing body cavity searches shall be of the same sex as the person being searched. Such searches shall be conducted where the search cannot be observed by persons not physically conducting the search.

b. Any department employee conducting a body cavity search shall complete and submit a report documenting the following:

(a) Name and title of person conducting the search and any persons present
(b) Name of the person subjected to the search
(c) Time, date and place of the search
(d) Copy of the search warrant
(e) The sanitary conditions practiced

G. Refer to General Order 60 for further on juveniles.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

STRIP SEARCH AUTHORIZATION

_____

Signature of Police Supervisor Authorizing a Strip Search

In accordance with 725 ILCS 5/303-1(f), the above signed Police Supervisor authorizes:

_____

Signature of Police Officer Requesting to Perform a Strip Search

Strip Search to be Performed on: _____

Signature of Other(s) Present During the Strip Search:

_____

_____

_____

Signature of Actual and Primary Strip Search Officer:

Time of Strip Search: _____

Place of Strip Search: _____

Date of Strip Search: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 75

(Revised 06/24/2020) (Revised: 2/12/10) (Revised: 02/24/03) (Rescinds General Order 49) (Reviewed: 05/01/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ARREST PROCEDURES AND ALTERNATIVES**

PURPOSE

The purpose of this General Order is to establish a policy and procedure regarding the limits of authority including, compliance with applicable constitutional requirements, search and seizure without a warrant, arrests made with or without a warrant, alternatives to arrest, prearrangement confinement, and use of discretion by sworn officers.

POLICY

Our success or failure as a Department depends upon our public relations program. The public forms its opinion of us as individuals and as a Department in accordance with the treatment we give them. It is the duty of all sworn personnel to be honest, fair, reasonable, unbiased, just, and courteous during every contact with the public.

The Highland Park Police Department will vigorously enforce all laws, statutes and ordinances of the State of Illinois and of the City of Highland Park. The limits of authority, including compliance with all applicable constitutional requirements, search and seizure without warrant requirements, arrest procedure with or without a warrant, and prearrangement confinement procedures, will be strictly adhered to by all sworn officers. Department members, however, are permitted to exercise discretion and encouraged to use alternatives to arrest within certain limits and in conformance with Department goals and objectives.

PROCEDURE

A. Mandate Authority

1. The Federal Constitution, Illinois Constitution and Illinois Compiled Statutes, as amended, define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.

2. Chapter 65, Section 5/11-1-2 (et. seq.) of the Illinois Compiled Statutes grants the authority as it pertains to the enforcement of laws, statutes and ordinances.

3. City Ordinance 32.250 establishes the Highland Park Police Department. The general supervision and operation of the Police Department is delegated by the City Manager to the Chief of Police who is appointed by the City Manager.

B. Discretion

1. It is unrealistic to expect officers to enforce all laws and ordinances regardless of the circumstances encountered. Instead, officers must make discretionary choices in arrests and alternatives to arrests to effectively produce an equitable solution to the situation encountered.

2. Sworn members of the Police Department shall always act in accordance with the law and department rules and regulations. When discretion is employed it must be reasonable, defensible and always accomplish a Police and/or Community purpose.

3. If the situation is unclear to the officer, a supervisor will be consulted on the discretionary action to be considered. Current laws and Department General Orders will be reviewed regularly to assist in the consideration of discretionary enforcement.

C. Alternatives To Arrest

Under the authority of the Chief of Police, officers may exercise discretion in certain situations to the extent that an alternative to an arrest may be employed to resolve a police investigation. Referrals, informal resolutions, Notices to Appear, Administrative Hearing System Violation Notices, citations and warnings shall be considered the only departmentally approved alternatives to arrest. Alternatives to arrest must respect the rights of the parties involved, must accomplish a Police and/or Community purpose, and must follow departmental policy. Officers may seek the advice or approval of their supervisor before utilizing an alternative to arrest.

1. In certain situations, the discretion exercised by the officer may encompass some alternatives to arrest. Some of these alternatives can be specifically identified as follows:

   a. Citations, Notices To Appear, And Administrative Hearing System Violation Notices

      (1) These are formal enforcement procedures, which constitute alternatives to arrest solely by the fact that they may be used to preclude physical custody or other less severe enforcement options. In particular, Administrative Hearing System Violation Notices may be used on certain violations as a less formal means of enforcement than issuing formal Non-Traffic Complaints or Criminal Complaints.

   b. Warnings: Officers may exercise discretion in minor traffic and ordinance violations by issuing written or verbal warnings.

      (1) The purpose of the Warning Ticket is as follows:

         (a) To provide a record of minor violations for which the officer feels a citation should not be issued but the motorist should be corrected.

         (b) To be used to inform or advise citizens of new or seasonal ordinances currently going into effect, such as “Snow Ordinance” and “Beach Parking” restrictions.

         (c) To correct “out-of-area” drivers who are visiting Highland Park and who are not familiar with this City or with our ordinances.

         (d) To educate the public by calling attention to, and correcting, behaviors that affect the safety of the general public.

   c. Unless articulated for a law enforcement need, officers will not process violators for Operating a vehicle over 35mph over the posted speed limit, but less than 50 mph on the Edens Expressway or Rt. 41, No Valid Drivers License, including those on accident scenes when the driver’s identity is verified by a valid identification card, and Driving while Driver’s license, permit, or privilege

to operate a motor vehicle is suspended or revoked, except for when the basis for the suspension is a statutory summary suspension or operation without a BAIID device or when the basis for revocation is based on DUI, Reckless Homicide or Leaving the Scene of an Accident Causing Death.

(1) A full report will be required for all Driving While License Suspended or Revoked offenses.

(2) A Drivers Abstract form should be completed, regardless of processing.

(3) When the identity of the violator is uncertain, officers should process the violator. However, in cases when an officer is "reasonably certain" of the violator's identity, the officer should follow the alternative to arrest procedures.

d. Referrals: (Used in Lieu of Formal Action)

(1) Referrals may be made to other departmental components, to other police or governmental agencies, to social service agencies or to other organizations better suited to address and resolve an identified problem.

e. Informal Resolutions:

(1) Often the interests of both parties involved in a dispute may be met by mediating the situation and providing the disputants with the opportunity to each resolve the issue. Resolutions of this nature should be by agreement of both parties and not be employed as an excuse for not effecting an arrest.

(2) Situations resolved by mutual agreement of the parties involved shall, if criminal, be documented on a case report to record the incident and the officer's motivation for utilizing this alternative to arrest.

D. Constitutional Rights

1. It is the policy of the Highland Park Police Department that the constitutional rights of every person will be respected and not violated. In order to assure compliance with constitutional requirements during criminal investigations, it will be the policy of this Department for all officers to advise suspects of their constitutional rights pursuant to the Miranda Decision during custodial interviews unless emergency exigent circumstances exist. Miranda forms should be used whenever feasible to specifically outline that the statement is being given without coercion and is of voluntary nature, and that the individual has been apprised of the appropriate constitutional rights.

2. In the event of an arrest, state laws governing the time elements of when an arrested individual must appear before a judge will be adhered to.

3. In order to assure compliance with constitutional requirements regarding rights to counsel, it will be the policy of the Department to earnestly protect a suspect's right to counsel.

4. In an effort to control prejudicial pretrial publicity, the following information may not be released without the approval of the Chief of Police or his designee:

a. The prior criminal record or statements as to the character and reputation of a defendant;

b. The existence or contents of any purported confession, admission, or statements given by the defendant or his refusal or failure to make such a statement;

c. The performance or results of any tests or examination or refusal, or failure to take such a test or examination, particularly related to the polygraph;

d. The name, address, identity, testimony or credibility, of any prospective victim or witness to the crime;

e. Any opinion of the defendant's guilt or innocence in any matters relating to the merits of the case;

f. Investigative information and information of an evidentiary nature;

g. The specific cause of death until determined by the county coroner;

h. Personal opinion not founded in fact.

E. Search and Seizure Without a Warrant

1. Policy

a. It is the policy of the Highland Park 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.

b. The purpose of this policy is to provide general guidelines and procedures to follow in conducting any of a variety of searches that, by meeting criteria established by statutory exceptions or case law, can be accomplished without a warrant.

2. Search by consent is a search performed by a police officer after the subject of the search, or the person having privacy rights (standing) to the location to be searched consents, provided that the consent is freely given, without coercion.

a. Consent may be given orally.
b. Ideally, the consent should be in writing and documented on the Consent to Search Form
c. It is always preferable to have a witness to a consent search, if one is available.

3. Stop and Frisk

Stop and frisk is referred to by several names, including a "pat down" search or a "Terry Stop." It stems from the case of Terry v. Ohio which, in summary, allows an officer to conduct a cursory pat down of outer clothing to discover weapons.

a. In accordance with Illinois Compiled Statutes (725 ILCS 5/108-1.01), an officer may frisk an individual for weapons if the officer has stopped a person for temporary questioning pursuant to 725 ILCS 5/107-14 (Temporary Questioning Without Arrest) and reasonably suspects that he or another is in danger of attack.

(1) The authority to frisk for and seize weapons is for the limited purpose of allowing an officer to protect themselves and others. 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.

(2) The "plain feel" doctrine is described in Minnesota v. Dickerson. This doctrine allows an officer to seize evidence other than a weapon if, in conducting a frisk, the contraband nature of the evidence is "immediately apparent" to the officer based on his feel of the object through the person'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:

(1) Training
(2) Education
(3) Information, facts or circumstances previously made available or known to the officer.

4. Movable Vehicle Exceptions

Vehicles may be searched with probable cause, but no warrant.

a. Vehicles do not share the same expectations of privacy as a home or other personal items.

b. The obvious mobility of an automobile would make it impractical to require that the police first obtain a warrant.

(1) Officers do not have to actually prove that a vehicle might or would be gone if they obtained a warrant before making the search.

(2) The existence of probable cause alone justifies the exception.

c. The vehicle exception allows an officer to search the entire vehicle as long as he has probable cause to believe evidence may be located where he is looking.

(1) If probable cause is limited to a certain area, then the officer cannot go beyond the scope of that search.

(2) This type of search should not be confused with a search incident to arrest where immediate control becomes an issue.

5. Crime Scene Searches

a. Crime scene searches may fall into several areas of warrantless searches, to include:

(1) Consent
(2) Plain View
(3) Search Incident to Arrest
(4) Exigent Circumstances

b. Officers should always consider seeking the advice of the State's Attorney's Office for crime scene searches, particularly for residences where the suspect or offender has an expectation of privacy.

6. Exigent Circumstances

The exigent circumstances exception to the warrant requirement allows an officer to search under situations where the officer recognizes that there is not enough time to obtain a warrant, and that if he does not conduct the search immediately, the evidence may be lost forever.

a. There are several factors to be considered in determining whether or not exigent circumstances exist:

(1) The gravity of the offense committed;
(2) The likelihood that the suspect is armed and therefore dangerous;
(3) More than a minimum of probable cause exists that a 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;
(7) The likelihood that evidence will be lost, destroyed or tampered with.

b. The aforementioned factors will determine the "totality of the circumstances."

7. Inventory Searches (See Also General Order 08, Inventory Impounded Vehicles)

a. Inventory searches of property seized by police officers should be performed when it is necessary to:

(1) Protect the property of the owner,
(2) Protect the law enforcement agency against claims that the property has been lost or stolen,
(3) Discover any potential danger that may exist because of the contents of the property itself.

b. Items of property subject to an inventory search include:

(1) Found property,
(2) Property turned over to the police for safekeeping or destruction,
(3) Abandoned property.
(4) Impounded vehicles (A Vehicle Impoundment form must be filled out.)

8. Searches Incident to Arrest

a. Searches conducted pursuant to an arrest were one of the most widely used exceptions to the warrant requirement. The Illinois Compiled Statutes (725 ILCS 5/108-1; Search without Warrant) provides for this type of search upon making a valid arrest. Application of this section is typically applied to situations involving custodial arrests (i.e. not the issuance of a routine traffic citation.)

b. Officers may reasonably search the person arrested and the area within such 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.

c. In the 2009 U.S. Supreme Court case decision of *Arizona v. Gant*, the court clarified how searches incident to arrest should be applied in cases involving an arrest of a vehicle occupant. The court stated that police may search a vehicle incident to a recent occupant's arrest only if the arrestee is unsecured and within reaching distance of the passenger compartment at the time of the search or it is reasonable to believe that the vehicle contains evidence of the offense of the arrest.

9. Plain View Searches

a. Plain view searches have been upheld by the courts as long as the officer is legitimately on the premises and he has probable cause to believe the item is contraband or evidence. There are some limitations to the plain view doctrine which officers should be aware of:

(1) There must be no pre-observation intrusion that violated constitutional rights;

(2) The items must have been discovered inadvertently;

(3) Artificial devices that aid in or enhance the ability of the officer's view are not generally considered "plain view." However, a flashlight is generally acceptable, provided again, the officer has a right to be where he is when using the light source.

(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 searches conducted pursuant to a warrant, even if the item(s) to be seized were not noted on the warrant. The test will be:

(1) Does the officer have a right to be where they are; and,
(2) Does the officer have probable cause to believe the item(s) in plain view are evidence or contraband?

10. Open Field Searches

Open field searches typically involve cannabis cultivation. Areas surrounding buildings and homes should not be considered "open fields". Instead, courts have tended to view these areas as "curtilage," or the equivalent of a yard.

a. Areas generally outside the curtilage that are viewed as open fields include: woods, pastures and grassland.

b. If an owner has taken any steps to protect the area from trespass or observation, it may not be considered "open field."

11. Strip Searches

Strip searches shall be conducted strictly in conformance with the Illinois Compiled Statutes (725 ILCS 5/103-1; Rights on Arrest). (See General Order 74 F-3)

F. Arrest Procedures With or Without Warrant

1. Illinois Compiled Statutes, Chapter 725, Criminal Law and Procedure Section 5/107-2 provides that a Peace Officer may arrest a person when he 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 his immediate control, immediately with or after the arrest for the authorized purpose of:

a. Protecting the officer from attack;

b. Preventing the person from escaping;

c. Discovering the fruits of the crime;

d. Discovering any instruments, articles, or things which may have been used in the commission of the offense; or

e. Discovering any instruments, articles, or things which may constitute evidence of the offense (including contraband).

2. It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court of Illinois as that area within the arrestees' 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 effect an

escape or seize concealable or destructible evidence. All arrestees shall be accorded the protections of the "Rights of Accused" as provided for in the Illinois Compiled Statutes (725 ILCS 5/103-1 et.seq.)

G. Alternative To Arrest/Pre-arraignment Confinement

1. It shall be the policy of the Highland Park Police Department to comply with the bonding and bail procedures set forth in the applicable statutes and in Article V of the Rules of the Supreme Court of Illinois on Trial Court Proceedings in Traffic and Conservation Offenses, Ordinance Offenses, Petty Offenses, and Certain Misdemeanors - Bail Schedules.

   a. Authority to let to Bail – Police Personnel are authorized to let to bail pursuant to Rule 553 (a) of the Supreme Court of Illinois.

   b. Bail may be posted or accepted in any police station, sheriff's office or jail, or other county, municipal or other building housing governmental units or a district headquarters building of the Illinois State Police.

2. Individual Bond - As provided in Rule 553(d) of the Supreme Court of Illinois and Administrative Order 90-2 of the Nineteenth Judicial Circuit Court, the Chief of Police designates Highland Park Police Supervisors as those who may release from custody on Individual Bond persons arrested for, or charged with the following:

   a. Traffic offenses as set forth in Supreme Court Rule 526;

   b. Ordinance offenses, petty offenses, business offenses and certain Misdemeanor offenses as set forth in Supreme Court Rule 528;

   c. Individual Bonds will not be issued when:

      (1) The accused is unable or unwilling to establish his or her identity or submit to being fingerprinted as required by law;
      (2) Where the accused is charged with an offense punishable by imprisonment and will pose a danger to any person or the community;
      (3) Where the accused elects release on separate bail under Rule 503(a)(3) or 504(a)(4).

      (See General Order 43 for further on Bond)

3. Outside Recourses

   a. Law enforcement officers, in the course of performing their duties, often encounter people in need of help more appropriately provided by another criminal justice agency, public social service agency, or private social service agency. The elderly, juveniles, alcoholics, mentally ill, substance abusers, physically sick, handicapped, and transients frequently need help from resources outside of the law enforcement realm.

   b. It shall be the policy of the Highland Park Police Department to refer adults and juveniles to other criminal justice agencies, public social service agencies, or private social service agencies within the legal parameters of the state statutes. The purpose of this referral policy is to divert non-serious and/or social problems from the formal criminal justice system to solve individual and community problems by means of community and regional resources.

   c. All supervisors and juvenile officers will be expected to have a working knowledge of the diverse social service resources available for referrals and assistance.

d. Adult Referrals

(1) Based upon the facts presented, and with the approval of a supervisor, the initial investigating officer shall make a determination whether or not the party or parties involved in this case need a type of help best provided by another criminal justice agency or a social service agency.

(2) Dependent upon the circumstances of the case, capabilities of the involved parties, and available manpower, the initial investigating officer may take one of the following actions:

(a) Provide basic information and telephone numbers of the criminal justice or social service agency that may provide assistance;

(b) Intervene on behalf of the party or parties by contacting the assisting agency and making the necessary arrangements;

(c) Transport the party or parties to the offices or facilities of the assisting agency.

e. Juvenile Referrals

Cases involving juveniles shall be handled in conformance with state statutes and department policies and procedures. (See General Order 60)

4. The Shift Supervisor must review the facts of the case and provide prior approval whenever an officer plans to assist by contacting the Criminal Justice or social service agency or transporting the parties to the agency. His decision about department involvement shall be based upon the circumstances of the case, capabilities of the involved parties, available manpower, and potential immediate harm to the individual or others.

5. The initial investigating officer will document this referral case by completing the case report.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

HIGHLAND PARK POLICE DEPARTMENT
1677 OLD DEERFIELD ROAD, HIGHLAND PARK, ILLINOIS 60035

ADULT MIRANDA WARNING

AFTER EACH PART OF THE FOLLOWING WARNING, THE OFFICER MUST DETERMINE WHETHER THE SUSPECT UNDERSTANDS WHAT HE / SHE IS BEING TOLD.

Initial

_____ 1. You have the right to remain silent.

_____ 2. Anything you say can and will be used as evidence against you in court.

_____ 3. You have the right to consult with a lawyer and to have a lawyer present with you while you are being questioned.

_____ 4. If you want a lawyer but are unable to pay for one, a lawyer will be appointed to represent you free of any cost to you.

_____ 5. You may stop talking to me at any time and you may also demand a lawyer at any time.

	Circle		Initial
A. Do you understand these rights?	YES	NO	_____
B. Knowing these rights, do you want to talk to me without having a lawyer present?	YES	NO	_____
If yes to B: In waiving your right to remain silent, can you state that no promise or threats have been made to you and no persuasion or coercion was used against you?	YES	NO	_____

Subjects signature: _____ Date: _____

_____ Time: _____

Subjects name - printed

CITY OF HIGHLAND PARK
ILLINOIS
DEPARTMENT OF POLICE

VOLUNTARY STATEMENT

INCIDENT # _____

Date: _____ **Time:** _____ **Place:** _____

I, _____ **am** _____ **years of age and my address is** _____

I have been duly warned by _____ **who has identified himself to me as a Police Officer of the City of Highland Park, Illinois, that I do not have to make any statement at all, and that any statement I make may be used in evidence against me in any court action for the offense concerning which this statement is herein made. Without promise of hope or reward, without fear or threat of physical harm, I freely volunteer the following statement to the aforesaid person:**

_____

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_____

_____

I have read the ____ pages of this statement and the facts contained therein are true and correct

_____
SIGNATURE OF PARTY MAKING STATEMENT

OFFICER: _____ **UNIT #:** _____ **PAGE** _____ **OF** _____ **PAGES**

HIGHLAND PARK POLICE
SEARCH WAIVER

CONSENT TO SEARCH

I, _____, hereby grant my consent to

_____ and _____ officers
Name, Rank, ID No. Name, Rank, ID No.

of the Highland Park Police, State of Illinois, to search the following:

☐ Vehicle, described as:

_____ Color, _____ Year; _____ Make;

_____ Body style; _____ License number,

_____ Vehicle Identification Number,

Including luggage and contents thereof,

☐ Apartment/House located at: _____

_____

Including: _____

☐ Place of business known as: _____

_____

located at: _____

_____

including: _____

_____

I understand that I have the right to refuse to consent to the search described above and to refuse to sign this form.
I further state that no promises, threats, force, or physical or mental coercion of any kind whatsoever have been used against me to got me to consent to the search described above or to sign this form.

Date: _____

Time: _____

Witnesses:

_____

_____

_____

_____
Signature

HIGHLAND PARK POLICE
RENUNCIA AL DERECHO
CONTRA REGISTRO

CONSENTIMIENTO A REGISTRO

Yo, _____, por este medio doy mi consentimiento a

_____ y _____ officiales del
Name, Rank, ID No. Name, Rank, ID No.

Highland Park Police del estado Illinois, a registrar to siguiente:

☐ Vehiculo, descrito como:

_____ Color, _____ Ano; _____ Marca;

_____ Estilo de carroceria; _____ Numero de licencia;

_____ Numero de Identification del vehiculo;

inciuyendo el baul y su contenido.

☐ Apartamento/Casa localizada en: _____

_____

incluyendo: _____

☐ Lugar de negocios, conocido como: _____

_____

localizado en: _____

_____

incluyendo: _____

_____

Yo entiendo que yo tengo el derecho a negarme a este consentimiento de registro descrito arriba y do negarme a firmar esta forma.

Yo ademas declaro que ni promesa, amenaza; fuerza o coercion fisica a mental de cuaiquier clase se ha usado contra mi para hacerme dar el consentimiento a registrar lo descrito arriba o para que firme esta forma.

Fecha: _____

Hora: _____

Testigos:

_____

_____

_____ _____
Firma

Highland Park Police Department

TOWING / IMPOUNDMENT INVENTORY CHECKLIST

Date: _____ Time: _____ Case # _____ UCR# _____

Type: Impoundment _____ Abandoned _____ Towed _____ Other _____

Vehicle: Make _____ Model _____ Year _____ Color _____

License # _____ VIN: _____ (Print Clearly) Odometer Reading _____

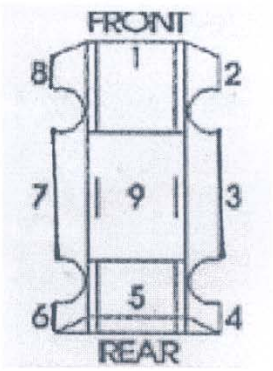
Incident location: _____

Damage: ☐ Yes ☐ No List/Circle any damage to vehicle:

_____

_____

_____



Keys: ☐ Yes ☐ No Spare Tire: ☐ Yes ☐ No

Radio: ☐ Yes ☐ No Remote Opener: ☐ Yes ☐ No

Cassette: ☐ Yes ☐ No C D Player: ☐ Yes ☐ No

Floor Mats: ☐ Yes ☐ No # of Mats _____

Any property placed into evidence? ☐ Yes ☐ No

Personal Property: ☐ Yes ☐ No List. _____

_____

_____

_____

Can vehicle be released? ☐ Yes ☐ No Reason for hold: _____
Evidence, Forfeiture, DUI, Proof of Ownership

Towing Company: _____ Towed To: _____

Officer: _____ Supervisor: _____ Date: _____

Officer Releasing: _____ Date released: _____ Time released: _____

Released to: (name printed) _____ Released to: (signature) _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 77

(Reviewed 06/25/2020) (Revised: 9/14/07) (Effective: 04/30/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COLLECTION AND PRESERVATION OF EVIDENCE**

PURPOSE

The purpose of this Order is to provide a standardized method for the collection, preservation, and documentation of evidence and to establish basic guidelines for the management and processing of crime scenes.

POLICY

Property identification, collection, and preservation of evidence are critical for the investigation of crime and prosecution of offenders. It is the policy of the Highland Park Police Department to collect physical evidence consistent with established laboratory and legal standards.

DEFINITIONS

B.E.A.S.T. - Bar-coded Evidence Analysis Statistics & Tracking computer system utilized by the Northern Illinois Police Crime Lab (NIPCL) and member departments.

Crime Scene - A geographical location, vehicle, conveyance or combination where a crime incident has or is being committed. The crime scene can be a dynamic situational condition resulting in rapidly changing perimeters and dimensions.

Crime Scene Sketch - a handmade or computer generated pictorial representation of the conditions of a crime scene at the time of the documentation.

Crime Scene Search - A planned, coordinated, legal search by trained, competent law enforcement personnel to locate physical evidence or witnesses to the crime being investigated.

Evidence - For the purpose of this directive, only physical evidence will be addressed. Physical evidence is anything tangible, having objective existence, which establishes key elements of a crime and relationships of people associated with a crime.

Evidence Technician - Any Department member who has received specialized training in evidence collection and who has been designated as an evidence technician by the Chief of Police or his designee.

Evidence Technician Coordinator - A Department member designated by the Chief of Police to coordinate evidence technician activities, and assist in training to ensure consistent, up-to-date service by all evidence technicians.

Investigating Officer - Officer that is assigned by Communications or a Supervisor to conduct the investigation of the crime.

PROCEDURE

A. Duties of Evidence Technician Coordinator

The Evidence Technician Coordinator shall be responsible for, but not limited to, the following activities:

1. Reviewing evidence technician work to ensure consistent service

2. Act as liaison between the Police Department and the Northern Illinois Police Crime Lab (or other crime lab)

3. Ensure new techniques/technology and legal issues pertaining to evidence collection are disseminated

4. Assist with training issues, in-service, advanced, and practical exercises

5. Report to the Investigations Commander

B. Duties of the First Responding Officer

The primary duties of the first responding officer are as follows:

1. Citizen and self-protection
2. Care of the injured
3. Securing and protecting the scene
4. Identifying witnesses and suspects
5. Maintaining control of the scene
6. Establishing contact with the Communications Center
7. Notification of the shift supervisor
8. Preparing notes to document actions taken and observations made for later reference
9. Until relieved by a supervisor or investigating officer, the first arriving officer shall be in charge of the crime scene

C. Notification of Evidence Technician

1. It shall be the responsibility of the shift supervisor to determine if the crime scene warrants processing by an evidence technician. If an on-duty evidence technician is not available, the shift supervisor will arrange for an off-duty technician to be called in, if deemed necessary.

2. The shift supervisor will notify the Investigations Commander of any major crime scene. The Investigations Commander will determine the need for the response of the Evidence Technician Coordinator and/or additional personnel.

D. Duties of the Evidence Technician/Investigator

1. The evidence technician is assigned to the crime scene by the shift supervisor. The shift supervisor shall have overall operational control of the incident until relieved by an Investigations Unit supervisor.

2. The evidence technician will then process the scene while coordinating with the investigating officer.

E. Evidence Technician Crime Scene Equipment

Officers designated as evidence technicians will ensure that, at a minimum, the following evidence technician equipment is available:

1. Latent fingerprint recovery kit
2. Note pad, optional graph paper
3. Evidence bags, envelopes, assorted evidence containers and tape
4. Photographic equipment
5. Tape measure, ruler/scale

F. Responsibilities of the Investigating Officer of Crime Scene

The investigating officer of the crime scene generally will have the following basic responsibilities:

1. Contact the first officer on scene and shift supervisor for pertinent data.

2. Determine and secure the crime scene perimeter, ensuring its protection.

3. Make immediate notification to the Lake County Coroner in Death Investigations.

   Note: No article on or immediately surrounding the deceased will be disturbed until authorized by the Lake County Coroner.

4. Accomplish the preliminary survey of the crime scene.

5. Help coordinate assignment of specific duties to assisting personnel.

6. Coordinate the search of the crime scene with the evidence technician when appropriate.

7. Conduct the final survey of the crime scene.

8. Organize and conduct an area canvass, if appropriate.

9. Prepare notes to document actions taken and observations made.

10. Evaluate the information developed.

11. Release of the scene.

G. Coordination of Services between Agencies

A representative from the Department will confer/meet with representatives of the city prosecutor, the states attorney, judges of the courts, and the director of the NIPCL for coordination purposes on an as needed basis.

H. Processing Crime Scene/Recovery of Evidence

1. When appropriate, the investigating officer will consult with the states attorney's office on the necessity of obtaining a search warrant prior to processing the crime scene.

2. General Guideline for Crime Scene Processing

   a. Initial walk through
   b. Document arrival and departure of personnel by assigned officer at major scenes
   c. Initial photographs of scene by camera or video tape recording
   d. Crime scene sketch

e. Collection of evidence
f. Maintain evidence log/label evidence
g. Final survey
h. Optional post scene photograph
i. Release of the scene (Refer to Section K)

3. Evidence Collection

   All evidence will be collected in accordance with the collection procedures outlined in the Northern Illinois Police Crime Lab Evidence Technician Courses or comparable Northeast Multi-Regional Training Courses.

4. If no physical evidence is recovered, the reason(s) why will be noted in the case report by the investigating officer.

5. Identification

   All articles of an evidentiary nature will be properly packaged and labeled with a B.E.A.S.T barcode identification label. All seals will be initialed or signed by the packaging officer. (Refer to General Order 78.)

6. Packaging and Preservation

   a. Each item of evidence should be placed in an acceptable/suitable evidence container. The following containers are examples that are acceptable/suitable for use:

      (1) Pill boxes, vials
      (2) Metal cans
      (3) Plastic evidence bags of various sizes
      (4) Cardboard boxes
      (5) Paper bags
      (6) Envelopes
      (7) Syringe tubes

   b. In the event that it is impractical to package an item, the item will be labeled with a B.E.A.S.T barcode identification label. (Refer to General Order 78.)

   c. Biological evidence, such as blood and body fluids, must always be marked with a biohazard label.

7. Whenever available, materials and substances collected for submission to a laboratory, for comparison with physical evidence collected, will be collected from a known source.

8. Packaging and Storage of Physical Evidence (See also General Order 78)

   a. Items should be packaged separately.

   b. Currency and jewelry of value will be packaged in its own container, separate from other evidence and property.

   c. Package liquids in leak-proof containers. Some kinds of physical evidence, such as liquid blood samples, must be packaged separately in proper containers and secured in the Department evidence refrigerator.
   d. All wet items must be air-dried prior to packaging unless protocol for a particular situation dictates otherwise. (A forensic drying cabinet is available)

e. Package clothing with blood or body fluid stains only after allowing to air-dry. They should then be packaged in plain brown wrapping paper or brown paper bags.

f. Staples will not be used to secure packages.

g. Evidence obtained from an arson scene to be tested for accelerant will be placed in a clean, sealable can when possible. Plastic bags should be avoided.

h. Fragile items should be secured in sturdy containers.

i. Controlled substances and cannabis should be packaged separately in manila envelopes when possible.

(1) Larger amounts can be placed in boxes or brown paper bags.

(2) The count of pills, capsules, or containers must be precise and marked on the container. Large quantity counts should be verified by a second officer with both officers initialing the container.

(3) All items must be weighed with the weight marked on the container as "approximate weight." The official weight will be determined by the Northern Illinois Police Crime Lab or other recognized crime lab.

j. Hazardous, Flammable and Biohazard Materials

(1) Special caution and consideration should be given to these items.

(2) Items will be packaged in appropriate containers and labeled according to contents.

(3) These materials will be placed in the appropriately marked temporary lockers by the collecting officer. If necessary, the materials will be secured in the appropriately marked long-term locker by the Evidence Technician Coordinator.

(4) Biohazard materials will be stored in a temporary locker or, if necessary, in an evidence refrigerator. The locker or refrigerator must be marked with a magnetic biohazard placard.

k. Sharp items, such as needles, knives, etc., will be packaged in such a manner as to cover the sharp edge to protect the handling of the exhibit. Additionally, the item will be marked with a warning label "Sharp Item/Exhibit."

l. Tape used as a seal must be a type that will resist or show signs of tampering.

m. Marking and labeling packages and evidence:

(1) Evidence taken into custody, collected, received, or seized, must be properly marked and labeled to maintain the chain of evidence.

(2) Each package shall have the B.E.A.S.T barcode label (which includes incident and item numbers) affixed.

(3) The collecting officer's initials shall be placed on the heat seal and or tape seal, overlapping onto the package or container.

9. Fingerprints Recovered at the Scene

a. Items of evidence may hold latent or patent fingerprints that cannot be obtained at the scene. These must be packaged in such a way that the possible latents will be protected from any action that might destroy or contaminate the prints. Cardboard boxes may be used for this packaging. An effort should be made to photograph latent fingerprints before lifting them.

b. All latent fingerprint lifts should be properly marked with the date, time, case number, location of lift, and collecting officer's initials. They should be sealed in an evidence envelope, properly marked, and submitted as evidence.

c. Fingerprints should be submitted to the lab if comparison prints are available or if suitable for submission to the Automated Fingerprint Identification System (AFIS).

10. Marking items to be submitted for comparison, preferably from a known source

a. When submitting "unknown" or questionable items of evidence, they should be marked as such on the Lab Submission Sheet (See Attachment A).

b. When submitting a known source of evidence for comparison purposes, it should be identified as a "known."

(1) This should always be done when submitting items such as hair, fiber, glass, fabric, paint, wood, soil, and tool marks.

(2) In the case of fractures involving glass, wood, paint, and metal, the location from which the samples were taken must be given.

(3) If the laboratory does not accept evidence without items from a "known" source for comparison purposes, the items will be stored by the Evidence/Property Custodian pending collection of comparison items, or the termination of the case in court, or the case being exceptionally cleared or unfounded

11. Unexpected Computer Seizures

Whenever possible, computer seizures, or the seizure of other devices capable of storing data in an electronic format, should be conducted in coordination with officers, or civilian support personnel, who are specifically trained in such operations. When a computer is to be seized unexpectedly, the following procedure will be followed:

a. When a computer is unexpectedly discovered as part of a crime scene or a search, a supervisor is to be notified for further instructions. Unless otherwise directed, do nothing to the computer equipment:

(1) If the computer is on, do not turn it off and do not cause any change to the software or data, i.e., do not touch the keyboard or mouse or any accessories connected to the computer. Do not move the computer or any accessories connected to it until instructed.

(2) If the computer is off, do not turn it on. The computer may be moved to the police station.

(3) Do not put any seized disks into any computer for examination.

b. EXCEPTION: If the computer appears to be doing something destructive, such as deleting or wiping out files, shut the computer down immediately as follows:
Computer Shutdown for Seizure

(1) If a computer must be shut down for immediate seizure or to prevent destruction of evidence, cut the power as described in the following. Do not attempt to close any files, programs or applications before cutting the power.

(2) Personal Computer: Do not turn the computer off at the power switch: unplug the computer from the back of the unit, not from the wall or any other power source (there may be an uninterruptible power supply in use).

(3) Laptops: If the laptop is running off batteries, remove the batteries. If the laptop is running off an external power cord: (1st) remove the batteries, (2nd) unplug the cord from the laptop, not the wall, (3rd) unplug the cord from the wall or other power supply.

(4) Computers That Are Connected To a Network

Before seizing any computer equipment that is connected to a network system, an attempt will be made to contact the network administrator to minimize any damage or contamination to the system.

c. Examination of Seized Computer Discs

All seized discs will be examined on a PC or laptop computer that is not connected to the City's computer network.

I. Photographing and Sketching of the Crime Scene

1. Photographing a Crime Scene

a. Photographs will be taken at major crime scenes which would include, but not be limited to: homicide, criminal sexual assault, arson, robbery, and fatal accidents, or at the discretion of the investigator or direction of a supervisor.

b. An evidence technician or authorized Department photographer should be used to photograph a crime scene.

c. Photographs taken with and without a scale in the field of view should be used to determine the exact size of objects photographed when appropriate.

d. In lieu of a scale, dimensions of a fixed object in the scene could be taken and recorded to provide a scale of reference.

e. Videographs may be used to supplement standard still photography. Videographs will never be used in lieu of still photographs.

f. The photographer will indicate, on his supplemental report, the date, time, type of camera, environmental conditions and location of the photographs. Additionally, the Investigating Officer shall be responsible for reporting the following on the photo log:

(1) Incident number
(2) Identity of photographer
(3) Date and time
(4) Specific location of crime
(5) Orientation and description of photographic scene

2. Crime Scene Sketch

A Crime Scene Sketch is useful in clarifying investigative data and making the situation easier to understand by eliminating unnecessary detail. At a minimum, the sketch should reflect the overall dimensions of the scene, distances from objects to entrance and exits, and dimensions of furniture, doors or windows, etc. The location of all evidence should be included in this sketch. The sketch may be completed by the investigating officer, evidence technician, or in the case of a traffic accident, the Traffic Accident Investigator.

a. Photographs alone are not sufficient for recording some crime scenes adequately.

b. Sketches shall be made at major crime scenes, which shall include, but not be limited to: homicide, criminal sexual assault, arson, robbery, and fatal accidents, or at the discretion of the investigator or direction of a supervisor.

c. The evidence technician who processes the scene will make rough sketches and measurements including the necessary information to later construct a final drawing to scale, if necessary.

d. The following basic elements should be included in a crime scene sketch, when applicable:

(1) Dimensions
(2) Relation of the crime scene to other buildings, geographic features, roads
(3) Address, floor or room number, as appropriate
(4). Location of significant features of the scene, including the victim
(5) Date and time of preparation
(6) Date and time of occurrence
(7) Names of the person(s) preparing the sketch
(8) Direction of North
(9) Location of items of physical evidence recovered
(10)Report number

J. Recovered Stolen Vehicles

Procedures for the processing of recovered stolen vehicles are as follows:

1. When a vehicle reportedly stolen from within the City of Highland Park is located, a reasonable effort should be made to process the vehicle for evidence of the crime. The shift supervisor shall make this determination based on the facts and circumstances of the recovery.

2. When a vehicle stolen from another jurisdiction is recovered in Highland Park, the originating agency shall be notified of the recovery by telephone and Type 3 LEADS message (hard copy to be attached to case report) and shall be asked if the vehicle is to be held for processing or be released to the owner. The vehicle may be processed by our Departmental evidence technicians at the request of the originating agency or when criminal charges may be filed by this Department.

3. Whenever practical, stolen vehicles are to be processed at the scene of the recovery.

(a) In special circumstances, the shift supervisor or evidence technician may authorize the vehicle to be processed at a secure indoor location.

(b) Evidence processing should be completed prior to assignment of the vehicle to the impound storage facility.

(c) Vehicles to be processed are to be towed only by agencies on the approved tow list.

4. Tow trucks will be followed by an officer to the tow location to preserve the chain of custody if the vehicle has yet to be processed. Drivers will be advised to have minimal contact with the vehicle.

5. In either type of recovery, the owner of the vehicle shall be notified by telephone whenever possible.

6. If the owner is unable to be notified by telephone, the case officer shall arrange for a letter of notification to be sent.

7. Recovered stolen vehicles shall not be released until all towing and storage charges are satisfied and proof of ownership has been demonstrated.

K. Release of the Crime Scene

1. During the final survey, the investigating officer must analyze the search and be convinced that the investigation represents the crime scene thoroughly, accurately, reliably, and objectively.

   a. During a death investigation the Lake County Coroner's Office shall be notified prior to the removal of a deceased victim from the scene after paramedics have deemed it unnecessary to transport the victim to the a hospital. The investigating officer shall provide any required information to the Deputy Coroner and document the time used by the Deputy Coroner as the pronouncement of death.

   b. In cases that the Deputy Coroner releases the body at the scene, the officer is required to fully document the pronouncement of death and note the arrangements the family has made for removal.

2. Upon full completion of the final survey, there must be a decision to release the scene. This decision should be formal, official, and leave no room for misinterpretation. The authority for crime scene release is the responsibility of the investigating officer. Before making a decision to release the crime scene, the Investigating Officer should accept input from the various components of the crime scene search effort and realize that once the crime scene is released, a search warrant may be required to re-enter the crime scene.

L. Evidence Technician Reporting

The evidence technician shall prepare a supplemental report regarding his examination of the crime scene and evidence which includes, but is not limited to, the following information:

1. Date, time, location of the search
2. Weather and lighting conditions
3. Condition and position of evidence found
4. Photographic log
5. Crime scene sketch
6. Description of the item (make, model, serial or personal identification number)
7. Source and/or location of recovery
8. Name of recovering office.

M. DNA Evidence Collection

1. DNA Definitions

Deoxyribonucleic acid (DNA) - Is analyzed in body fluids, stains and other biological tissues recovered from evidence. The results of DNA analysis of questioned biological samples are compared with the results of DNA analysis of known samples. This analysis can associate victim(s) and/or suspect(s) with each other or with a crime scene.

Mitochondrial DNA (mtDNA) - Is typically analyzed in evidence containing naturally shed hairs, hair fragments, bones and teeth.

Nuclear DNA (nDNA) - Is typically analyzed in evidence containing blood, semen, saliva, body tissues and hairs that have tissues at their roots.

2. First Responder Responsibilities

   a. With the exception of providing medical aid or removal of any persons from the scene, the patrol officer first responding to a crime scene is responsible for the preservation of the scene, to ensure that evidence is not destroyed or disrupted.

   b. Except in exigent circumstances requiring immediate action, an evidence technician trained in the collection of DNA evidence should be summoned to the scene for the processing of evidence involving DNA.

   c. For safety reasons, all employees of the Department will wear protective gear when processing a crime scene or handling evidence, especially involving bodily fluids or drugs.

   d. See Section B for Further.

3. Precautions

   a. Biological evidence samples and materials may contain hazardous pathogens such as human immunodeficiency virus (HIV) and the hepatitis B virus that can cause potentially fatal diseases. Appropriate precautions must be taken whenever blood or other bodily fluids are collected and submitted to the laboratory.

   b. Biohazard labels should be placed on all biological evidence containers.

   c. Special precautions should be taken near items of evidentiary value that may contain DNA because extremely small samples of DNA can be used as evidence.

   d. Greater attention to contamination issues is necessary for responding officers. Common actions such as sneezing, coughing or leaning over the evidence may leave trace DNA and is to be avoided whenever possible.

4. Collection, storage and transportation of DNA evidence

   a. Prior to the consensual collection of any biological evidence, the subject will sign a Consent to Search form.

   b. Special considerations

      When transporting and storing evidence that may contain DNA it is important to keep the evidence dry and at room temperature or lower. Once the evidence has been secured in paper bags or envelopes it should be sealed, labeled and transported in a way that ensures proper identification of where it was found and the proper chain of custody. Never place evidence that may contain DNA in plastic bags, metal cans, Styrofoam, plastic or glass because they retain damaging moisture. Direct sunlight and warmer conditions also may be harmful to DNA.

5. Prioritizing Biological Evidence

Officers and lab personnel should work together to determine the most probative pieces of evidence and to establish priorities. The most useful information will be obtained when the analyst can:

a. Find blood or other body fluids with the victim's DNA profile on the suspect, something in the suspect's possession or something associated with the suspect, or

b. Find blood or other body fluids with suspect's DNA profile on the victim, something in the victim's possession or something associated with the victim.

6. How to collect questioned samples

   a. When samples are small and easily transportable they can be collected and packaged whole. When the item cannot be transported in its entirety the stain must be collected via swabs or cuttings. The method chosen will vary depending upon whether the surface upon which the stain has been deposited is absorbent or not. For an item that is absorbent, such as carpet, the best collection method may be to cut out the stained portion. Non-porous surfaces, such as glass, are amenable to swabbing.

   b. For swabbing moisten a cotton swab with a small amount of distilled water. Swab the stain, transferring the stain to the swab. Concentrate the stain onto as few swabs as possible.

7. How to collect a suitable standard.

   Because DNA analysis is a comparison examination, reference samples are needed from both the victim and the suspect whenever possible. Plastic containers are NOT to be used.

   a. Blood

      Blood standards are to be obtained by medical personnel trained in such techniques. Blood standards should be obtained using vials that do not contain any coagulants or other chemicals that may alter the substance of the blood.

   b. Mouth swabs

      (1) Rub the inside of either cheek a few times with the swab. It is not necessary or helpful to swab the subject's tongue, teeth, throat or lips, or to collect different areas of the mouth.

      (2) Package in an envelope or swab box

   c. Liquid semen

      (1) Absorb suspect liquid semen onto a clean cotton swab.

      (2) Leave a portion of the swab unstained as a control or swab an adjacent area with a clean cotton swab moistened with distilled water.

      (3) Air-dry the swab and pack in clean paper or envelope.

   d. Dried semen stains

      (1) For small objects, submit the entire object to the lab for examination.
      (2) Package the objects to prevent stain removal by abrasive action or packaging materials during transport.

(3) Package in clean paper packaging.

e. Dried semen stains from immovable objects (option A)

(1) Cut a large sample from the immovable object with a sharp instrument, when possible.
(2) Collect an unstained control sample.
(3) Package to prevent stain removal during transport
(4) Package in clean paper packaging.

f. Dried semen stains from immovable objects (option B)

(1) Absorb suspected dried semen stains onto a clean cotton swab moistened with a small amount of distilled water.

(2) Leave a portion of the swab or cloth unstained or swab an adjacent area with a clean control swab or swatch moistened with distilled water.

(3) Air-dry the swabs in a controlled environment

g. Seminal fluid from sexual assault victims

(1) Sexual assault victims should be medically examined in a hospital or physician's office using standard sexual assault evidence kits to collect vaginal, oral and anal evidence.

(2) Refrigerate and submit the kit to the crime lab as soon as possible.

h. Saliva and urine

(1) Absorb the suspected liquid saliva or urine onto a clean cotton swab.

(2) Swab an adjacent area with a clean cotton swab moistened with distilled water to collect a control sample.

(3) Air-dry the swab and pack in a clean envelope or paper

i. Dry saliva or urine stained objects

(1) Submit suspected small, dry saliva or urine stained objects to the crime laboratory.

(2) Package the stained object to avoid removal by abrasive action during transportation.

(3) On large objects, cut a sample of the suspected stain from the immovable object with a clean, sharp instrument when possible.

(4) Collect an unstained sample.

(5) Package to prevent removal of the stain by abrasive action during transportation.

(6) Package in clean paper packaging.

j. Hair

(1) Collect hair carefully with clean tweezers to prevent damaging the root tissue.
(2) Air-dry hair mixed with suspected body fluids.
(3) Package each group of hair separately in clean paper or envelope.
(4) Submit to the crime laboratory as soon as possible.

k. Chewing gum, stamps and envelopes, cigarette, cigar butts, etc.

(1) Collect items with gloved hands or clean tweezers,
(2) Package in clean paper packaging.

l. Clothing

(1) Collect clothing with gloved hands or clean object.
(2) Air-dry in a controlled environment.
(3) Package in clean paper packaging.
(4) Consider the possibility that trace evidence may be imbedded in clothing and collect separately.

8. Submission to the crime laboratory

a. Collected evidence awaiting transfer to the crime laboratory for analysis will be inventoried in the case report, labeled and secured in the evidence room lockers.

b. The evidence will be delivered to the crime laboratory insuring that the chain of custody is maintained.

c. Unless otherwise approved by an Investigations Supervisor, all evidence will be processed at the Northeastern Illinois Regional Crime Laboratory which is an accredited lab.

9. Biological evidence retention

Biological evidence will be retained in accordance with Illinois State Statute 625 ILCS 5/16-4.

10. Lake County Major Crimes Task Force

In the case of a crime where there is serious bodily harm or death, the Investigations Commander will consider requesting the Lake County Major Crimes Task Force to process the scene and assist in the investigation after conferring with the Chief of Police or a designee.

11. Training

All department Evidence Technicians must receive training that covers collection, preservation and handling of DNA evidence.

This General Order is in effect at this time and will remain in effect until further notice.



Paul S. Shafer
Chief of Police

Attachment A

Northeastern Illinois Regional Crime Laboratory

1000 Butterfield Road Suite 1009 - Vernon Hills, IL 60061 - (847) 362-0676

* LABORATORY SUBMISSION RECEIPT *

Department Name	Lab Case No.	Sub. #
Department Case #	Court Date	Page
Case Officer Name	Type of Offense	
Offense Location		

Case Name (Last) (First) (Middle) (Gender) (Name Type) (Race)

Lab Item Number:
Agency Item Number:

Exam:

** Resubmitted Items*

Comments To Lab:

Date/Time Received:

Submitted By:	Received By:

Should there be any change in the status of this case, including trial dates, please contact NIRCL immediately. Refer to the NIRCL Lab Number.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 78

(Reviewed 06/25/2020) (Revised: 11/1/14) (Revised: 11/2/09 - Rescinds GO 3) (Revised: 9/14/07) (Effective: 04/30/04) (Rescinds General Orders 11and 63)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PROPERTY AND EVIDENCE CONTROL**

PURPOSE

The purpose of this Order is to regulate control of all evidence and property, not already owned by the City of Highland Park, which comes into custody of the Highland Park Police Department from any source, in order to ensure continuity and consistency of operation, and to protect the integrity of the Department.

This order establishes procedures for accepting, controlling, recording, processing, releasing, and disposing of evidence/property acquired by the Highland Park Police Department.

POLICY

It is the policy of the Highland Park Police Department to strictly inventory all property which comes into Departmental control from any source. This policy is designed to provide a single source of reference for all personnel in handling evidence and non-police property. In order to guarantee the property rights of owners, provide proper identification of evidence and protect the integrity of the Police Department, the following procedures will be adhered to.

DEFINITIONS

Evidence - For the purpose of this order, only physical evidence will be addressed. Physical evidence is anything tangible, having objective existence, which establishes essential elements of a crime and relationships of people associated with a crime.

Recovered Lost Property - Any item that comes into the possession of the Police Department which has no evidentiary value.

Abandoned Property - Any property in the possession of the Police Department for a period of six (6) months, for which the identity or location of the owner, or other person entitled to possession of the property, cannot be ascertained.

Bulk Exhibit/Item - Any evidence/property, which is too large or bulky to be placed in a Department Evidence Locker.

B.E.A.S.T - Barcoded Evidence Analysis Statistics & Tracking computer system utilized by the Northeastern Illinois Regional Crime Lab (NIRCL) and member departments.

Property Storage - Areas designated by the Chief of Police as the approved storage areas for all property.

Contraband - Includes anything that cannot legally be possessed by a citizen or property that was seized in which the offender had no lawful claim. Generally, items of contraband include alcoholic beverages, controlled substances, cannabis, stolen property, and weapons.

PROCEDURE

A. This general order establishes the standard operating procedure for controlling, recording, processing, releasing and disposing of evidence and property coming into the custody of the Highland Park Police Department.

B. The Investigations Commander is charged with the overall responsibility for the property management system.

C. Evidence/Property Custodian Responsibilities

1. The position of Evidence/Property Custodian involves the receipt, recording, custody, security, and disposition of all property and evidence coming into the custody of the Department.

2. Report any discrepancies in evidence/property reports and irregularities in the processing of evidence/property to his/her supervisor.

3. Maintain the B.E.A.S.T. files and reports in a complete and efficient manner.

4. Ensure that an attempt is made to make notification to any and all persons owning or having legal right to possession of property in the custody of the Department.

5. Return, or cause to be returned, property to its owner or other having legal right to possession.

6. Dispose of unclaimed and contraband property in the manner established by Department policy and procedures.

7. Destroy, or cause to be destroyed, all evidence, property and contraband materials upon direction of the Chief of Police, or his designee, and the Circuit Court (if a court order is required).

8. Process and route evidence for appropriate testing and analysis as required.

D. All evidence and property will be maintained in the designated secured Evidence/Property Control Room or other designated area. Large items of evidence and property (vehicles, bulk items, etc.) will be maintained in designated secure areas.

E. Under NO circumstances will evidence or property be stored in any area other than areas authorized by the Chief of Police.

F. Inspections/Inventories/Audits

1. Semi-Annual Inspection – The Investigations Commander is responsible for conducting semi-annual inspections to ensure:

   a. the integrity of the in-custody property and evidence storage system
   b. the property room is being maintained in a clean and orderly fashion
   c. the integrity of the property is being maintained
   d. policy and procedures concerning the property management system are being followed
   e. property is being protected from damage or deterioration
   f. proper accountability procedures are being maintained
   g. property having no further evidentiary value is being disposed of promptly

2. To ensure policies and procedures are being followed, an annual audit of evidence/property will be conducted by a supervisor, designated by the Chief of Police, who is not routinely or directly connected with evidence/property control. This audit may be accomplished by a random comparison of records with physical evidence/property.

3. Inventories - Whenever a new Evidence/Property Custodian is designated, or a new Chief of Police is appointed, an inventory of all evidence/property will be conducted jointly by the newly appointed Property Custodian and a designee of the Chief of Police.

4. Unannounced Inspections - Unannounced inspections of the Evidence/Property Control areas will be conducted as directed by the Chief of Police at least once per year.

G. Initial Receipt and Transfer of Evidence/Property to Evidence/Property Custodian

Whenever evidence/property comes into the possession of an officer of the Highland Park Police Department, that officer will be responsible for entering the evidence/property into the B.E.A.S.T as soon a possible. The item(s) will be entered and properly secured prior to the end of the officer's tour of duty.

1. Entry of Evidence/Property into B.E.A.S.T

   a. Each item is assigned an item number by the B.E.A.S.T.

   b. Data entry will include a description of each item and the circumstances by which it came into Departmental possession.

   c. Each item must be separately tagged with a B.E.A.S.T barcode label, or if size permits, an appropriate evidence container will be utilized and tagged with the barcode label. Barcode labels will be signed and dated by the submitting officer.

   d. All changes in evidence/property status, including transfer of custody, whether in the field or after being secured in property, will immediately be entered into the B.E.A.S.T to include:

      (1) Date and time of transfer
      (2) Reason for transfer
      (3) Synopsis of the event
      (4) Requested examination(s), if applicable

   e. Special Circumstances

      (1) In instances when the evidentiary property is very bulky, dangerous to store, prone to easy deterioration, needs special preservatives, or is of essential use to the owner (if the owner is not the arrestee), a request may be made to the City Prosecutor or State's Attorney Office to allow the evidence to be photographed. If such a request is granted, the attorney's name granting such permission will be documented. The property may then be returned to the owner (or destroyed, if contraband). See 725 ILCS 5/115-9A.

      (2) Any evidence/property received by the Highland Park Police Department that is to be immediately released must be entered into the BE.A.S.T; however, it will not be necessary to attach a barcode label. (Refer to Section J-4, Permanent Release of Property)

      (3) In instances in which a Department employee comes into temporary, short term control of property (not evidentiary in value), the employee may utilize the Highland Park Police Department Property Sheet (Attachment A) as a method of documenting custody and receipting until such time that the employee can properly enter the information into the B.E.A.S.T. system. (e.g.- found property is turned over to an employee in the field and the employee is able to return the item to its lawful owner). The Property Sheet may also be utilized to inventory property or evidence in the event that the B.E.A.S.T. system is temporarily inoperable.

2. After the submitting officer has properly entered and labeled the evidence/property, it will be transferred to the Property Custodian by storing it in the appropriate temporary locker.

3. The property will be transferred to the Property Custodian, either by securing it in the proper temporary lockable storage locker, or by personally delivering it to the Property Custodian. The completed Evidence/Property Report, with supervisor signature indicating review and approval, will be forwarded to the Property Custodian.

4. Bulk Exhibits

   Large items of evidence and property will be maintained in designated, secure areas of the police facility. The receiving officer will attach the Evidence/Property Report to the original case report to be submitted for supervisor's approval. The approved report will be forwarded to the Property Custodian.

5. Bicycles

   Bicycles will be entered into the B.E.A.S.T as per the procedure of this order. The B.E.A.S.T bar code label will be attached to the bicycles prior to being stored and secured in the designated bicycle impound area.

H. Evidence/Property Security and Integrity

1. Once evidence/property has been placed in the temporary evidence/property storage areas, the Property Custodian will, as soon as possible, process the item(s) for receipt into the Evidence/Property Control Room.

2. Unaccompanied access to the Evidence/Property Control Room will be limited to the Deputy Chief of Police and Evidence/Property Custodian(s). Routine access will be limited solely to the Property Custodian(s). The Deputy Chief of Police and will retain a sealed key for emergency access. In the event the Deputy Chief of Police utilizes the sealed key to enter the property room, he/she shall submit a memorandum to the Chief of Police detailing the circumstances. No other personnel will have key access to this area unless authorized by the Chief of Police.

3. All personnel other than indicated above are required to sign in and out on the Evidence/Property Control Room Log. This log will be maintained within the Evidence/Property Control Room.

4. Valuable items of evidence/property requiring added protection will be stored in a separate locked secure area of the Evidence/Property Control Room. These items include, but are not limited to:

   a. Money until transferred to a savings institution
   b. Jewels/Gem Stones
   c. Precious Metals
   d. Controlled Substances, Cannabis (narcotics and dangerous drugs)
   e. Firearms

5. The Property Custodian will inspect each exhibit item to ensure the container, its seal, and its contents have not been tampered with. This inspection will be conducted, at a minimum, each time the evidence is handled or transferred. The Property Custodian will contact the impounding officer’s supervisor for correction.

6. Secured designated refrigerated storage is available for perishable items or biological evidentiary exhibits.

7. The Evidence/Property Temporary Storage Room has secure, lockable storage lockers for use by all officers on a 24-hour basis. The Property Custodian will maintain exclusive control of locks and lock systems for the storage lockers.

8. The Property Custodian will follow this procedure in accepting and storing the property:

a. Upon removing the items from the temporary storage lockers, the item numbers and descriptions will be compared with the listings on the Evidence/Property Report and the property will be checked for proper packaging/labeling requirements.

b. If any special instructions are included on the Evidence/Property Report, the Property Custodian will see to it that they are fulfilled.

I. Removal/Transfer of Evidence/Property from Evidence/Property Control Room

No evidence/property will be removed from the Evidence/Property Control Room by any person other than the Property Custodian(s) or designated replacement.

1. The Property Custodian is authorized to release property for the following purposes:

a. Laboratory/Forensic Examination
b. Court Presentation
c. Release to Lawful Owner
d. Abandoned Property for Auction or Destruction
e. Court Order
f. Upon Order of the Chief of Police

2. Temporary Release

When items are to be removed from the Evidence/Property Control Room on a temporary basis (i.e. court or laboratory examination), the officer requiring the evidence will provide 24-hour notice, if possible, to the Property Custodian.

a. It will be the responsibility of the Property Custodian to make the requested items available and to record the following information concerning the transaction in the B.E.A.S.T.

(1) The property number of item released
(2) Name of Evidence/Property Custodian releasing the property
(3) Name of person receiving the property
(4) Purpose of the transaction
(5) Date and time of transaction

b. Laboratory Submission

(1) Evidence will be transmitted to the NIRCL by the Property Custodian or other person designated by the Chief of Police.

(2) All evidence submitted must first be properly packaged and barcoded by the submitting officer with the lab submission sheet attached.

(3) Receipt of transmissions will be documented using the B.E.A.S.T. barcode system.

(4) Written results will be submitted by the NIRCL to the Property Custodian, who will file the results with the case and notify the investigating officer.

3. Return of Property

When items that have been temporarily released are returned to the Evidence/Property Control Room, the Property Custodian will record the same information required for temporary release of property.

J. Disposition of Evidence/Property

1. Authority to Release Evidence

   All evidence that is being held for criminal cases will be retained until releasable under the following circumstances:

   a. An order has been issued by the court directing the disposition of the evidence; or

   b. The case for which the evidence is being held has been adjudicated and sentence has been imposed. The evidence will be held for 31 days after date of sentencing and providing no appeals have been filed, it will be disposed of according to this procedure; or

   c. The time limit for the Statute of Limitations has expired for the particular crime for which the evidence is being held.

2. Upon final court disposition of a case, the assigned officer will complete the Supplementary Court Disposition Report, indicating the evidence/property disposition.

3. Exceptions

   a. Preservation of evidence for forensic testing may require additional or permanent retention as directed in 725 ILCS 5/116-4.

   b. Law enforcement agencies may petition the court for entry of an order allowing disposal of evidence if there no longer exists a reasonable basis to require the preservation of the evidence because of death of the defendant, unless a sentence of death was imposed.

4. Permanent Release of Property

   When it is determined that property no longer needs to be retained or is otherwise reclaimed by its lawful owner, a Property Custodian shall have the responsibility of releasing said property. The Property Custodian shall:

   a. Review the facts of the anticipated release and determine that the property is releasable under authority of State Law, Court Order, or Departmental Policy.

   b. If available and during normal business hours, the Property Custodian shall retrieve the property from storage, change the status of the property in the B.E.A.S.T. system and print an Evidence/Property Disposition Receipt.

   c. Make a notation on the Evidence/Property Disposition Receipt of any unusual circumstances involving the release of the property, such as damage, alleged shortages, etc., as well as the authority for release, i.e., Court Order, lawful owner, etc.

   d. Remove all individual item labels and tags.

   e. Require the person receiving the property to sign the Evidence/Property Disposition Receipt.

   f. Forward the completed Evidence/Property Disposition Receipt to the Records Section to be attached to the original case file.

5. Temporary Property Return Lockers

   In the event that after hours or alternative release of property is necessary, temporary property return lockers (blue) are maintained in the in-service room to facilitate the controlled and secure release of property.

   a. Upon being notified in writing or by e-mail of the need to release property after hours, the Property Custodian shall review the facts of the anticipated release and determine that the property is releasable under authority of State Law, Court Order, or Departmental Policy.

   b. The Property Custodian shall retrieve the property from storage, change the status of the location of the property in the B.E.A.S.T. system and secure it in a designated temporary property return locker by dropping the associated locker key in the key drop box.

   c. Supervisors shall be provided with access to the key drop box. When needed, property may be retrieved from the temporary property return lockers with the assistance of a supervisor for return to a lawful owner.

   d. Personnel returning property shall change the status of the property in the B.E.A.S.T. system and print an Evidence/Property Disposition Receipt.

   e. Notations shall be made on the Evidence/Property Disposition Receipt of any unusual circumstances involving the release of the property, such as damage, alleged shortages, etc., as well as the authority for release, i.e., Court Order, lawful owner, etc.

   f. Personnel returning property shall remove all individual item labels and tags.

   g. Personnel returning property shall require the person receiving the property to sign the Evidence/Property Disposition Receipt.

   h. The completed Evidence/Property Disposition Receipt shall be forwarded to the Records Section to be attached to the original case file.

   i. Temporary property return lockers shall not be utilized for overflow storage of evidence or other confiscated property.

   j. Temporary property return lockers may be utilized for short term holding of lost/found property that is anticipated to be returned to its lawful owner within a 24-hour period. However, all such items are still subject to proper inventorying established in section G of this General Order. Any such property not returned to its lawful owner within a 24-hour period shall be transferred to the Property Custodian by storing it in the appropriate temporary locker in the evidence room.

6. Recovered Lost Property

   a. A finder of property may defend their rights against all but the true owner. There is no statutory provision requiring the finder to turn found property into the Police Department. However, most people who make a reasonable effort to locate the owner naturally look to the police for assistance. In giving assistance, officers must be aware of applicable laws and Department procedures.

   b. In order to gain title to found property, a finder should follow the procedures outlined in 765 ILCS 1020/27-36. The finder should retain the property per the statute. A copy of these procedures should be made available to the finder.

   c. Upon report from a finder of lost property, a case report will be initiated documenting the following:

      (1) The location found

(2) The finder's information
(3) A complete description of the property
(4) The property description will be entered into the Records Management System by Records personnel for cross-referencing

d. Property found by Department personnel, while on duty, or by persons not wanting to retain it (relinquishing all rights of ownership) will be collected by the reporting officer and processed according to Section G. of this order.

7. Abandoned Property Possessed by Highland Park Police Department

a. As provided in 765 ILCS 1030/1-6, all property except property seized during a search that is believed to be abandoned, lost, or stolen and is in the control of the Police Department for a period of at least six (6) months, must be subject to reasonable inquiry and efforts to identify the owner.

b. If, after the six (6) month period, items remain unclaimed, the Chief of Police may have a sale at Public Auction, notice of which is to be published in a local paper at least ten (10) days prior to the sale. Proceeds from the sale are to be submitted to the City General Fund.

8. Destruction of Property by Police Department Evidence/Property Custodian

a. When a case involving evidence is adjudicated, it will be the responsibility of the case officer involved to obtain a disposition for the evidence. Items such as weapons, knives, drugs, and guns are examples of what should be disposed of via court order.

(1) A copy of the court order and/or the completed appropriate copy of the Supplementary Court Disposition Report will be forwarded to the Property Custodian, along with the evidence that the court orders to be destroyed. A copy will also be attached to the case report.

(2) If the evidence has not been removed from secure storage, a copy of the court order will be forwarded to the Property Custodian for action.

b. When a court case is adjudicated, brought to a conclusion, or a court order given for destruction of evidence, the Property Custodian will dispose of the property.

c. Guns, controlled substances, dangerous drugs, marijuana, and biological exhibits will be submitted to the NIRCL for destruction.

d. Final disposition of property will be accomplished within six (6) months after legal requirements have been satisfied.

e. The Property Custodian will update the B.E.A.S.T. immediately after disposal.

f. The provisions of 765 ILCS 1030, Illinois Compiled Statutes, will be complied with in the disposal of evidence and property, by the Highland Park Police Department.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK
ILLINOIS
DEPARTMENT OF POLICE

TYPE OF INCIDENT_____ INCIDENT #_____

IUCR #_____ COLLECTED DATE_____ TIME_____

SUBMITTED BY _____LOCKER #_____ DATE_____ TIME_____

CASE OFFICER_____ I.D. BUREAU-STORAGE LOCATION

1._____ 2._____ 3._____

4._____ 5._____ 6._____

NAME OF: ❑ OWNER - (❑ VICTIM OR ❑ SUSPECT) ❑ UNKNOWN ❑ FINDER ❑ N/A ❑ CONTACT PERSON

NAME_____ TELEPHONE NUMBER (_____)_____

ADDRESS_____

PURPOSE OF SEIZURE:

❑ CONFISCATED EVIDENCE ❑ INVESTIGATIVE EVIDENCE ❑ DESTRUCTION

❑ FOUND PROPERTY ❑ SAFEKEEPING (30 DAY MAX) ❑ RECOVERED PROPERTY

COURT ORDER:

THE COURT HAS ORDERED THAT: _____

_____ JUDGE_____DATE_____

DISPOSITION OF PROPERTY:

RELEASING OFFICER_____

RETURN TO: *(PRINT)*_____

(SIGN) _____ DATE_____ TIME_____

I have received the above property.

SOLD AT AUCTION ON: DATE_____ OFFICER_____

DESTROYED ON: DATE_____ OFFICER_____

_____

SUPERVISOR SIGNATURE

CASE REPORT COPY

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 79

(Revised: 07/28/2020) (Revised: 3/4/16) (Revised: 12/29/14) (Revised: 9/10/10) (Revised: 5/7/09) (Revised 12/13/04) (Effective: 08/12/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FISCAL MANAGEMENT**

PURPOSE

The purpose of this General Order is to establish policy, chain of authority and procedures for management of all Department fiscal matters. This General Order does not supersede the City's financial policies and procedures.

POLICY

It shall be the policy of the Highland Park Police Department to cooperate with and act as an extension of the City Finance Department. The Department shall, in all fiscal matters, follow established procedures and submit to interdepartmental fiscal controls, including audits performed by independent organizations retained by the City of Highland Park.

The Chief of Police shall have ultimate responsibility and authority for the fiscal matters within the domain of the Police Department. The procedural aspects of fiscal management are delegated, unless determined otherwise, to the Deputy Chief of Police, including, but not limited to: budget development, purchasing, expenditure approval, reporting of fiscal status and maintenance of liaison with the City Finance Department.

PROCEDURE

A. Fiscal Management Responsibility

1. The Director of Finance, under the supervision of the City Manager, shall be responsible for the following functions: accounting and internal auditing; budget formulation and execution; the annual appropriation and tax levy ordinances; purchasing and stores; collection of revenues; real estate buying, leasing and renting; any centralized secretarial, duplicating and clerical services; and such other functions as may be assigned.

2. The Chief of Police is responsible for the fiscal management of the Police Department.

3. The Deputy Chief of Police will be responsible for preparation of the annual budget, supervision of internal expenditures and coordination of the Department's fiscal activities with the City Finance Director.

B. Participation in Budget Preparation

1. The budget will be prepared on an annual basis and will be developed in cooperation with all organizational components, management personnel, and administrative staff.

2. Input from all Department personnel will be encouraged.
3. To enhance and focus budgetary input, the Department shall distribute a Budget Planning Form to all supervisors as the first step in the preparation of the annual budget.

    a. The Budget Planning Form includes completion instructions and mandates justifications for specific capital expenditure recommendations (Attachment A).

C. Written Recommendations

1. Deadline – The written recommendations and budget requests identified in Section B above will be submitted to the Chief of Police prior to the due date established annually by the Finance Department.

2. Criteria – The recommendation shall be based on operational and activity analysis, future needs, and an assessment of currently assigned positions.

3. Renewal – Budget account renewals shall not be automatic. Renewals will be based on analysis of current trends and experience.

D. Accounting System

1. The City of Highland Park shall maintain a fiscal accounting system that includes provisions for monthly status reports showing:

    a. Initial appropriation for each account.
    b. Balances at the commencement of the monthly period.
    c. Expenditures and encumbrances made during the period.
    d. Percentage of expenditures and encumbrances (total) per account.
    e. Unencumbered balances.

2. Financial Statements, which summarize the cash management activities identified in this directive, are maintained by the City Finance Department.

3. Status reports that summarize all current Departmental fiscal activity are available to the Department.

4. Budget reports will be analyzed on a timely basis to ensure compliance within current fiscal appropriations and that accounts are correctly charged.

    a. The Office of the Chief of Police shall maintain a computerized record of all Police Department expenditures approved for payment.

    b. Each computer entry will include the date of approval, budget account number, amount, and purchase order number used by the City.

5. The funds managed, collected, and processed by the Records Unit shall be audited at least quarterly by the Deputy Chief of Police or designee.

E. Authorized Strength

1. The number of authorized positions within the Department is determined by the City Manager with the final approval by the City Council.

2. The annual City of Highland Park operating budget is enacted by the City Council to provide funding for authorized positions within the Police Department.

3. The Human Resource Manager, in cooperation with the Police Department, is responsible for ensuring that authorized positions are not exceeded, that persons on the payroll are legally authorized, and that positions are maintained in accordance with budget authorizations.

F. Cash Management

The Department manages cash monies in several capacities and from several sources, including:

1. Petty Cash

   a. The Department maintains petty cash funds for the payment of miscellaneous expenses and reimbursements in amounts that normally would not justify completion of individual purchase orders.

   b. The petty cash funds are maintained by the Office of the Chief of Police and are subject to the accounting procedures listed below:

      (1) All petty cash disbursements must be documented by the completion of a payment transaction record (Petty Cash Voucher) to include:

         (a) The date of disbursement.
         (b) The reason for the disbursement.
         (c) The name and signature of the person receiving payment.
         (d) The police budget account against which the expense will be charged.

      (2) Whenever possible, petty cash disbursements will be justified by cash purchase receipts.

      (3) In the event that petty cash advances are made to any employee, a transaction record will be maintained until a formal purchase receipt is provided.

      (4) Petty cash is reconciled monthly. Disbursements are tallied and balanced with the cash on hand. The petty cash reconciliation form, petty cash vouchers and receipts are submitted to the City Finance Department for review and replenishment of funds.

      (5) Petty cash disbursements are limited to $150 or less. Only the Chief of Police, the Deputy Chief of Police, or their designee shall make petty cash fund disbursements.

2. Bond Monies

   a. Custody of bond monies shall be subject to the following procedures.

      (1) Only Sworn or Records personnel are authorized to accept bond money.

      (2) The person taking a cash bail bond will:

         (a) Confirm the bond amount that is due from the authorized bond schedule, unless the judge has set the bond amount.

(b) Collect the money, with a witness present, confirm that it is the correct amount, and fill out the appropriate Bond Receipt Form when applicable (Attachment B).
(c) Ensure that the Bond Receipt Form is completed accurately.

(d) Issue copy of Bond Receipt form to the defendant while in the presence of the person posting bond.

(e) Staple the money to the remaining bond receipt and place them both into a designated bond box, along with the accompanying citation(s) or active warrant.

(f) U.S. currency, certified or cashier's check, traveler's checks or money orders will be accepted as cash bonds. Personal or corporate checks are not acceptable.

b. Bond monies deposited in the Communications safe are retrieved daily (M-F) by Records Unit personnel (except holidays). A designated Records Clerk shall prepare a Bond Transmittal Form (Attachment C) for funds received the previous day and send them to the Lake County Clerk of the Circuit Court's office as mandated by the Illinois Supreme Court Rule 552. A signed receipt for the transfer of funds will be retained in the Records Unit files.

3. Records Cash Fund

The Records Unit maintains a cash fund for the receipt of: report copy fees, parking ticket fines, the payment of various City invoices, permit fees for solicitors, alarms and firearms, the purchase of daily parking hang tags, garbage stickers and other City fees/services. Since this box is strictly for making change, the funds are not depleted. All records clerks are authorized to accept cash payments which are recorded in the City-wide cash receipting system. This system produces a receipt for each transaction. The cash fund along with the funds received from the Bond cash fund are balanced on a daily (M-F) basis. All proceeds and a detailed cash report are hand delivered to the City's finance office on a daily basis (M-F) in a locked cash bag by a designated Police Department employee.

4. Towing/Impound Fees

Towing/Impound fees are collected by Police Department personnel and are documented on the Vehicle Impoundment Sheet (Attachment D). The money is then directly transferred to the tow agency representative after acknowledging receipt of the money on the Impoundment sheet.

5. Monies or Assets Forfeited to the Department

Any monies or assets forfeited to the Department shall be forwarded to the City Finance Director for placement into the appropriate interest bearing accounts pursuant to court order or applicable state or federal law.

6. Auctions

Cash amounts collected in conjunction with periodic Police Department auctions will be recorded on pre-numbered cash receipts. Persons making the cash payments will receive a copy of the pre-numbered receipt(s). The Evidence/Property custodian will handle these cash transactions and will prepare them for transfer to the City Finance Department by submitting them to the Police Chief's designee.

7. Confidential Fund

Criteria related to Confidential Funds are outlined in Section B, General Order 135, Use of Informants.

G. Monitoring Non-Cash Fiscal Activities

1. The Deputy Chief of Police shall be responsible for conducting internal monitoring of the Department's non-cash fiscal activities. These activities include:

   a. Purchase requisitions
   b. Travel, meal and incidental expense reports
   c. Training expense reports
   d. Other open accounts
   e. Current inventories

2. The Deputy Chief of Police shall advise the Chief of Police as necessary regarding the status of non-cash fiscal activities.

H. Independent Audits

The Deputy Chief of Police shall obtain a copy of the comprehensive independent audit of all Police Department accounts each year as contracted by the City Finance Department.

I. Equipment Requisitions and Purchases

1. General Guidelines

   a. All purchases and payment for goods or services shall be generated by the use of a purchase order.

   b. Each purchase order will be assigned a computer-generated number for trace purposes and auditing.

   c. No purchase for goods or services shall be ordered until approved by the Chief of Police or designee.

   d. The Chief of Police or designee shall be directly responsible to maintain a systematic order of all purchase orders.

   e. Purchase orders shall include vendor information, units or description of items, cost factors and budget category.

   f. Payment approval procedures shall vary by the amount of the expenditure and shall be made in accordance with existing City guidelines.

   g. Bidding procedures, specifications and bidder selection criteria for all capital equipment purchases are developed by the City Finance Department according to current City policy and procedure.

2. Chain of Command

   Personnel requesting a budgeted item or payment for services shall follow the established Chain-of-Command.

3. Emergency Purchases and Appropriations

   An “emergency purchase” is defined as any purchase made when City offices are closed and which is essential in preventing delays in providing services which may affect the lives, health or welfare of Highland Park residents.

   All transfers of budgeted amounts between funds, accounts or any revisions that alter the total expenditures of any account must be approved by the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

POLICE DEPARTMENT **General Order 79**
Highland Park, Illinois

BUDGET PLANNING FORM

Submitted by:_____ Date:_____
Name and ID Number

The following form is to be used for recommending budget items. Identify the item requested with current cost along with a brief justification for each item requested. Circle the Unit/Function applicable to your request:

A.	**Canine Unit**	**H.**	**Patrol**
B.	**Communications**	**I.**	**Training**
C.	**Community Service Officers**	**J.**	**Range**
D.	**Crime Prevention**	**K.**	**Records**
E.	**Evidence Property Control**	**L.**	**Tactical Team**
F.	**Evidence Technicians**	**M.**	**Traffic**
G.	**Investigations/Youth**	**N.**	**Bicycle Patrol**

Suggestions/Recommendations:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Attachment B

IN THE NINETEENTH JUDICIAL CIRCUIT COURT, LAKE COUNTY, ILLINOIS
BAIL BOND

PEOPLE OF THE STATE OF ILLINOIS
-VS-

Defendant_____ D.O.B._____ Circuit Court Case No._____

Address_____
Originating Department
City, State, Zip_____ or Municipal No._____
The person named above, as defendant, and whose signature appears below, has been charged with the offense(s) of _____
_____
_____

Bail for the offense(s) has been set at $_____dollars.
Therefore, in consideration of the release from custody of the person charged, he or she, and the surety, if any, agree:

1. That they are indebted to the PEOPLE OF THE STATE OF ILLINOIS in the full amount of the bail.
2. That the person charged shall:
   A. Appear to answer the charges in the 19th Judicial Circuit on _____, 20_____ at the hour of _____M. at the location show below:

      ___ Babcox Justice Center, Room _____, 20 S. County St., Waukegan, Illinois

      ___ Lake County Courthouse, Room No. _____, 18 N. County St., Waukegan, Illinois

      ___ Other _____
      AND appear each time as ordered by the Court, until discharged or final order of the Court.

   B. Submit himself or herself to the orders and process of the Court;
   C. Not leave the State of Illinois without prior permission of the Court;
   D. Not violate any criminal statute of any jurisdiction;
   E. Give written notice to the Clerk of this Court within 24 hours of any change of address;
   F. ___ Having been charged with a criminal offense where the alleged victim(s) is (are) family or household members of the defendant (as defined by ILCS 725 5/112A-3(3)), Defendant shall:
      1. Refrain from contact or communication with _____ _____ for ☐ 72 hours, ☐ or until further order of the court, AND
      2. Refrain from entering or remaining at the residence of the person(s) listed in paragraph 1 above for ☐ 72 hours, ☐ or until further order of the court, AND
      3. Comply with the terms and conditions of any order of protection issued by a court under the Illinois Domestic Violence Act.
   G. ___ Immediately following release from custody Defendant shall:
      Report to the Pretrial Bond Supervision Unit of the Lake County Court Services Department and follow all the rules and conditions of the Pretrial bond release program, including but not limited to:
      ___ Pre-trial bond service fee $75.00;
      ___ Submit to testing for drugs/alcohol and not possess/consume same;
      ___ Abide by curfew covering:_____;
      ___ Other:_____
      _____
      _____
   H. Comply with the following additional conditions which the Court has determined to be reasonably necessary in this case:
      ___ No contact or communication with the complaining witness(s) or any family member(s) or be on any premises they may be located;
      ___ Not possess or consume alcohol or controlled substances;
      ___ Abide by curfew covering:_____;
      ___ No unsupervised contact with children under 18 years of age;
      ___ Other:_____
      _____
      _____

White Copy - Court / Yellow Copy - Defendant

3. That, as security for the performance of this agreement, the person charged and/or the surety, has deposited the following:
   A. ___ 10% BOND. The person charged has deposited, in cash, 10% of the amount of Bail as set forth above.
      Amount of money deposited $_____ (Minimum $25.00).
      Driver's license No._____ deposited as additional bail (SCR, Section 526(e).
   B. FULL CASH BOND. Amount of Deposit $_____. (Must equal bail set.)

CERTIFICATE OF DEFENDANT

I, the Defendant named herein, do hereby state that I know and understand the terms and conditions of this bail bond as shown on the FRONT AND REVERSE SIDES of this bail bond form. I understand further that if at any time prior to the final disposition of the charge(s) I escape or am released on bond and fail to appear in court when required by the court, the result of my failure to appear will be as follows: I thereby waive my right to confront the witnesses against me; the trial can proceed in my absence; I forfeit the security money posted; judgment will be entered against me for the full amount of this bond, plus costs; a warrant may be issued, in which event additional bond money may be required.

I have read, understood and accept the terms and conditions set forth above and on the reverse side of this bail bond.

Signature of Defendant _____

Address _____

City, State, ZIP _____

Authorized this _____ day of _____, 20____.
Time _____AM/PM.
Signed before me and security received.

_____
Judge Peace Officer Circuit Clerk

ASSIGNMENT OF BAIL BOND BY THE DEFENDANT

I hereby authorize the return of the monies posted above to the person shown on this bail bond as having provided monies for my bail after all conditions of this bail bond have been met.

Signature of Defendant _____

NOTICE TO PERSON PROVIDING BAIL MONEY OTHER THAN THE DEFENDANT

I hereby acknowledge that I have posted bail for the Defendant named above. I understand that this money may be used to pay costs, attorney's fees, fines, or other purposes authorized by the Court. Additionally, I understand that if the Defendant fails to comply with the conditions of the bail bond, the Court shall enter an order declaring the bail to be forfeited. Furthermore, I understand that the Court may, at its discretion, order any or all of the bail bond deposited to be used for fines, attorney's fees, costs, fees, or restitution at the time of sentencing without regard to prior assignments.

_____ _____
Signed by Person Other than the Defendant **Date**

Name (printed) _____

Address _____

City, State, Zip _____

A person other than myself, the Defendant, has provided the money for the posting of bail.

_____ _____
Signed by the Defendant **Date**

Name (printed) _____

Address _____

City, State, Zip _____

171-117 Rev.8/1/00 page 2 White Copy - Court / Yellow Copy - Defendant

BOND TRANSMITTAL FORM

POLICE DEPT.: _____

DATE: _____

ALL INFORMATION REQUIRED BEFORE ACCEPTANCE BY CLERK.
PLEASE TYPE OR PRINT

***OFFICER MUST PROVIDE MIDDLE INITIAL OR "NMI" ON CITATION.**

CITATION #	(NAME) LAST	FIRST	I.*	D.O.B.	D. L. #	FULL/10%	AMOUNT	CHECK

CLERK _____ **POLICE DEPT.** _____ **TOTAL BOND AMOUNT** _____

171-224 REV. 9/99

Attachment C

Attachment D

Highland Park Police Department

TOWING / IMPOUNDMENT INVENTORY CHECKLIST

Date: _____ Time: _____ Case # _____ UCR# _____

Type: Impoundment _____ Abandoned _____ Towed _____ Other _____

Vehicle: Make _____ Model _____ Year _____ Color _____

License # _____ VIN: _____ Odometer Reading _____
(Print Clearly)

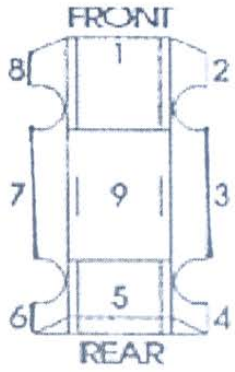
Incident location: _____

Damage: ☐ Yes ☐ No List/Circle any damage to vehicle:

_____

_____

_____



Keys: ☐ Yes ☐ No Spare Tire: ☐ Yes ☐ No

Radio: ☐ Yes ☐ No Remote Opener: ☐ Yes ☐ No

Cassette: ☐ Yes ☐ No C D Player: ☐ Yes ☐ No

Floor Mats: ☐ Yes ☐ No # of Mats _____

Any property placed into evidence? ☐ Yes ☐ No

Personal Property: ☐ Yes ☐ No List. _____

_____

_____

_____

Can vehicle be released? ☐ Yes ☐ No Reason for hold: _____
Evidence, Forfeiture, DUI, Proof of Ownership

Towing Company: _____ Towed To: _____

Officer: _____ Supervisor: _____ Date: _____

Officer Releasing: _____ Date released: _____ Time released: _____

Released to: (name printed) _____ Released to: (signature) _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 80

(Revised: 07/28/2020) (Revised 4/2/19)(Revised: 12/29/14) (Revised: 7/27/12) (Revised: 2/25/09) (Updated: 06/26/06) (Updated: 06/25/04) (Effective: 5/12/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ORGANIZATIONAL STRUCTURE**

PURPOSE

The purpose of this General Order is to define the organizational structure of the Highland Park Police Department in order to ensure unity of command, delineate responsibility, and delegate authority.

POLICY

It is the policy of the Highland Park Police Department to maintain an organizational structure that is consistent with its goal of providing efficient and effective police service to the community.

The City of Highland Park operates under a Council-Manager Form of Government whereby the Mayor and City Council appoint a City Manager to oversee the day to day operations of the city, and to carry out the policies that have been enacted by the Corporate Authorities. The City Manager provides policy advice, directs the daily operations of City government, handles personnel functions (including the power to appoint and remove employees) and is responsible for preparation of a budget. The City Manager oversees the six departments of the City:

- City Manager's Office
- Community Development
- Finance & General Services
- Fire Department
- Police Department
- Public Works Department

The Highland Park Police Department is organized into two Divisions, Patrol and Administrative Services. These Divisions are each managed by a Commander who reports to the Deputy Chief of Police and ultimately the Chief of Police. All units of the organization are structured within one of these Divisions.

A. Patrol Division

1. The Patrol Division is comprised of 4 Teams that primarily deliver the line services of the Department.

    a. Team "A", Days
    b. Team "B", Days
    c. Team "A", Nights
    d. Team "B", Nights

2. The Patrol Division includes, but is not restricted to:

    a. Sworn - uniformed officers primarily responsible for 24 hour motor patrol, responding to emergency and non-emergency calls for service, enforcing statutes and ordinances, and investigating crimes.

b. Field Training Officers

c. Bicycle Officers

d. Evidence Technicians

e. Breath Alcohol Officers

f. Juvenile Officers

B. Support Services Division

1. The Support Services Division, which primarily provides staff and support services for the Department, is comprised of the Traffic/Community Service Section, the Records Unit, and the Investigations Section.

2. Traffic/Community Service Section

The Traffic/Community Service Section may include, but is not restricted to:

a. Traffic Enforcement Officers
b. Community Service Officers
c. Public Safety Auto Mechanic
d. Animal Control

3. Records Unit

Records personnel perform functions, which include, but are not restricted to:

a. Report review
b. Report control
c. Records retrieval
d. Records maintenance
e. Records storage
f. Recording, verifying and generating statistical data
g. Records dissemination upon request to authorized recipients
h. Maintenance of Departmental training records

4. Investigations Section

The Investigative Section is comprised primarily of plain clothes police officers that provide specialized services that include, but are not restricted to:

a. Follow-up investigations of reported criminal activity
b. Intelligence gathering
c. Juvenile-related criminal and non-criminal matters
d. High School Liaison/School Resource Officer
e. K-8 School Liaison/School Resource Officer
f. Self-initiated criminal investigations
g. School Crossing Guard program
h. Seasonal Community Policing Aides
i. Other investigative functions specifically assigned to the Section
j. Evidence/property inventory
k. Crime Prevention

C. Organizational Chart

1. The Highland Park Police Department's organizational structure is illustrated by the use of an organizational chart.

2. The organizational chart reflects the chain of command, lines of authority, and communication within the Department.

3. The organizational chart is updated as required but reviewed and/or updated at the beginning of each fiscal year.

D. Unity of Command

1. Employee/Supervisor Ratio

   a. Consistent with the chain of command, each employee shall be accountable to only one supervisor at any given time.

   b. When occasions arise requiring a supervisor to issue an order to an employee outside the supervisors' immediate responsibility, nothing in this directive will prevent such action.

2. Component/Supervisor Ratio

   Each organizational component of the Department is under the direct command of only one supervisor.

   a. The Patrol Division (supervised by Patrol Commander) contains a single component.

      (1) The Patrol Unit Component is divided into 4 Teams directly supervised by Sergeants:

         a. Team "A", Days
         b. Team "B", Days
         c. Team "A", Nights
         d. Team "B", Nights

   b. The Support Services Division contains 3 components, 2 of which are directly supervised by a Sergeant and 1 of which is supervised by a civilian supervisor.

(1) Traffic/Community Service Section	Administrative Commander
(2) Investigations Unit	Investigations Commander
(3) Records Unit	Administrative Commander

3. Command Protocol

   Command protocol in situations involving personnel of different components engaged in a single operation shall be established as follows:

   a. Incident command procedure will be observed.

   b. Whenever the command structure cannot be easily distinguished by rank, responsibility of command remains with the command officer having primary functional responsibility unless otherwise directed by the Chief of Police.

   c. Whenever command structure is easily distinguished by rank, incident command will remain with the command officer having primary functional responsibility until properly relieved. Command may be assumed by the higher-ranking command officer at his/her discretion or otherwise as directed by the Chief of Police.

4. Span of Control

    a. In order to maintain effective direction, control, and coordination within the Department, the number of sworn employees under the immediate control of a supervisor shall not exceed twelve (12); the number of full time civilian employees under the immediate control of a supervisor shall not exceed twelve (12).

    b. This policy however, shall not preclude the possibility of dealing with unforeseen or emergency circumstances that may require the span of control to exceed the recommended limit.

E. Authority and Responsibility

1. Responsibility and Commensurate Authority

    a. Employees are given authority to effectively carry out their responsibilities as granted by the Illinois Revised Statutes, City of Highland Park Ordinances, and Department General Orders. (Example: A Community Service Officer is given the authority and responsibility to enforce certain ordinance violations, but a CSO is not given the authority or the responsibility to enforce criminal violations.)

    b. Authority to execute required activities of a particular component in the Department is delegated by the Chief of Police through the command structure to individual employees. (Example: The Chief of Police gives authority to the K-8 School Liaison/School Resource Officer, in the Investigations Section Component, to teach safety and police information topics in the primary and junior high schools.)

2. Accountability/Delegated Authority

    a. Accountability for the use of delegated authority attaches to each employee.

    b. Each employee is also accountable for the failure to use delegated authority in accomplishing the responsibilities of his/her position.

    c. This will be measured through the current performance evaluation process.

3. Supervisory Accountability

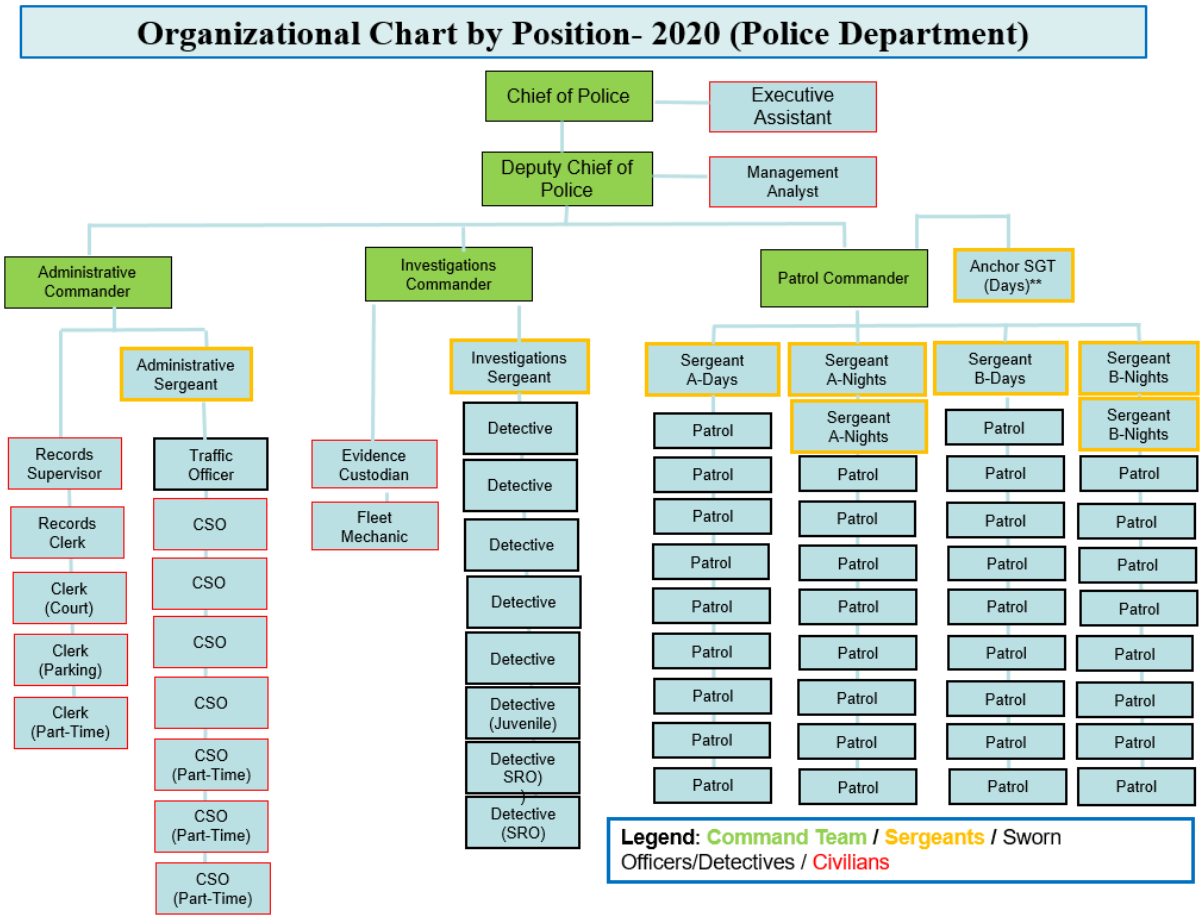
    a. Supervisors are accountable for the performance of Department personnel under their immediate control and supervision.

    b. Good performance as well as poor performance by employees under their supervision should not go unnoticed by supervisors.

    c. Supervisors are accountable for their authority and responsibility to fairly apply the Departments policies, procedures, rules, and regulations to their subordinates while working to accomplish the goals and objectives of the Department.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police


Organizational Chart by Position- 2020 (Police Department)
Chief of Police
Executive Assistant
Deputy Chief of Police
Management Analyst
Administrative Commander
Investigations Commander
Patrol Commander
Anchor SGT (Days)**
Administrative Sergeant
Investigations Sergeant
Sergeant A-Days
Sergeant A-Nights
Sergeant B-Days
Sergeant B-Nights
Records Supervisor
Records Clerk
Clerk (Court)
Clerk (Parking)
Clerk (Part-Time)
Traffic Officer
CSO
CSO
CSO
CSO (Part-Time)
CSO (Part-Time)
CSO (Part-Time)
Evidence Custodian
Fleet Mechanic
Detective
Detective
Detective
Detective
Detective (Juvenile)
Detective SRO)
Detective (SRO)
Patrol
Sergeant A-Nights
Sergeant B-Nights
Legend: Command Team / Sergeants / Sworn Officers/Detectives / Civilians

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 81

(Reviewed 06/25/2020) (Reviewed 3/4/19)(Revised: 10/7/16) (Revised: 9/10/10) (Revised: 12/10/07) (Revised: 11/15/07) (Revised: 7/20/07) (With General Order 59, Rescinds GO 9) (Revised 10/8/04) (Effective: 10/27/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COMMUNICATIONS**

POLICY

The Communications component of any law enforcement agency is an essential element in providing emergency services to the community. It shall be the policy of the Highland Park Police Department to provide and maintain continuous 24-hour communication between the Department and on-duty police/fire personnel, persons requesting emergency services, and other emergency service agencies.

A. Service Description

1. The City of Highland Park provides Public Safety Communications through an intergovernmental agreement with the Village of Glenview. The day to day operations are performed by Glenview Public Safety Dispatch personnel.

2. The Glenview Public Safety Dispatch Center(s) provides 24-hour toll-free telephone access for emergency calls within the jurisdiction through the use of the Enhanced 9-1-1 Telephone system.

3. The Glenview Public Safety Dispatch Center(s) provides 24-hour toll-free telephone access for non-emergency calls within the jurisdiction.

4. At all times Glenview Public Safety Dispatch provides continuous communications with on duty personnel via two-way mobile/portable radios, vehicle mounted radios, laptop computer terminals, landline and cellular telephones.

B. Management of Public Safety Communications

1. The day-to-day supervision of all Glenview Public Safety Dispatch personnel is the responsibility of the Public Safety Support Services Director of the Glenview Public Safety Dispatch Center.

2. During non-business hours, the on-duty Glenview Public Safety Dispatch Shift Supervisor is responsible for the functional supervision.

3. The Glenview Public Safety Dispatch Director or designee shall provide all Emergency Medical Dispatchers with the necessary tools and skills as it relates to the safe and effective provision of emergency medical services that include: information gathering from the caller, sending appropriate responses; providing telephone and mobile assistance; and communicating necessary information to first responders.

C. Operations

1. All radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and regulations. Glenview Public Safety Dispatch personnel will have access to a current copy of Title 47-Telecommunication, Chapter 1-Federal Communications Commission, in the Code of Federal Regulations.

2. Glenview Public Safety Dispatch shall provide 24-hour continuous emergency services utilizing the following systems:

    a. Radio
    b. Telephone/Telecommunications Device for the Deaf (TDD)
    c. Computer Aided Dispatch (CAD)
    d. Automated Data Systems: LEADS, NCIC, Records Management
    e. Community Notification System

3. Primary functions include:

    a. reception of requests for police, fire and medical service
    b. personnel and equipment deployment
    c. status monitoring of field duty units
    d. recording and dissemination of incident data transmission (creating/assigning incident)
    e. reception and entry of data to and from automated information systems
    f. monitoring prisoner holding cells
    g. monitoring of other secure areas within the building by the use of closed circuit television cameras
    h. arrest warrant file maintenance

4. Recording Procedures:

    a. Glenview Public Safety Dispatch has the capability of immediate playback of recorded telephone and radio conversations, while it maintains a continuous recording of radio transmissions and emergency telephone conversations within the Glenview Public Safety Dispatch Communications Center.

    b. The Director of Glenview Public Safety Dispatch or his designee will be responsible for making recordings and ensuring they are not erased permanently or inadvertently.

    c. All emergency telephone conversations and Departmental radio transmissions are recorded and maintained for not less than ninety (90) days at the Glenview Public Safety Dispatch.

    d. All audio communications are recorded directly onto a secure computer hard drive.

    e. Only the Director of Glenview Public Safety Dispatch or designee shall have access to stored recordings, but no authority to release the recordings; copies may be acquired thru the procedures in section 5 below.

5. Reviewing and Requesting Recorded Communications

    a. Highland Park Police personnel may request a copy of a recorded telephone or radio transmission. This request may be made directly to the Director of Glenview Public Safety Dispatch or designee. Upon receipt of a request for recorded telephone or radio transmission the Director of Glenview Public Safety Dispatch or designee will obtain approval from the Chief of Police or designee prior to release.

b. If immediate review is vital to a particular investigation or emergency, the on-duty supervisor may make direct contact with the Director of Glenview Public Safety Dispatch or designee to arrange for immediate review of the recorded radio transmission and/or telephone conversation.

c. Glenview Public Safety Dispatch personnel may make immediate review to verify information during dispatch procedures.

d. Glenview Public Safety Dispatch will be responsible for limiting access to original recordings.

e. Recordings will be provided to the courts upon receipt of a subpoena or under the direction of a court order.

f. Any other requests (F.O.I.A., News Media) for a recording will be reviewed by a City FOIA officer.

g. The restrictions listed in this section do not prohibit the Chief of Police from releasing recordings for any Law Enforcement or Public Safety purpose.

6. Misdirected Emergency Calls

a. Emergency calls received by Glenview Public Safety Dispatch from outside the City of Highland Park will be routed to the appropriate agency. Glenview Public Safety Dispatch personnel will obtain the necessary information and will immediately forward it to the appropriate agency via telephone or "point to point" radio and fill out the 9-1-1 ANI/ALI Inquiry Form.

7. Calls for Service

a. The following information shall be recorded on a CAD Incident Record when a request for service is received by Glenview Public Safety Dispatch by means of telephone, letter, in-person, and radio communications, electronic communications, self-initiated, or reported to or by officers in the field. When a report is required, an officer will be assigned to contact the complainant if this has not yet been accomplished. An electronic chronological numbering system shall be utilized which aids in filing and retrieving subsequent reports of the incident, and in auditing the communications and records systems.

(1) Agency control number
(2) Date and time of request
(3) Name, address, and telephone number of complainant
(4) Type of incident reported
(5) Location of incident occurrence
(6) Assigned officer unit number (The Shift Supervisor will be notified when an officer is not sent.)
(7) Back-up officer unit numbers, if applicable
(8) Time of dispatch
(9) Time officer goes en-route
(10) Time of officer's arrival
(11) Time of officer's return to service
(12) Disposition and status of reported incident

b. Certain non-emergency calls for service may be handled by Glenview Public Safety Dispatch without the need to assign patrol personnel. Relevant information listed above shall still be recorded. Types of calls that may be handled by Glenview Public Safety Dispatch include but are not limited to:

(1) Non-hazardous Public Works or utility notifications
(2) Vacant house or location alerts

c. Glenview Public Safety Dispatch personnel are trained to elicit as much information as possible to enhance the safety of the officer(s) who respond to the call and to assist in anticipating conditions that may be encountered at the scene.

d. An officer(s) will respond to calls for service received by the Glenview Public Safety Dispatch. This is accomplished by prioritizing the call and the officer going to the location of occurrence without unnecessary delay.

e. In instances where an on-scene response is not effective, efficient or necessary an officer(s) will respond to an appropriate location to initiate an investigation.

8. Security Alarms

a. The Highland Park Police Department shall respond to security alarms that originate within its jurisdiction pursuant to General Order 46.

b. Glenview Public Safety Dispatch shall dispatch any activation of commercial and/or residential alarms received from a private or public alarm monitoring agency.

9. Procuring External Services

a. The following procedure manuals, located in the Communications Center, shall contain directions for obtaining assistance from external agencies and sources:

(1) MABAS Manual: For fire, hazardous materials, and rescue services.

(2) NIPAS Manual: For obtaining additional manpower services and Multi-jurisdictional Emergency Services Team which handles unusual occurrences and special events such as hostage/barricaded subjects, riots, etc.

(3) ILEAS Manual: For obtaining local and statewide law enforcement mutual aid.

(4) Community Resource Manual: For Social Services: For use in victim/witness referrals.

b. General Resource Service Directories are maintained by Glenview Public Safety Dispatch. These directories contain telephone numbers and procedures for contacting outside agencies, resources, taxis, contracted towing services, utility companies, locksmiths, etc.

c. Glenview Public Safety Dispatch has access to local, state and federal information systems such as LEADS, NCIC, and in-house records database. Procedures to access these systems are outlined in the LEADS and NCIC manuals located in the Glenview Public Safety Dispatch Center(s).

10. Response to Victim/Witness Calls for Information or Services

a. All calls from victims/witnesses who request information or services, whether initial, repeated or subsequent requests, will be directed to the on-duty shift supervisor. Requested information will be provided so long as it does not impede the case status or investigation or conflict with Department policies or laws.

b. Call for service should be evaluated 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:

(1) Nature of the problem.

(2) Type of help or remedy required.
(3) The agency, resource or personnel best suited to provide a remedy.

c. The victim/witness should be informed of the response or assistance to be provided, including:

(1) Advising the victim/witness which City agency or agencies will be responding.

(2) Advising the victim/witness which other jurisdictions or agencies the information is being referred to and what assistance can be reasonably expected of them.

11. Multi-jurisdictional Communications

a. To access Multi-jurisdictional or regional communications systems or agencies, Glenview Public Safety Dispatch is equipped with two-way radio frequencies that include, but are not limited to:

(1) I.S.P.E.R.N: "Illinois State Police Emergency Radio Network" Statewide mobile-to-mobile and mobile-to-regional base communications for law enforcement purposes. ("Monitor only" in Communications Center/"Two-Way" in mobile units)

(2) I.F.E.R.N: "Illinois Fire Emergency Radio Network" Intra-agency mobile, portable and base communications between agencies and field units for fire department purposes

(3) Public Works: Local portable, mobile and base communications for public works communications.

12. Emergency Notifications Requests

a. Delivering emergency messages is a legitimate law enforcement function. Requests for emergency notifications may be received from sources such as citizens, hospitals, medical examiners, and other law enforcement agencies.

(1) Requests for emergency notifications may be received via LEADS message or via telephone or FAX with proper verification of the source.

(2) Agencies not equipped with LEADS capabilities shall be re-contacted by Telecommunicators via telephone to verify the authenticity of the request.

(3) In instances where the notification involves death, medical emergencies, etc., Telecommunicators shall inform the responding unit and the shift supervisor to contact the Communications Center via telephone or in person to obtain notification information that is sensitive.

b. Glenview Public Safety Dispatch personnel receiving the request for an emergency notification will obtain authorization from the shift supervisor prior to making a commitment to deliver the notification.

c. The shift supervisor will approve or deny the request based upon the nature and circumstances of the message, i.e. available manpower, totality of the circumstances including but not limited to family emergencies and assist other agencies.

d. Upon approval, a Call for Service number will be initiated and an officer will be assigned to deliver the message.

13. Phone Procedures

    a. When specific personnel are requested and available, Glenview Public Safety Dispatch Telecommunicators will notify the personnel requested utilizing the building paging system, MDC or radio.

    b. When specific personnel are requested and unavailable, Glenview Public Safety Dispatch Telecommunicators will direct phone calls to the proper voicemail message box.

    c. At their earliest convenience, Glenview Public Safety Dispatch will notify on-duty personnel when a message is sent to their voicemail.

14. Access to Department Personnel and Resources

    a. Glenview Public Safety Dispatch personnel will have access to:

        (1) A current duty roster of all Department members, specifying duty schedules, regular days off and personal leaves.

        (2) Residential telephone and cell phone numbers of every agency member.

        (3) Officer status indicators.

        (4) Visual maps detailing the agency's service area.

15. Officer Status/Out of Service

    Officer status is maintained via the Glenview Public Safety Dispatch CAD system. Public Safety Dispatch personnel and officers will make real-time status changes as they occur during the course of their tour.

    a. Status changes include, but are not limited to: meal breaks, traffic stops, special assignments, follow-ups and all incident related statuses (en route, on scene, available).

    b. On-duty field personnel will inform Public Safety Dispatch, in a timely manner, of their changes in status by one of the following means:

        (1) CAD status from Mobile Data Computers (MDCs) (whenever possible)
        (2) Radio
        (3) Telephone
        (4) In person

    c. Public Safety Dispatch personnel will perform regular status checks based upon the type of call, last status, and pre-determined alert timers.

    d. Supervisors have access to field personnel status by radio, CAD workstation, and/or MDC inquiry.

16. Tactical Dispatching Plans

    a. In addition to interagency agreements such as NIPAS, ILEAS, IL-TERT, and MABAS, the Chief of Police or designee will provide current information and procedures to Glenview Public Safety Dispatch on tactical plans developed to cover significant police operations not specified in existing general orders.

17. Arrest Warrant File

a. Officers obtaining an arrest warrant will fill out a LEADS/NCIC Warrant Entry Form, completing as much information as is available.

(1) A Highland Park supervisor will review and approve the form.

(2) The warrant and entry form will then be turned in to Glenview Public Safety Dispatch personnel for immediate entry and filing.

(3) At the discretion of a Highland Park supervisor, a warrant meeting LEADS criteria may be filed for 24 hours in Communications without immediate LEADS entry in certain circumstances, i.e. the suspect has agreed to surrender within 24 hours.

(4) The arrest warrant file shall be accessible to sworn personnel at all times.

b. Glenview Public Safety Dispatch shall be responsible for the accurate and up-to-date maintenance of the Department's Warrant File to include:

(1) Entry and immediate cancellation of warrants.

(2) The filing of the original warrant and associated documents (including the Warrant Entry Form and SOS printouts) in the Arrest Warrant file drawer located in the Communications Center.

(3) Maintenance of the Warrant Files in accordance with LEADS and NCIC rules set forth in the Illinois LEADS Reference Manual.

(4) Annual validations of Warrants entered into LEADS for accuracy and validity.

c. Criteria for entry into LEADS will comply with the rules and regulations set forth by the Illinois Leads Reference Manual.

d. Canceling Served/Recalled Warrants

(1) Upon receipt of the supplement report, arrest report and/or warrant service notification, all original warrant files shall be removed by Glenview Public Safety dispatch personnel from active files and will include:

(a) Agency name serving warrant
(b) Officer's name and badge number completing local warrant processing
(c) Date/time removed from LEADS
(d) Telecommunicator’s name removing the warrant

(2) Cash bond will be received by Highland Park Police personnel. The cash bond will be attached to the original warrant and placed in the bond box for removal by Records personnel.

(3) When bond is not posted, the original warrant will be turned into the clerk at bond court by the transporting officers.

(4) Upon verified notification that another agency has arrested a person based on a Highland Park warrant, an officer will be assigned to document the arrest in a supplement to the original case. The original warrant will be turned into the Records Section with the supplement.

(5) Records personnel shall, upon receipt of supplemental action and/or court notice of positive service and/or recall of warrants, remove original warrants, not brought to bond court, and forward the warrants, along with any bond, to the court of origin.

(6) Records personnel shall record the service of any Highland Park warrant in Records Management with the creation of an “In-State Warrant” incident. (Written reports will not be made using this incident number. Supplements will be made for the original case report only.)

e. Other Agency Warrants

(1) Glenview Public Safety Dispatch will immediately notify the shift supervisor regarding any request by another law enforcement agency to arrest a person on their warrant who is located in Highland Park.

(2) Before effecting service, verification of the active status of the warrant shall be made with the originating agency either by telephone or LEADS.

(3) Automated wanted persons "hits" received via LEADS for persons wanted by external agencies will be served only after confirming the status of the warrant in response to the LEADS automated hit directly with the agency possessing the original warrant.

18. Facilities and Equipment

a. Glenview Public Safety Dispatch Center Security

(1) The Glenview Public Safety Dispatch Center, its equipment and facilities, is in a physically secured area within the confines of the Police Department restricting public access by interior and exterior locked access routes.

(2) Access to the Glenview Public Safety Dispatch Center is restricted to Police Department personnel or maintenance person(s) when necessary.

(3) The general public will not be allowed to enter Glenview Public Safety Dispatch unless they are participating in an authorized tour or visit.

(4) All equipment located within the Glenview Public Safety Dispatch Center is protected and secured from unauthorized intrusion and accessible only by Communications personnel, Highland Park personnel and such other personnel as designated by the Chief of Police.

(5) Base stations, phone lines and other ancillary equipment not directly located within the confines of the Glenview Public Safety Dispatch Center are in secured areas accessible to authorized personnel only.

(6) The Communication Center’s primary radio, telephonic, data systems and lighting are connected and supported by the Department's generator system for protection of emergency communications operations during losses of primary power supply. The generator is tested weekly and a full load test is conducted annually. In the event of a complete system failure, the alternate dispatching, call reception and staffing will be utilized.

(7) Radio transmission lines, antennae and external power sources are in secured areas.

b. Separating Emergency/Non-Emergency Calls

The Communication Center's telephone equipment is designed to separate emergency from non-emergency calls.

19. Telephone Directory - Emergency Service Agencies

    Glenview Public Safety Dispatch shall maintain a telephone directory of emergency service agencies operating outside the jurisdiction of the City, to provide immediate access in contacting emergency services, not otherwise available via radio and data communications. It shall be the responsibility of the Glenview Public Safety Dispatch Director to ensure that the directory is updated on an annual basis.

20. Service Area Maps

    a. Glenview Public Safety Dispatch personnel shall utilize the Communications Center Map for immediate visual recognition of locations within the City limits. Access to the on-line GIS Consortium map is also available at each computer workstation.

    b. The Communication Center's map contains detailed beat and response areas for use in deployment of agency personnel responsible for service.

21. Alternative Communication

    a. Cellular telephones are assigned as an alternative means of communication to the following:

        (1) Chief of Police
        (2) Deputy Chief of Police
        (3) Patrol Commander
        (4) Investigations Commander
        (5) Patrol Sergeants
        (6) Investigations personnel

    b. Cellular telephones are to be used for police business only as an alternative to the radio in the following situations:

        (1) When communication is expected to be lengthy
        (2) When the radio is busy or not operational
        (3) For the communication of sensitive or confidential information
        (4) Business communications with persons not on the police frequency
        (5) When authorized by a supervisor

    c. As an alternative to radio communications MDCs may be utilized following the procedures outlined in General Order 59, Mobile Data Computers.

22. Emergency Medical Dispatching (EMD)

    Glenview Public Safety Dispatch personnel that are trained in EMD will, upon receiving a request for emergency medical assistance, provide potentially lifesaving information in a standardized manner following the protocols approved by the National Academies of Emergency Dispatch (NAED).

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 82

(Reviewed 06/25/2020) (Revised 6/25/2018)(Revised: 7/20/07) (Effective: 6/4/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAFFIC DIRECTION AND CONTROL**

PURPOSE

The purpose of this Order is to establish policy, procedures, and general guidelines for traffic direction and control.

POLICY

It shall be the policy of the Highland Park Police Department to establish general guidelines concerning traffic direction and control functions when necessary to ensure the safe and efficient movement of vehicles and pedestrians.

DEFINITIONS

POINT TRAFFIC CONTROL - The control of vehicular and pedestrian movements at a particular place on a roadway or any area deemed necessary.

TRAFFIC CONTROL DEVICE - All signs, signals, markings, and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.

TRAFFIC CONTROL SIGNAL - Any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

A. Traffic Direction and Control Functions

Traffic direction and control functions are performed by sworn and non-sworn Department members to different extents to provide for the orderly and safe flow of vehicle and pedestrian movements.

1. Sworn Personnel

   a. Police Officers frequently must perform traffic direction/control activities at times and places where intervention is required until the traffic flow problem is resolved or until a traffic control device can be installed.

   b. At other times, officers may be assigned to perform specific traffic control functions at special events or for temporary special needs such as parades, funeral processions, construction areas, etc.

2. Non-Sworn Personnel

a. Community Service Officers will be assigned to perform traffic control duties to relieve sworn members as needed, or be assigned instead of sworn personnel.

b. Community Policing Aides will be assigned to perform minor traffic control duties by a shift or traffic supervisor as needed.

c. School Crossing Guards are specifically assigned to provide traffic control at locations to facilitate the movement of children to and from school by creating safe gaps in vehicular traffic, and directing children to cross through those gaps, when and as appropriate.

3. Traffic Survey

a. Portable computerized traffic/speed monitoring devices will be used to identify locations and times where point traffic control may be needed to ensure the safe and efficient movement of vehicles and pedestrians.

b. Additional surveys may be conducted when traffic accident data, enforcement data, or citizen complaints suggest the existence of unsafe conditions at certain locations.

c. The Traffic Sergeant will monitor the data and report problem areas to the Chief of Police via chain-of-command.

d. The Chief of Police, or designee, will bring any problem areas that may necessitate a change in ordinance and/or engineering, along with any recommendations for improvement, to the attention of the City of Highland Park Traffic Commission for review. The Traffic Commission may arrange for further study by traffic engineers and may make recommendations to the Highland Park City Council for change.

B. Criteria for Identifying Manual Traffic Control Needs

1. The criteria used to identify the need for manual traffic control will include, but not necessarily be limited to:

a. Traffic volume and speed
b. Number of pedestrians present
c. Duration of the congestion period
d. Presence and types of traffic control devices

2. The decision to assign personnel to carry out traffic direction and control should be made if the analysis indicates that unmanned signals or devices cannot adequately ensure the safe and efficient movement of traffic.

C. Procedures for Manual Traffic Direction

All Department personnel assigned or authorized to direct traffic will use the following uniform signals and gestures to perform manual traffic direction:

1. To Stop Traffic By Hand

a. To stop traffic, the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture.

b. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop.

c. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

2. To Start Traffic By Hand

a. To start traffic, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture.

b. Second, with palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move.

c. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

3. Right Turning

a. Right turning drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows: if the driver is approaching from the officer's right side, his extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

b. If the driver is approaching from the officer's left side, either the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver's intended turn.

4. Left Turning

a. Left turning drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start while avoiding left turn gestures directed at turning drivers, which will lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn.

b. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver.

c. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture, then the extended left arm and index finger and officer's gaze is directed toward the driver who intends to effect a left turn.

d. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.

5. Use of a Flashlight

A flashlight may be used to control traffic.

a. To stop traffic, slowly swing the beam of light across the path of oncoming traffic.
b. To start traffic, slowly wave traffic on, pointing at the traffic and then to the direction desired.
c. Waving a burning flare to direct traffic is prohibited.

D. High Visibility Clothing

1. The Department shall issue, or make available, the following articles of high visibility clothing to all personnel responsible for manual traffic direction duties

   a. Fluorescent Safety Vest
   b. Fluorescent Raincoat (Sworn Officers and CSO's)

2. All personnel shall wear issued high visibility clothing in addition to the full prescribed uniform whenever performing traffic direction.

3. This procedure does not apply to emergency situations when it is impractical to immediately don the safety apparel. When sufficient control is established at the scene, officers shall don the safety apparel.

E. Manual Operation of Traffic Control Signals

1. Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles. Department members are prohibited from doing so. Traffic signals will not be manually controlled without the approval of a supervisor.

2. Officers may place signals on flash in emergency situations with the approval of a supervisor.

F. Temporary Traffic Control Devices

1. Temporary traffic control devices include movable barriers, temporary signs, and other similar apparatus intended for limited use to assist in the safe and efficient movement of vehicular or pedestrian traffic.

2. When portable barricades are required, they will be delivered and removed by City Public Works personnel.

3. Traffic control signal poles may have City-owned folding stop signs affixed to them which can be used in the event of signal malfunction.

   a. These signs may be used to supplement the temporary use of flashing signals.
   b. Upon repair of the malfunctioning signals, the signs shall be returned to the closed and locked position.

4. Each marked police vehicle contains flares for use by officers as needed in emergency situations and shall be maintained by the officers assigned to that patrol unit vehicle.

5. These temporary traffic control devices may be used for, but not limited to, the following circumstances:

   a. Sustained power outages that render traffic control signals inoperative.
   b. Special events.

c. Other situations when supervisory personnel deem it to be necessary.

G. Special Events

1. Special events are any scheduled activities that involve large amounts of vehicular and/or pedestrian traffic for a short period. Special events may include concerts, sporting events, parades, carnivals, demonstrations, picketing, or major road maintenance/repairs. Officers will assist in control or movement of traffic during these events to reduce traffic control problems and traffic congestion.

2. The Deputy Chief of Administration or designee shall coordinate the planning process for traffic direction and control functions at special events.

3. The planning process will address the following concerns as the circumstance dictate:

a. Routes are planned to allow normal and emergency activities to continue with minimal disruption.
b. Emergency services (fire, police, medical) are provided unrestricted access from at least one direction.
c. The need for temporary traffic control devices.
d. The need for personnel assigned to crowd control.
e. Provisions for news media personnel.
f. Identifying persons working directly with the event.
g. Planning for temporary public transportation.
h. When private security services are involved, the Deputy Chief of Administration or his designee shall review and determine the adequacy of such services for each particular event.
i. Provisions for:

(1) Parking
(2) Officer relief and scheduling
(3) Use of temporary control devices
(4) Interagency assistance and cooperation
(5) Ingress and egress of vehicular and pedestrian traffic

H. Traffic Direction and Control at Fire Scenes

1. The primary task of Department personnel engaged in traffic direction and control services at fire scenes shall be to maintain access avenues to and from the scene by fire and other emergency vehicles.

2. The Police Department shall coordinate its efforts with the Fire Department at emergency scenes to provide crowd control and adequate safety measures for vehicular and pedestrian traffic.

I. Adverse Road or Weather Conditions

1. Adverse road and weather conditions are defined as, but not necessarily limited to:

a. Accidental hazards, such as debris that has fallen onto the roadway.

b. Acts of nature, such as fog, snowstorms, 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, Departmental personnel shall make notifications to the appropriate agencies, provide traffic control as needed, and protect the scene as appropriate.

J. Law Enforcement Escort Services

1. Emergency escorts of civilian vehicles will not be permitted.

2. Request for non-emergency escorts shall be referred to the Administrative Commander or, when time constraints exist, to the on-duty Shift Supervisor. Approval of escorts will depend on circumstances and available work force at the time. Non-emergency escorts include, but are not limited to:

   a. Funeral escorts
   b. Public dignitaries
   c. Bank escorts
   d. Hazardous or unusual cargo
   e. Heavy equipment or oversize vehicles
   f. Parades or athletic events

K. Roadblocks

1. A roadblock is defined as a deliberate obstruction by physical means at one or more selected points on a roadway, for the specific purpose of stopping vehicular traffic.

2. Stationary roadblocks may be instituted to protect the public from potential hazards such as traffic accidents, flooding, downed power lines, etc. Shift Supervisors shall assess the situation as soon as practical and authorize the implementation, control, and termination of the roadblock.

3. Stationary roadblocks for special events as described in Section G-1, above shall be preplanned by Command Staff and must be approved by the City Council. The decision to establish a roadblock should be based on several factors such as the number of officers available, the equipment needed, and the need for the roadblock when measured against the potential danger posed to the public safety.

L. Authority and Responsibility – School Crossing Guards

1. The Department shall authorize and provide, as necessary, non-sworn personnel to serve as adult school crossing guards.

2. Responsibilities

   a. The sole function of a school crossing guard is to facilitate the safe movement of children, across designated intersections, to and from school by escorting them with the aid of a traffic device signal or by walking them safely across the roadway when there are gaps in the flow of traffic.

   b. Adult school crossing guards shall not direct vehicular traffic in the usual regulatory sense.

3. The Investigations Sergeant or designee will be in charge of all functions of the adult school crossing guards.

M. Selection Criteria - School Crossing Guards

1. Applicants for the position of adult school crossing guard will be screened (must pass a background investigation) and selected on the basis of their physical and mental aptitudes and abilities consistent with the knowledge and skills required for the crossing guard function.

2. The Department will provide training in the crossing guard function for newly hired personnel before their assignment in that capacity.

3. The Department may contract with a private firm to supply trained and properly screened crossing guards.

N. Equipment - School Crossing Guards

1. The Department or privately contracted firm will provide high visibility vests for adult school crossing guards.

2. All adult school-crossing guards are required to wear the high visibility vest when performing their crossing guard duties.

3. Hand held "stop" signs are also provided to adult school crossing guards to assist them in their traffic control function.

4. Each adult school-crossing guard is issued a stationary fluorescent school crossing sign to be used at their assigned location during school crossing hours.

O. Criteria for Identifying Locations Requiring School Crossing Guards

1. The Investigations Commander shall ensure that the Department conducts annual surveys to identify locations that require school crossing supervision.

2. The criteria used to determine these locations may include the following variables:

   a. Current traffic flow characteristics of existing crossings
   b. Current child / pedestrian characteristics of existing crossings
   c. Current enrollment of each K-8 school
   d. Availability of any other alternate safe route options
   e. Child counts for existing crossings
   f. Vehicle counts for each crossing
   g. Any other pertinent information

P. Annual Analysis - School Crossing Guards

1. As stipulated in Section O-1 of this Order, the Department completes an analysis to identify locations that require school crossing guard supervision.

2. The data derived from the analysis provides the basis for the establishment, continuation, or elimination of school crossing points and specifies school routes.

3. The data is reviewed by the Investigations Commander who will make any recommendations for changes to the Chief of Police.

4. Timely notifications of changes will be made to parents.

Q. Student Safety Patrol Programs

1. The Department remains available to work with school authorities to assist in organizing, instructing, and supervising student safety patrols as needed.

2. Student safety patrol activities are intended to complement the adult school crossing guard program.

3. Student safety patrols do not direct or control vehicular traffic in any way.

4. The formal training of student safety patrols is the sole responsibility of the school.

R. Traffic Stop and Pedestrian Stop Data Collection

1. All traffic stops will be documented consistent with 625ILCS5/11-212 (the Traffic Stop Statistical Study).

2. All traffic stops shall be documented in the form of a written or printed citation, written or printed warning, or verbal warning card**.**

3. At minimum, the documentation will include the following information:

   a) Name and identification number of the officer(s) involved

   b) Date, time, location and beat of the incident

   c) Full name, gender, date of birth and address provided by the motorist involved

   d) The officer's subjective determination of the race of the person stopped. The person's race shall be selected from the following categories; Caucasian, African-American, Hispanic, Native American/Alaskan Native or Asian/Pacific Islander.

   e) The alleged traffic violation that led to the stop of the motorist

   f) The make and year of the vehicle stopped

   g) The duration of the traffic stop beginning with the time that the vehicle was stopped and ending with the time that the motorist is free to leave or taken into custody

   h) Whether or not a consent search contemporaneous to the stop was requested of the vehicle, driver or passenger(s), and if so, whether consent was given or denied

   i) Whether or not a search contemporaneous to the stop was conducted of the vehicle, driver or passenger(s), and if so, whether it was with consent or by other means

   j) Whether or not contraband was found during a search, and if so, the type and amount of contraband seized

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 83

(Revised 06/25/2020) (Revised 6/25/2018)(Revised: 10/8/10) (Revised: 4/12/10) (Revised: 7/20/07) (Revised: 12/1/04) (Revised: 01/01/04) (Effective: 10/20/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAFFIC ENFORCEMENT**

PURPOSE

The purpose of this Order is to establish the general philosophy of and overall guidelines for traffic law enforcement.

POLICY

It shall be the policy of the Highland Park Police Department to aggressively and equitably enforce all traffic laws and ordinances, with the primary objectives of such enforcement being the promotion of traffic safety and the reduction of motor vehicle traffic accidents, in particular, those resulting in personal injury. Police enforcement action that is based upon improper consideration of a person's race, ethnicity, age, gender, or sexual orientation is strictly prohibited. All uniformed police personnel shall be responsible for the traffic law enforcement function.

A. Enforcement Procedures

1. Strategies and tactics for traffic law enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. This may involve one or more of the following types of traffic patrol:

    a. Line Patrol: Patrol between two specific points on a given street.

    b. Area Patrol: Moving patrol within a defined area.

    c. Stationary Traffic Observation:

        (1) Visible stationary traffic observation
        (2) Concealed stationary traffic observation

    d. Selective Enforcement

        (1) Enforcement of a specific violation identified as a primary cause of accidents in a particular area or location.

        (2) Enforcement of a specific violation peculiar to a specific location or area.

        (3) Selective enforcement may involve the use of one or more of the patrol types mentioned above in this section.

2. Officers may utilize counter-measures, which would be effective for specific enforcement activities upon authorization of the Shift Commander or Traffic Supervisor. These measures include, but are not limited to:

   a. Unmarked police vehicles
   b. Semi-marked police vehicles
   c. Other specialty type vehicles

3. Officers may utilize recognized approved methods of speed timing that may be effective for the nature of the violation such as:

   a. Pace - The officer will maintain a constant speed with the violator vehicle for 1/8 mile, neither gaining nor losing distance between the police vehicle and the violator's vehicle.

   b. Radar - The officer may use radar in either the moving or stationary mode.

      (1) The radar will be FCC approved and will operate using the Doppler Principle.

      (2) Radar units will be tested before and after use with a tuning fork along with any present internal calibration or test functions, as a check for radar accuracy.

         (a) If the radar unit is not calibrated properly, or malfunctions in any way, the unit will not be used.

         (b) Units not functioning properly will be reported to the shift or traffic supervisor who will make repair arrangements.

         (c) Repairs will be coordinated by the Public Safety Mechanic, who will arrange for necessary repairs by a certified radar technician.

      (3) Officers will be responsible for ensuring that each radar unit is not damaged.

      (4) Each radar unit will be inspected annually by a certified radar technician to ensure the units are operating properly. Any programmed maintenance requirements will be filled at that time.

      (5) All maintenance, inspection, and calibration records for radar units will be maintained by the Traffic Unit Supervisor.

      (6) All personnel authorized to operate a radar unit will be trained in its use by a certified radar instructor. Instruction in radar use will be equivalent to the model standards promulgated by the National Highway Traffic Safety Administration.

   c. Lidar (Light Detecting and Ranging) – Officers may utilize Lidar units in the stationary mode.

      (1) Lidar units will be tested before and after use utilizing the device's internal test mode. Periodically, Lidar units will be tested by trained personnel utilizing a department vehicle with a certified speedometer.

         (a) If as a result of the internal or external testing, it is discovered that a Lidar is not functioning properly, the unit will not be used.

         (b) Units not functioning properly will be reported to the shift or traffic supervisor who will make repair arrangements.

(c) Repairs will be coordinated by the Public Safety Mechanic, who will arrange for necessary repairs by a certified Lidar technician.

(2) Officers will be responsible for ensuring that each Lidar unit is not damaged.

(3) All maintenance, inspection, and calibration records for Lidar units will be maintained by the Traffic Unit Supervisor.

(4) All personnel authorized to operate a Lidar unit will be trained in its use.

(5) Instruction on Lidar use will be performed by a certified instructor.

B. Equipment

1. All vehicles used in traffic law enforcement will be equipped with an approved red/blue light system and siren.

2. Red/Blue lights will be activated when attempting to stop a violator. The vehicle horn and, if necessary, the siren may be used to gain the violator's attention.

3. Vehicular Pursuits are governed by General Order 32, Vehicular Operations.

4. If the stop has taken place in a position that may cause a traffic hazard, the officer will leave the red/blue light activated.

5. During darkness, the spotlight may be used to gain the attention of the violator and to illuminate the interior of the violator's vehicle. The spotlight should not be positioned in a manner that creates a hazard for oncoming traffic.

6. The public address system may be used to communicate with a violator. Instructions should be given slowly and clearly to avoid confusion.

C. Guidelines for Traffic Stops

1. Statistics indicate that a high percentage of incidents, which result in police officer injuries or deaths, begin as routine traffic stops.

   a. Caution should be used when attempting to perform a traffic stop. If the attempt to position the squad car behind the violator would create a hazard, the stop should not be attempted. As an example, going through a red light at a crowed intersection to apprehend a speeder is not advisable.

   b. All traffic stops should be approached with caution.

   c. Communications will be advised of all traffic stops with information to include the location and the vehicle's license number.

   d. If the vehicle stopped has no visible license plates, the officer will advise Communications of the vehicle's color, approximate year, make, body style, and number of occupants.

2. Release of specific operational and procedures may compromise public and officer safety.

[redacted]

[redacted]

4. Contact with Violators

   a. The officer should first greet the violator in a courteous manner, identify him/herself, explain the reason for the traffic stop, and request the driver's license.

   b. The officer will maintain a calm, professional demeanor at all times.

   c. If the officer returns to the police vehicle during the stop, he/she will remain alert for any sudden or suspicious movement. The driver should be instructed to remain in his/her vehicle.

   d. Drivers required to perform Field Sobriety Tests should be directed to a reasonably level area away from the flow of vehicular traffic.

   e. When the officer returns to the violator, the officer will attempt to explain the violation in detail, including any court appearance, supervision, and payment options.

   f. See General Order 71 for guidelines for the use of mobile video and audio recording equipment to be used during traffic stops.

   g. Upon completion of the traffic stop, the officer will assist the violator, as necessary, in safely re-entering the flow of traffic.

   h. 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.

[redacted]Release of specific operational and procedures may compromise public and officer safety.

[redacted]

[redacted]

[redacted]

D. Traffic Enforcement/Latitude and Discretion

1. The intent of this section is to set forth general guidelines for uniform enforcement action for routine situations. It is not the intent of this directive to limit the officer's use of judgment, but to encourage officers to use their training and experience fully.

2. The uniform application of enforcement action for traffic violations is based upon principles of sound judgment and consideration of the circumstances and conditions surrounding the violation. Officer discretion is the key to equitable application of traffic law enforcement with the ultimate goal being the achievement of voluntary compliance.

3. When a violation is observed, it is the officer's decision, based on sound reasoning and proper application of the law, as to which of the following levels of enforcement to take:

a. Custodial Arrests (Used only in the most serious traffic offenses), which include, but are not limited to:

(1) DUI
(2) Fleeing and Eluding
(3) Reckless Driving
(4) Driving While Suspended/Revoked

b. Uniform Traffic Citation

c. Written (or printed) or Verbal Warning

4. Per Highland Park Ordinance 031-2019, enforcement of traffic and vehicular regulations is authorized on the private roadways of the Chantilly subdivision. The Highland Park Police Department will equitably enforce all traffic laws and ordinances in the Chantility subdivision with the primary objectives of such enforcement being the promotion of traffic safety and reduction of motor vehicle crashes.

5. Guidelines

a. Hazardous Violations

(1) Hazardous violations are defined as those violations that pose a direct hazard to the safe and efficient flow of traffic. In addition, these violations contribute substantially to accidents. For the purpose of this directive, hazardous violations fall into the following categories:

(a) Unsafe Behavior - Driver actions in direct violation of ILCS related to moving violations such as; violating traffic control devices, signs, and other accident-related violations.

(b) Unsafe Condition (Equipment Violations) - Vehicles that are improperly equipped, i.e., no headlights, worn tires, and any other violation that renders a vehicle unsafe.

(2) Exceeding the Posted Speed Limit

Officers should exercise discretion when deciding if a warning or a citation is appropriate. Consideration should be given to such factors as weather conditions, traffic volume, pedestrian traffic, and location, while always being mindful that excessive speed correlates directly with high incidence of accidents.

(3) Officers shall take immediate enforcement action based on sound judgment upon viewing or detecting hazardous violations.

b. Non-Hazardous Violations

May be defined as a violation of any law, ordinance, or regulation affecting the use or protection of streets or highways, but not enacted primarily to regulate safe movement of vehicles and pedestrians. Enforcement efforts for non-hazardous traffic violations shall be guided by officer discretion. Officers are reminded that voluntary compliance is the goal of enforcement actions for minor violations. Officers may issue citations, warning citations, or verbal warnings for these violations.

c. Equipment Violations

Equipment violations of the Illinois Vehicle Code may be appropriately handled by an officer, in the interest of corrective action, through the issuance of a traffic citation, written or printed warnings, or verbal warnings.

(1) When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation.

(2) This action will be taken even when each violation independently is worthy of only a warning. Only one citation will be issued for such multiple equipment violations unless each warrants arrest action separately.

d. Multiple Violations

(1) When multiple violations are committed by a single individual and arise from a continuous activity, the enforcement action adopted shall be predicated on the most serious offense committed consistent with the enforcement policy described in this directive.

(2) Officers may issue less than the authorized number of citations when it does not compromise their investigative and enforcement responsibilities and it accomplishes a legitimate police purpose.

(3) In all cases of multiple violations, the enforcement action taken shall be sufficient to support a comprehensive and complete prosecutorial effort.

e. Newly Created Statutes and/or City Ordinances.

When new traffic laws are enacted, the Chief of Police, or his designee, will review them to determine the level and schedule of enforcement action to be taken by Department personnel. At his discretion, the Chief of Police may authorize verbal warnings or written (or printed) warnings as the Department's primary enforcement action for a set period of time until the provisions of the new laws are better known to the public.

E. Pedestrian/Bicycle Traffic

1. Enforcement measures utilized in dealing with pedestrian and bicycle traffic will be governed by the policies and procedures previously outlined in Section D of this General Order.

2. Officers will take appropriate enforcement action when and where pedestrian and bicycle violations are observed.

3. The enforcement action will be commensurate with the pedestrian and bicycle crash experience, and at times and places as determined through analysis of crash reports.

4. The enforcement of traffic laws pertaining to pedestrians and bicyclists necessitates broad discretion from individual officers. To provide guidance in this discretion the following procedures are established:

a. Prior to any substantial increase in the enforcement of pedestrian or bicycle traffic, sufficient publicity and community awareness programs will be implemented.

b. Officers will concentrate their efforts on pedestrian and bicycle violations in those areas where crashes have been frequent and severe.

c. In those areas where traffic flow is minimal and crashes involving pedestrians and bicycles are low, officers should exercise discretion in the application of the law.

F. Mopeds, Mini-Bikes and Off-Road Vehicles

1. Moped, mini-bikes and off-road vehicle traffic violations shall be enforced in the same manner as roadway vehicle violations. Officers shall use the same discretionary guidelines previously outlined in Section D of this General Order to determine the appropriate enforcement action.

2. "Off-road" crashes shall be investigated by officers for possible violations.

3. Juvenile offenders of off-road recreational vehicle violations may be cited for violations of state motor vehicle laws. Station adjustments should first be considered for juveniles who have not yet reached driving age.

G. Nonresidents Violator Compact

1. 625 ILCS 5/6-800 describes the reciprocal provisions applicable to residents of states that are members of the "Non-resident Violator Compact". All officers should be familiar with them.

2. The Records Supervisor will be responsible for the periodic dissemination of a current listing of member states.

3. Residents of non-compact states will be allowed to post an acceptable bond card with the officer or a cash bond at the police station. Non-residents unable to post bond shall be processed as provided in General Order 43.

H. Public Carrier/Commercial Vehicle Violators

1. Public/commercial carriers who violate traffic laws will be treated in the same manner as the general public.

2. When the violation is going to result in a custodial arrest, e.g., DUI, no valid driver's license, etc, it is important to consider the safety of any passengers and/or valuable cargo.

a. If there are no passengers or valuable cargo, then transport as required. The securing or towing of the vehicle should be handled the same as any other vehicle.

b. If there are passengers and/or valuable cargo, the Shift Supervisor will be notified.

(1) Arrangements will be made for transporting passengers to a place of safety (at a minimum, to the police station.)

(2) Arrangements will be made to monitor any valuable cargo until it can be removed by the driver or another person with standing. The vehicle and contents may be removed by an approved towing company after the property is properly inventoried.

3. Commercial Motor Vehicle Driver/DUI

a. The “Warning to Commercial Motor Vehicle Driver” form will be utilized instead of the standard “Warning to Motorist” form.

b. When chemical test(s) are refused or result in an alcohol concentration above 0.04 or, probable cause is otherwise established that the driver did in fact have alcohol or other drugs in his/her system, the Commercial Driver "Out-of-Service" Order – Sworn Report is to be utilized.

I. Reporting Incompetent Drivers

1. It shall be the policy of the Department to properly report all persons suspected as incompetent drivers to the Secretary of State.

2. When an officer encounters a motor vehicle operator and has good cause to suspect incompetence, physical or mental disability, disease, or other condition, which might prevent the person from exercising reasonable and safe operation of a motor vehicle:

   a. The officer will complete a Secretary of State Medical Reporting and Re-examination Request form after getting approval from the Shift Supervisor.

   b. A letter will be forwarded to the Chief of Police requesting that the form be forwarded to the Secretary of State.

J. Juveniles

1. Juvenile traffic offenders who commit non-criminal violations will be issued recognizance bonds if they are unable to post a cash bond or other acceptable bond as set forth by State Statute.

2. Juvenile History Cards will be filled out for any traffic related offense that is classified as a misdemeanor or felony. (See General Order 60 for release information.)

K. Military Personnel

Military Personnel are subject to all citation and bond procedures stated in this General Order with the following exceptions:

1. Drivers who are on active duty for the Armed Forces may drive with a valid license from their home state. This also applies to their spouses and children.

2. Drivers who have been serving in the Armed Forces outside the United States but are legal residents of Illinois may drive the first 45 days of their return without any license.

3. Drivers who are employed by the U.S. government or who are members of the Armed Forces do not need a valid Illinois license if they are on official business and driving a vehicle owned by or leased to the government.

L. Driving While Intoxicated Counter Measures

1. It shall be Department policy to take aggressive action in the enforcement of DUI laws. Procedures for handling intoxicated drivers shall be in accordance with 625 ILCS 5/11-501, Local Highland Park Ordinance 71.105, and the procedures set forth in the Highland Park Police Department General Orders.

2. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol and traffic functions. To this end, officers of the Patrol Division and Traffic Units are responsible for DUI enforcement.

Patrol Procedures

a. Officers should be familiar with those areas of their beats frequently traveled by alcohol-impaired drivers and with the locations of the alcohol-related traffic accidents.

b. Officers must be familiar with signs of alcohol-impaired driving and utilize this information to establish probable cause for conducting a traffic stop.

c. Drivers suspected of being impaired will be given the standard series of field tests recognized as having validity in establishing probable cause for a DUI-related arrest. Commonly recognized tests include:

(1) Walk and turn
(2) One Leg stand
(3) Finger to nose
(4) Horizontal Gaze Nystagmus
(5) Portable Breath Test

3. All Officers will be trained in test procedures and will adhere to the guidelines established by the U.S. Department of Transportation and National Highway Safety Administration in their use.

4. At the discretion of the Chief of Police, the Traffic Sergeant will form a DUI Task Force during periods that have a history of heavy DUI activity. The Task Force will operate independently from the patrol shift with the sole purpose of finding and arresting DUI violators.

M. Driving While License Suspended or Revoked

1. Under the Illinois Motor Vehicle Code 625 ILCS 5/6-303, driving while license suspended is a class A misdemeanor.

2. Offenders will be issued a uniform traffic citation and will be processed according to policy and procedure. (See General Orders 74 and 75)

N. Roadside Safety Checks

Roadside safety checks may be used when authorized by the Chief of Police. 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.

O. Immunity from Prosecution – Diplomatic/Legislative

1. Congressional Immunity

a. Members of Congress may not be detained for the issuance of a summons while they are in transit to or from the Congress of the United States.

b. Once an identified member of Congress is stopped for a traffic infraction while they are in transit, he should immediately be released.

c. The officer may then obtain a summons or notice to appear for the member of Congress for the observed violation and arrange to serve the summons or notice at a time when the member of Congress is not in transit to or from Congress, or on official business.

2. Diplomatic Immunity

a. International law requires that law enforcement authorities of the United States extend certain privileges and immunities to members of foreign diplomatic missions and consular posts. The purpose of these privileges and immunities is not to benefit individuals but to ensure the efficient and effective performance of their official missions on behalf of their governments. Most of these privileges and immunities are not absolute, and law enforcement officers retain their fundamental responsibility to protect and police the orderly conduct of persons in the United States.

b. Immunity Chart-(Attachment A)

The chart in Attachment A, from the U.S Department of State Bureau of Diplomatic Security, outlines some of the immunities afforded to foreign diplomatic personnel residing in the United States.

c. Traffic Stops and Citations Involving Diplomats

(1) For purposes of Diplomatic and Consular Privileges and Immunities from Criminal Jurisdiction, stopping a diplomatic or consular officer and issuing a traffic citation does not constitute arrest or detention. (For purposes of General Order 69 - Community Contact Tracking Initiative Program, all traffic stops will be considered detentions and a discrimination prohibition policy advisory notice will be furnished.)

(2) Citations will be issued as notices to appear, with no bond or signature required.

(3) Sobriety tests may be offered in accordance with normal procedures but may not be required or compelled.

d. DUI Violations Involving Diplomats

If a diplomat or consular officer, who may not be detained or arrested, is judged to be under the influence of alcohol or drugs, the officer shall not permit the individual to continue to drive and will make a DUI Offense Report. The officer may, with the individual's permission:

(1) Take the individual to the police station or other location where he/she may recover sufficiently to drive.

(2) Summon, or allow the individual to summon, a friend or relative to drive.

(3) Call a taxi for the individual.

(4) If appropriate, arrange for the transportation of the individual to their respective residence.

e. Reasonable constraints may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

f. Incident Reports Involving Diplomats

(1) A written report will be made for all incidents that normally require reports, (DUI, Reckless Driving, etc…) even in cases where it is established that the individual is entitled to the full inviolability and immunity of a diplomatic agent.

(2) All pertinent details from the identity card should be recorded.

(3) A To/From Letter will be written to the Chief of Police summarizing the incident and requesting that related reports be forwarded to the Department of State.

g. Diplomat Vehicles

(1) Vehicles of persons enjoying full immunity may not be searched or seized, but may be towed to the distance necessary to remove them from obstructing traffic or endangering public safety.

(2) Should the vehicle prove to have been stolen or to have been used by unauthorized persons in the commission of a crime, the inviolability to which the vehicle would normally be entitled must be considered temporarily suspended, and normal search of the vehicle, and if appropriate, its detention, are permissible.

h. While the burden is upon the diplomat to claim immunity through the presentation of valid credentials, Diplomatic status may also be verified through the United States Department of State Consular Office. (See Immunity Issues: Telephone Numbers in Attachment B).

i. Whatever the offense or circumstances of contact, police officers should keep in mind that such persons are official representatives of foreign governments who are to be accorded the maximum degree of respect possible in the circumstances.

3. Illinois Compiled Statutes Chapter 725, Section 5/107-7 states that other individuals and public officials may be privileged from arrest.

a. Senators and Representative of the Illinois State Assembly when going to and returning from the same. (Except for Felony or breach of the peace arrests).

b. Electors shall be privileged from arrest going to and returning from an election. (Except for Felony or breach of the peace arrests).

c. Militia shall be privileged from arrest going to and returning from attendance at musters and elections. (Except for Felony or breach of the peace arrests).

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.

e. The officer may obtain a summons or notice to appear for the violator for the observed violation and arrange to serve the summons or notice at an appropriate time.

P. Traffic Stop and Pedestrian Stop Data Collection

1. All traffic stops and pedestrian stops will be documented consistent with 625ILCS5/11-212 (the Traffic Stop Statistical Study).

2. All traffic stops shall be documented in the form of a written or printed citation, written or printed warning, or verbal warning card.

3. At minimum, the documentation will include the following information:

    a. Name and identification number of the officer(s) involved

    b. Date, time, location and beat of the incident

    c. Full name, gender, date of birth and address provided by the motorist involved

    d. The officer's subjective determination of the race of the person stopped. The person's race shall be selected from the following categories; Caucasian, African-American, Hispanic, Native American/Alaskan Native or Asian/Pacific Islander.

    e. The alleged traffic violation that led to the stop of the motorist

    f. The make and year of the vehicle stopped

    g. The duration of the traffic stop beginning with the time that the vehicle was stopped and ending with the time that the motorist is free to leave or taken into custody

    h. Whether or not a consent search contemporaneous to the stop was requested of the vehicle, driver or passenger(s), and if so, whether consent was given or denied

    i. Whether or not a search contemporaneous to the stop was conducted of the vehicle, driver or passenger(s), and if so, whether it was with consent or by other means

    j. Whether or not contraband was found during a search, and if so, the type and amount of contraband seized

4. Data collected will be entered and stored in a computerized data system. Police Department supervisory personnel shall be responsible for reviewing such data regularly (not less than annually) to ensure compliance with the established policies and procedures.

5. Electronic monitoring of citizen interactions involving vehicles utilized to regularly enforce traffic laws will be conducted consistent with General Order 71 and The Illinois Eavesdropping Act, (720 ILCS 5/14-1 et seq.)

6. Data developed will be analyzed periodically with a report compiled annually and made available for review to ensure compliance with all directives prohibiting bias-based policing.

7. Any conduct identified by means of statistical analysis that does not comport with the policy or procedures established by General Order 68 (Prohibition Against Discriminatory Practices) will be subject to disciplinary review by appropriate Police Department Command Staff Personnel.

8. All Police Department Employee's shall report any violations of this General Order through the Chain of Command.

Q. Selective Traffic Enforcement Administration

1. The overall goals of the Department's selective traffic enforcement activities are the reduction of frequency and severity of traffic accidents and the voluntary adherence to traffic laws by the general public. Selective traffic enforcement activities are the responsibility of the Traffic Section Sergeant and include the following:

    a. Compilation and review of reported accidents
    b. Review of citizen traffic complaints

c. Compilation, review and evaluation of traffic enforcement activities
d. Comparison of collision data and enforcement activities

2. The Traffic Section Sergeant will be responsible for identifying enforcement problem areas, implementing selective enforcement techniques and procedures outlined in Section A of this general order, and forwarding these findings to the Deputy Chief of Patrol.

   a. The Traffic Section Sergeant will arrange work force deployment to those areas by Traffic Section officers.

   b. Platoon Commanders will make assignments for deployment in the Patrol Division to those areas.

3. The Traffic Section Sergeant will prepare an annual evaluation of the effectiveness of selective traffic enforcement efforts and include, at a minimum:

   a. An evaluation of goal attainment.
   b. Yearly traffic citation and warning activity totals in comparison to the previous year's totals.
   c. A proposed plan of action to correct any deficiencies, if any.

   The report shall be submitted to the Chief of Police, via the chain of command, for review in January of each year.

R. Parking Enforcement

1. Community Service Officers (CSO), while assigned to parking enforcement, will work schedules that cover peak traffic hours.

   a. Parking complaints during peak hours shall be dispatched to a CSO for disposition.

   b. Parking complaints received when CSOs are not available will be dispatched to patrol officers for disposition.

2. CSOs will be assigned geographical work areas and will patrol the area as appropriate for the assignment to locate parking violations.

3. CSOs assigned to parking enforcement will patrol on foot or utilize parking enforcement vehicles or other approved motorized/non-motorized transportation.

4. The enforcement of time zones rests primarily with the CSO. The CSO may utilize any of the following:

   a. Chalk for marking tires
   b. Observations by surveillance
   c. Electronic documentation
   d. Meter or other parking fee expiration

5. The towing of parked vehicles will follow the procedures set forth in General Order 120, Traffic Ancillary Services, and will be conducted by sworn police officers.

S.. Tint Meters

1. The Laser Labs Enforcer II tint meters will be housed in their factory case in the glove box of each patrol / traffic vehicle. If an officers initiates a traffic stop for illegally tinted windows per 625 ILCS 5/12-503 or another violation, they should ask the driver to position the window to be

metered. An officer should not reach their hands into a vehicle to manipulate a window unless unrelated probable cause exists to search the vehicle.

a. Inside the case will be the tint meter, user manual, certificates of accuracy, and 2 reference samples to be used before and after shift (same as tuning forks for radar).

b. Follow officer safety procedures which includes metering the window with your non – weapon hand.

c. Request an additional officer if windows are too dark to observe the interior and occupants of the vehicle.

d. If a subject refuses to let us meter their window a ticket should be issued if you can articulate through your training and experience that they are in violation.

2. Tint meter batteries are good for 4000 uses and display will show (BAT) when the battery is too low to operate. If you receive this error code contact the traffic division to have the battery replaced.

3. The tint meter shall be inspected during regular vehicle inspections.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

IX
Diplomatic and Consular Privileges and Immunities From Criminal Jurisdiction
Summary of Law Enforcement Aspects

	Category	May Be Arrested or Detained	Residence May Be Entered Subject to Ordinary Procedures	May Be Issued Traffic Citation	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
Diplomatic	Diplomatic Agent	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Member of Administrative and Technical Staff	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Service Staff	Yes[2]	Yes	Yes	Yes	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
Consular	Career Consular Officers	Yes, if for a felony and pursuant to a warrant.[2]	Yes[4]	Yes	No—for official acts. Testimony may not be compelled in any case.	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
	Honorary Consular Officers	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.
	Consular Employees	Yes[2]	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.[2]	No immunity or inviolability.[2]
International Organizations	International Organization Staff[3]	Yes[3]	Yes[3]	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes[3]	No immunity or inviolability.
	Diplomatic-Level Staff of Missions to International Organizations	No[1]	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
	Support Staff of Missions to International Organizations	Yes	Yes	Yes	No—for official acts. Yes, in all other cases.	No—for official acts. Otherwise, yes.	No immunity or inviolability.

[1]Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

[2]This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy **higher** levels of privileges and immunities on the basis of special bilateral agreements.

[3]A small number of senior officers are entitled to be treated identically to "diplomatic agents."

[4]Note that consular residences are sometimes located within the official consular premises. In such cases, **only** the official office space is protected from police entry.

ATTACHMENT B
09-15-09

Immunity Issues: Telephone Numbers

State Department representatives are available 24-hours daily to assist in emergency situations and when immediate confirmation of a person's diplomatic or consular immunity status is required.

For information on diplomatic and consular personnel and personnel of international organizations other than the United Nations:

During Normal Business Hours: U.S. Department of State federal license tags, registrations, or other motor vehicle information	202 895-3532 **Fax** 202 895-3646
U.S. Department of State drivers licenses and general licensing information	202 895-3521
For reporting traffic incidents or accidents, issuance of citations, etc., involving foreign missions personnel	202 895-3521
Diplomatic agents and family members	202 647-1664
Embassy administrative, technical, and service staff and families	202 647-1405
Consular personnel and families	202 647-1404
International Organizations	202 647-1402
Please send copies of incident reports and citations to: Diplomatic Security Service, Protective Liaison Division	**Fax** 202 895-3613
After Normal Business Hours: All inquiries should be made to the Diplomatic Security Coordination Center, Department of State (operates 24 hours daily)	202 647-7277 1-800-979-9331

For information on United Nations personnel only:

During Normal Business Hours: Diplomatic agents and family members	212 415-4131
U.N. Mission staff and family members	212 415-4168
U.N. Secretariate employees	212 415-4131 or 212 415-4168
U.S. Department of State license tags, registration, or other motor vehicle information	212 826-4500
After Normal Business Hours: Information is available from the Communications Section of the U.S. United Nations (operates 24 hours daily)	212 415-4444
Please send copies of police reports to: USUN Host Country	212 415-4162

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 84

(Reviewed 06/25/2020) (Reviewed: 12/5/07) (Effective: 05/12/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAFFIC SIGNAL PREEMPTION DEVICE**

PURPOSE

The normal operation of any traffic signal controlled intersection is the maximum and efficient movement of through vehicular traffic. Unfortunately, a common occurrence at any intersection is traffic back-up, which can require many signal cycles to clear. Without the ability to change the operation of the traffic signals themselves, police and emergency response vehicles can also be forced to sit in traffic, thus increasing their response times to crime scenes and fire or medical emergencies. Further, even without heavy traffic, a police or emergency response vehicle entering a signalized controlled intersection at a high rate of speed can place motorists (and sometimes pedestrians) at risk.

Traffic Signal Preemption is an optical communications system that allows preemption-equipped vehicles to alter the normal operation of preemption-equipped traffic signals for the purpose of permitting emergency vehicles a safer, more expedient and efficient passage through intersections in an emergency.

POLICY

Highland Park Police Department patrol vehicles equipped with emergency lighting will utilize Traffic Signal Preemption in cases of emergency where response time is of the essence in order to protect the public safety and/or apprehend the perpetrator(s) of serious in-progress crimes.

Definitions

Preemption Transmitter is a high intensity forward-facing strobe light, mounted on an emergency vehicle that flashes at a rapid rate.

Preemption Detector is a device located at a preemption-equipped signalized intersection (normally mounted on the cross-arm that suspends a traffic signal), that detects the emergency vehicles preemption transmitter and locks onto its flashing strobe.

Confirmation Flood Light is used to “confirm” (by flashing) that the intersection has been accessed by an approaching emergency vehicle

PROCEDURE

Operation

A. When an emergency vehicle approaches within approximately 1000 (line-of-sight) feet of a preemption-equipped signalized intersection, the preemption detector “sees” the vehicles activated preemption transmitter and locks onto its flashing strobe.

B. When the traffic signal "sees" the emergency vehicle, it begins to initiate a "preemption sequence" of the actual traffic signal that is different from normal operation.

C. If the emergency vehicle already has a green light, the light will remain green for that direction as well as for the oncoming direction. A white flood lamp or "confirmation light" mounted near the traffic signal will remain steadily illuminated or begin to flash. This lamp tells the driver of the emergency vehicle that he now has control of the intersection.

D. If the emergency vehicle has a red light, the two opposite directions will transition from green to yellow, then red. The traffic signal facing the emergency vehicle will then turn green, and the confirmation flood lamp will remain illuminated or begin to flash.

E. Once the emergency vehicle has passed through the intersection, optical communication with the preemption detector (on the traffic signal) is lost. At that time the traffic signal will default back to normal operation. Conversely, until the emergency vehicle passes through the intersection, it will have a green light, regardless of the time duration.

F. If more than one intersection is within the range of the emergency vehicles preemption transmitter, they will all respond accordingly to the above operational description.

G. The preemption transmitter is activated by use of a switch, however when the patrol vehicle is placed into "neutral" or "park", the transmitter is deactivated, allowing the intersection traffic lights to resume normal function. Officers should be cognizant to turn the unit off when the vehicle is placed back into "drive".

H. Officers must never "assume" that a preemption equipped traffic signal is operating properly. The confirmation high intensity flood lamp may not be illuminating because the detector is not working. Never "assume" that the confirmation lamp is burnt out. Officers operating an emergency vehicle, as always, must proceed with caution and with due regard for the safety of all persons.

I. Traffic signal preemption will **NOT** be utilized unless the vehicles visible emergency lights are also activated.

J. If two emergency vehicles approach an intersection equipped with Traffic Signal Preemption at the same time, the vehicle that first activates the preemption detector on the traffic signal will be granted the right-of-way by the detector until such time as it passes through the intersection, at which time the signal will return to it's normal cycle and the secondary emergency vehicle may then activate the preemption device for it's direction.

K. Should the Fire Department be dispatched on an active fire or medical emergency call which the officer is also responding to, the officer shall yield the right-of-way to the Fire Department and their use of the opti-com equipment, whenever possible.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 85

(Revised 06/25/2020) (Revised: 3/4/16) (Revised: 12/29/2014) (Revised: 7/20/09) (Revised: 12/10/07) (Effective: 10/27/03) (Rescinds General Order 2)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **RECORDS**

PURPOSE

The purpose of this General Order is to establish Departmental procedures for the receipt and documentation of all public complaints; calls for police service; and the initiation, completion, and administrative processing of all records.

POLICY

It shall be the policy of the Highland Park Police Department to administer and maintain a police records system, which efficiently, effectively, and accurately records reported complaints/calls for police service, crimes to persons, and/or property and criminal arrest activity.

It shall also be the policy of the Highland Park Police Department to collect and disseminate its records in a manner that provides a functional database for the investigation of crimes, planning of selective enforcement and preventative patrol, and information for decisions regarding Departmental staffing levels and other Departmental resources.

PROCEDURE

A. Administration

1. Records Unit Component

    a. The Records Unit is an organizational component of the Administrative Services Division, which includes all personnel and equipment assigned to receive, maintain, store, and disseminate Police Department records.

    b. The Records Unit shall be the central repository for ALL original copies of Field, Incident, Arrest, Traffic Accident and associated Departmental reports. It shall further be responsible for the retention of all traffic and court-related documents as prescribed by prevailing Illinois Compiled Statutes and the Local Records Commission Rules and Regulations.

    c. The Administrative Commander is charged with administrative and operational management of the Unit.

    d. A civilian Records Unit Supervisor is assigned to the Records Unit to provide operational control of day-to-day functions, scheduling, in-service training, and coordination.

2. Central Records Functions

   a. Report Review

      (1) After Supervisory review, Records Unit personnel will further inspect all forms and reporting materials submitted to the unit to ensure completeness, presence of required documents and timely submission.

      (2) Records Unit personnel will evaluate Daily Call for Service Logs to ensure that all calls for police services have received a chronological incident number, and that all indicated written reports have been submitted.

      (3) Upon completion of report inspection, Records Unit personnel are charged with the monthly and quarterly reporting of all crimes in accordance with the Illinois Uniform Crime Reporting (IUCR) standards for submission to the Illinois State Police repository on Criminal Statistics.

   b. Report Control

      Records Unit personnel are charged with control of the availability and confidentiality of all reports and records within its area of responsibility for dissemination to persons authorized to receive such reports and records.

   c. Record Retrieval

      Records and reports will be filed and retrieved by the use of consecutively numbered incidents, all of which will be entered into the police Records Management System and can be retrieved in any of the following manners:

      (1) Report Number
      (2) Name (all persons involved in the incident)
      (3) Location of incident
      (4) Type of Incident
      (5) License plate
      (6) Type of property
      (7) Reporting Officer

3. Incident Reporting Requirements

   a. Incidents in any of the following categories, if found to have occurred in the Department's jurisdiction, are required to be reported and/or documented.

      (1) Citizen reports of crimes
      (2) Citizen complaints – Non-Personnel
      (3) Citizen requests for service when:

         (a) Personnel of the Department are dispatched in response to the request.
         (b) Personnel of the Department are assigned to investigate.
         (c) Personnel of the Department are assigned to take action at a later time.

      (4) Criminal, non-criminal and service incidents that are officer initiated
      (5) Incidents resulting in arrest; criminal and quasi-criminal
      (6) Any reported incident in which it is determined, after investigation, to have occurred in another jurisdiction and is referred to the appropriate agency or authority

b. At minimum, Communications personnel will initiate a CAD Incident Record for all of the above types of incidents. The CAD Incident Record will identify involved persons and actions taken by the officer or Department personnel assigned to the incident. All crimes, arrests and incidents where prevailing orders dictate the execution of a written report will be documented in a Field Case Report form by the assigned officer.

4. Specific Reporting Requirements

   a. All Record Documents and General Reports will include the following information:

      (1) Date and time of report

      (2) Name of person or personnel reporting incident or requesting service. "Unknown" or "Refused" will be acceptable when the complainant is clearly unwilling to provide the information.

      (3) Nature of incident reported

      (4) Date, time, nature, and disposition of actions taken by Department personnel

   b. For IUCR purposes, the policy concerning the reporting of all Offenses shall be:

      (1) For each separate victim, the telecommunicator will initiate a separate incident, and the investigating officer will complete a separate Field Case Report form.

      (2) If there are multiple offenses reported that are obviously related, one supplemental report may be made which will include all related incident numbers.

5. Report Guides

   a. The Highland Park Police Department provides guides by which reports will be completed. The report guide is located in the report writing room.

   b. Case report forms used for reporting incidents include, but are not limited to:

      (1) Field Case Report
      (2) Field Case Report Narrative Supplement
      (3) Field Case Report Subjects Supplement
      (4) Field Case Report Property Supplement
      (5) Traffic Crash Report
      (6) Traffic Crash Report Narrative Supplement
      (7) Property/Lab Submission Forms
      (8) Booking Card

6. Incident Numbering System

   The Highland Park Police Department utilizes a chronological incident numbering system that requires the assignment of a controlled, consecutive number to all police incidents or calls for service. Each unique incident or call for service is assigned an incident number in chronological order of receipt, prefixed by the year in which the incident is reported, i.e., (15-000001, etc.).

7. Supervisory Report Review

   a. All written reports submitted by members of the Department will be reviewed and approved by

their respective Shift Supervisor of the unit to whom that member is assigned.

b. Supervisors will review reports for accuracy, content, and legibility. Inaccurate and/or deficient reports will be returned to the submitting officer for corrections.

c. Supervisors are to review the Records Management Daily Call for Service Log for their respective tour of duty to ensure compliance of report submission and that information is documented accurately.

8. Report Distribution

a. Approved case reports will be forwarded to the Records Unit for processing and retention.

b. The Records Unit will forward all reports to the Patrol Commander for review and determination of possible reassignment to another unit for follow-up.

c. The Records Unit will electronically disseminate a Records Management Daily Call for Service Log of all reports and incidents of the previous 24 hours (72 hours after weekends) to all supervisory personnel.

d. The Deputy Chief of Police or his designee will be responsible for all media releases.

e. Copies or printouts of reports may be released to outside agencies or individuals requesting them in accordance with the Freedom of Information Act. The Chief of Police or his designee shall have final authority regarding the release or denial of information pursuant to the provisions of the Act.

9. Report Status System/Unfinished Reports

Routinely, all Field Case Reports will be approved by a supervisor and forwarded to the Records Unit at the end of the tour of duty of which the incident was handled. Unforeseen circumstances or investigative requirements may necessitate the non-completion of a report. The following procedure will be followed in these circumstances:

a. If a paperless report is not completed within the tour of duty, the incomplete report will be maintained electronically in "Report Viewer" for review by a Records Unit clerk to ensure compliance with report submission standards. Paper reports shall be marked "return for completion" and submitted to the Records Unit in a platoon pouch.

(1) Minimally, the incident number and the offense/service classification will be entered and submitted at the end of the tour of duty.

(2) If at the end of their duty day, personnel are scheduled to be off duty the following day, they shall appraise their supervisor of the status of any incomplete report(s). The supervisor shall consider the circumstances of the case(s) and may authorize the report(s) to be completed upon the officer's return to duty or require the completion of the report(s) prior to the officer securing from duty.

(3) Reports will be returned for completion on the officer's next working day and re-submitted within 24 hours (excluding weekends) unless otherwise authorized by a supervisor.

(4) After final submission, any follow-up or further investigative measures taken will be reported on a supplementary report.

b. The Records Supervisor will be responsible for maintaining a listing of outstanding or past due reports. Outstanding reports will be listed in the "Report Viewer". The Shift Supervisor who supervises the personnel responsible for overdue reports will ensure that any such outstanding reports are completed in a timely fashion.

c. Supplemental Reports indicating the progress of open cases will be submitted by the investigating officer, from case assignment through case closure, whenever investigative tasks are performed, related to the investigation or new information developed.

10. Privacy and Security of Records

The privacy and security precautions regarding the release and dissemination of Highland Park Police Department records and criminal history information shall be in compliance with:

a. Illinois Freedom of Information Act, Illinois Compiled Statutes, 5/ILCS 140/1.
b. Illinois Compiled Statutes; Records not to be Public, 20 ILCS 2630/7.
c. Title 28, Code of Federal Regulations, Part 20, Unit 1

11. Record Retention

a. The Highland Park Police Department shall retain all original reports and/or documents until written approval is received for destruction from the Illinois Secretary of State Local Records Commission, as prescribed by Illinois Compiled Statutes, 50 ILCS 205.

b. Subsequent to the expiration of retention schedules set by the Local Records Commission for original documents, the Records Supervisor shall ensure that all records and documents are microfilmed or scanned into a database and retained indefinitely.

c. Computerized and electronic files are backed-up automatically through the City's network at minimum on a weekly basis with duplicate media stored on a separate off-site server. Data is overwritten with each back-up.

12. Cash Management for Records Personnel

a. A function and responsibility of Records Unit personnel is the receipt and distribution of monies received for:

(1) Fees charged for copies of reports
(2) Bond monies processed for the Circuit Court
(3) Invoiced City bills
(4) Parking tickets
(5) Permit fees
(6) Subpoena fees
(7) Refuse stickers

b. Receipt Procedure

(1) A receipt will be issued to any individual person/firm submitting cash for any of the above listed reasons. The transactions for collected fees or fines shall be entered and documented in the City's Cash Receipting system. A printed copy of the original receipt will be maintained and transmitted to the Finance Department on a daily basis with the daily cash funds.

(2) Persons admitted to bail for criminal, quasi-criminal, and traffic offenses will receive a Circuit Court bond receipt from bonding personnel.

c. Accountability

(1) Report Fees:

Records Unit personnel shall prepare a Daily Balancing Report, which lists funds received during each regular business day and deliver it along with the funds received to the Finance Department.

(2) Circuit Court Bonds:

A designated Court Clerk shall prepare a bond transmittal of the Circuit Court, on a daily basis, which logs all bonds received during the previous 24-hour period (or 72-hour period for weekends). A signed and file stamped transmittal receipt for funds transferred to the Circuit Court shall be retained in the Records Unit files.

d. Security

(1) All funds received by Records Unit personnel shall be secured in a locked money box or safe located within the Records Unit until such time as they are transferred to the proper authority.

(2) Designated Records Unit personnel will be the only authorized personnel to have access to the combination of the safe located in the Records Unit.

e. Audits

It shall be the responsibility of the Finance Department to audit the receipts, transfer listings and fund handling procedures on a quarterly basis.

B. Operations

1. Records Accessibility

a. Access to the Records Unit is restricted to the following:

(1) Sworn Supervisors
(2) Records Personnel
(3) Persons with the permission of and in the company of one of the above

b. Original records removed for purposes of copying, investigation, court, and press releases shall be documented by completion of an "out" card by the employee removing the record.

c. Access to all incident and arrest records can be obtained by all agency personnel 24 hours a day via the Records Management computer system. Access to this system is authorized to individual users by means of an individual log-on and password security. The system is maintained by the Records Supervisor or his/her designee, who annually reviews the passwords, log-on identifications, and profiles for access.

d. After Hours

All Supervisors shall have access to view electronic reports via computer terminals after hours. Additionally, sworn supervisors shall have access, when necessary, to view or log out paper reports or documents after normal business hours.

2. Records Repository

   The central records repository contains the following original/permanent records. These records are filed numerically by the permanent incident number.

   a. Field Case Reports
   b. Traffic Crash Reports
   c. Adult Booking Reports
   d. Juvenile Booking Reports

3. Master Name Index

   The Highland Park Police Department maintains an alphabetical name index file containing the names of all individuals and businesses identified in incident entries. The files are maintained in the following manner:

   a. Incidents and arrests occurring prior to February 8, 1993: Manual incident cards maintained on microfilm

   b. Incidents and arrests occurring February 8, 1993 to November 15, 1996: Police Information Management System, (P.I.M.S.) backup data

   c. Incidents and arrests occurring November 15, 1996 to January 29, 2009 at 09:00 hours: CRIMES Records Management System

   d. Incidents and arrests occurring after January 29, 2009 at 09:00 hours: New World Records Management System

4. Master Name Index Criteria

   a. All persons to whom an officer has contact with in any reported offense/incident shall be recorded in the Department's master name index file as one of the following:

      <u>Field Case Report Name Indexes</u>
      (1) Complainant
      (2) Victim
      (3) Suspect
      (4) Missing Person
      (5) Witness
      (6) Business of Occurrence
      (7) Other Involved

      <u>Additional Crash Report Name Indexes</u>
      (8) Driver
      (9) Pedestrian
      (10) Pedacyclist

5. Incident Recording by Type and Location

   All incidents reported to the Department are automated by means of the Records Management System. Incident summaries can be retrieved and sorted by type and location using the system.

6. Stolen, Found, Recovered, and Evidential Property Index

a. Stolen, Found, Recovered Property

(1) The Department maintains an automated index file through the Barcoded Evidence Analysis Statistics & Tracking (B.E.A.S.T) computer system for all evidentiary, recovered and found property. Additionally, a stolen/lost property automated index file is maintained through the Records Management System. Access to these indexes can be obtained by the following:

(a) Type of property
(b) Serial number of property
(c) Case number
(d) A key word-search

(2) All serialized and limited un-serialized articles and/or property reported stolen to the Department with a minimum value of $150.00 shall be entered into the Law Enforcement Agencies Data System (L.E.A.D.S.). Items with a minimum value of $500.00 and having a unique manufacturer–assigned serial number or an owner-applied number shall be entered into the National Crime Information Center (N.C.I.C.) automated hot files. (See automated Illinois LEADS Reference Manual for further and exceptions.)

7. Criminal History File

a. An arrest file is maintained for every person custodially arrested by the Department. The file includes at minimum:

(1) Case report reference
(2) Booking information
(3) Fingerprints
(4) Photo identification number
(5) Court disposition

b. Central criminal history file information is maintained in the Records Management System and the Finger Roll System. Information is cross-referenced and retrievable by the following:

(1) Name
(2) Case number
(3) Booking date and time

8. Traffic Citation Records

a. The Records Unit (or Shift Supervisor after hours) shall be responsible for issuing traffic citation complaint books to officers. A record of the issuance will be recorded in the Records Management System by Records and will include:

(1) Numerical identification of citations within the received book
(2) Name of officer receiving book
(3) Date of issuance

b. Records Unit personnel shall maintain an automated master name, date, and location index in the Records Management System of each traffic citation issued.

c. The Records Unit shall store and maintain the original Department copy of each traffic citation for a minimum of two (2) years, or longer if not resolved by court action and until written approval is received for destruction from the Illinois Secretary of State Local Records Commission, as

prescribed by Illinois Compiled Statutes, 50 ILCS 205. Automated records shall be available indefinitely for all active records.

9. Recording Arrest Information

   a. A written Field Case Report and Booking entry shall be completed by the arresting officer on ALL persons arrested or taken into physical custody charged with criminal offenses and/or traffic related offenses defined as a Felony, Class A, or Class B Misdemeanor (including Local Ordinance Misdemeanor violations). Exceptions:

      (1) Persons cited for violations of 725ILCS5/6-101 (No Valid Driver License) in which the identity of the driver can reasonably be confirmed by the officer and are not involved in a motor vehicle collision.

      (2) Persons cited for violations of 725ILCS5/11-601.5A (Speeding 26 MPH or more over the limit but less than 35 MPH over the limit).

      (3) Local ordinance violations cited and adjudicated through the City's administrative hearing system in which the offense would otherwise be classified as misdemeanor if charged under state law and prosecuted in the County Court system.

      A single Field Case Report shall be submitted for each incident, regardless of the number of suspects charged or the number of charges filed.

      A single Booking Entry listing all criminal charges shall be submitted for each person who is taken into custody and charged in an incident.

   b. In instances where a Booking Entry is required, arresting officers will be responsible for completing the following:

      (1) One (1) front facing and one (1) side profile personal identification photograph

      (2) One (1) electronic imaging of all finger prints and palm prints

      Juveniles 10 and above will be fingerprinted at the discretion of a Supervisor or a Juvenile/Youth Officer, or when law mandates a State of Illinois Fingerprint Card (See next subsection).

      (3) One (1) State of Illinois Fingerprint Card for offenses (including Highland Park Local Ordinances) as defined in 20 ILCS 2630/5, which reads,

      Arrest reports. All policing bodies of this State shall furnish to the Department, daily, in the form and detail the Department requires, fingerprints and descriptions of all persons who are arrested on charges of violating any penal statute of this State for offenses that are classified as felonies and Class A or B misdemeanors and of all minors of the age of 10 and over who have been arrested for an offense which would be a felony if committed by an adult, and may forward such fingerprints and descriptions for minors arrested for Class A or B misdemeanors. Moving or nonmoving traffic violations under the Illinois Vehicle Code shall not be reported except for violations of Chapter 4, Section 11-204.1, or Section 11-501 of that Code. In addition, conservation offenses, as defined in the Supreme Court Rule 501(c), that are classified as Class B misdemeanors shall not be reported. Those law enforcement records maintained by the Department for minors arrested for an offense prior to their 17th birthday, or minors arrested for a non-felony offense, if committed by an adult, prior to their 18th birthday, shall not be forwarded to the Federal Bureau of Investigation unless those records relate to an arrest in which a minor was charged as an adult under any of the transfer provisions of the Juvenile Court Act of 1987.

(a) Juvenile State Fingerprint Cards and descriptions will be submitted for all minors 10 and over who have been arrested for an offense which would be a felony if committed by an adult, as well as for the offense of Driving Under the Influence of Alcohol and or/Drugs and for the offense of Fleeing (or Aggravated Fleeing) or Attempting to Elude a Police Officer.

(b) It is optional to submit juvenile fingerprint cards for Class A or B misdemeanors.

(4) As an arrestee's identifiers, including physical appearance characteristics may have changed since the previous arrest, a Booking Entry will be completed and fingerprints and photographs taken each time a person is arrested. If the person arrested is already established in the Records Management System, the Booking Entry should be updated to reflect any changed information and new photographs and fingerprints taken.

(5) In the event that the electronic Booking or finger print systems are temporarily inoperable, arrest information will be obtained utilizing the Arrest Report Form outlined in General Order 4. Inked fingerprint and palm impressions shall be collected on appropriate State, FBI and Local card stock.

10. Arrest Identification Number (I.D.)

a. Prior to January 29, 2008, each person who is custodially arrested by the Department is assigned a unique local number by the I.D. Officer, the original arrest and all subsequent arrests are compiled in jacket form utilizing this method.

b. Cross-referencing of numeric identifiers and alpha characters (name) are utilized in retrieving the jacket.

(1) Name
(2) Incident number
(3) Photo Identification number

11. Juvenile Criminal History Records

a. All records of arrest of juveniles shall be maintained separately from those of adults.

b. For persons arrested before their 18th birthday, officers creating jacket files shall check the "Juvenile" box, there by denoting in the Records Management System that the subject is a juvenile. Any subsequent arrests after the subjects 18th birthday shall be entered in the adult mode.

12. Expungement of Records (See General Order 45)

13. Court Dispositions

The Records Unit shall maintain all Court Disposition Sheets received from the Clerk of the Court, indicating dispositions for all traffic and criminal cases. The Records Unit will retain Court Disposition Sheets for a period as prescribed by prevailing state statute and local records commission regulations. (50 ILCS 205/1-15)

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 86

(Reviewed 06/25/2020) (Revised: 3/10/15) (Effective: 6/16/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **LINE OF DUTY DEATHS AND SERIOUS INJURY**

PURPOSE

It is the purpose of the Highland Park Police Department to establish policy and procedural guidelines regarding line of duty deaths and serious injuries. This directive will outline specific duties and responsibilities in the event a Department member dies or is seriously injured in the line of duty.

POLICY

It is the policy of the Highland Park Police Department to provide liaison assistance to the immediate survivors of a member of the Department who dies or is seriously injured in the line of duty. The Department will assist in providing clarification of survivor's benefits, as well as provide tangible and emotional support for the surviving family members.

DEFINITIONS

Line-of-Duty Death - The death of an active duty officer by felonious or accidental means during the course of performing police functions while on or off duty.

Line-of-Duty Serious Injury - The serious injury of an active duty officer by felonious or accidental means during the course of performing functions while on or off duty.

Survivors - The immediate family members of the deceased or seriously injured officer to include spouse, children, parents, siblings, fiancée and/or significant others.

Notification Officer – The officer or officers who will make notification to the Department member's family concerning the death or serious injury of the employee.

Benefits Coordinator - The designated supervisor or officer who will assist the surviving family members in coordinating the benefits due to them.

PROCEDURES

A. Death Notification

In the event an officer dies or is seriously injured in the line of duty, the following procedures are recommended:

1. The name of the deceased or seriously injured officer will not be released to the news media until proper and appropriate family notifications have been made.

2. The on duty shift supervisor is responsible for securing the officer's property/possessions.

3. The on duty supervisor will immediately notify the Chief and Deputy Chief of Police.

4. Notification to the spouse or other family members should always be made in person and never alone or over the telephone.

5. Notification shall be made by the Chief of Police or his designee.

    a. If the Chief of Police and Deputy Chief of Police are unavailable, notification shall not be held up until these persons are available. If there is a chance to get the family to the hospital prior to the officer's death, **do not wait**. The on-duty shift supervisor shall initiate notification should the Chief of Police and Deputy Chief of Police be unavailable.

    b. A Police Chaplain should accompany the Notification Officers. If the officer is deceased, a representative of the Lake County Coroner's office may also accompany the Notification Officers.

6. If there is knowledge of a medical problem with an immediate survivor, Notification Officer's may request that medical personnel be dispatched to the residence to coincide with the death notification.

    The Notification Officer should consult the Department "Emergency Notification" form to determine who shall be contacted first.

7. If the family wishes, the Notification Officer may transport them to the hospital in a Department vehicle.

    a. It is not recommended they drive themselves.

    b. If there are young children at home at the time, the Notification Officers should help the family decide if they should go along. If they are to be left at home, arrange for a baby sitter (i.e. other family member or friend, neighbor).

8. When possible and if time permits, parents of the officer should be afforded the same courtesy of personal notification if they live in the same geographic area. The Notification Officers shall attempt to identify any immediate survivors that are outside the area, and request a personal death notification from the public safety agency in that area. Provide a phone number and contact person at the Department.

9. The "Emergency Notification" form should be completed by all Departmental Personnel and reviewed annually.

B. Assisting the Family at the Hospital

1. The Chief of Police or his designee will respond to the hospital to offer support and assistance to the survivors.

2. The assigned officer/supervisor who accompanies the injured or deceased officer to the hospital will be responsible for coordinating the arrival of immediate survivors, Departmental personnel, the media and others until relieved by the Deputy Chief of Police or designee. Hospital duties will include:

a. Arranging for waiting facilities for immediate survivors and a press staging area. Every attempt should be made to respect the desires of the surviving family members with regard to their accessibility to other people.

b. Assisting family members, in accordance with their desires, in gaining access to the injured or deceased officer.

c. If it is at all possible for the family to visit their loved one prior to death, they should be afforded that opportunity. If necessary, explain to the family why an autopsy is needed.

d. Seeing that the family is updated regarding the incident as soon as they arrive at the hospital.

e. Arranging for the hospital chaplain or family clergy member to be present if the Police Chaplain is not available.

f. Assisting in making arrangements for transportation of family members' back to their residence.

g. Providing hospital personnel with all necessary information on billing for medical services as well as ensuring that all medical bills are directed to the appropriate Departmental authority and that they are not forwarded to the officer's family or other survivors.

C. Period of Mourning and Funeral Assistance

1. The Deputy Chief of Police or designee will act as a facilitator between the deceased officer's family and the Department. They shall be available 24 hours a day to help the family through the ordeal.

2. The Deputy Chief of Police will be responsible for the following:

a. The appointment of officers to assist in handling funeral, place of worship, procession and cemetery logistics.

b. Meeting with the deceased officer's family members to explain his/her responsibilities to them and the procedures involved in a law enforcement funeral.

c. Being available to the deceased officer's family members prior to and throughout the period of mourning and funeral.

d. Assisting the family in making funeral arrangements.

e. Assisting with travel arrangements for out-of-town family members and any special needs of the family during the funeral.

f. See that surviving parents are afforded recognition and have a proper place arranged for them during the funeral and precession.

g. Maintaining a detailed record of assignments and duties associated with the period of mourning and funeral.

D. Family Support

1. The Deputy Chief of Police or designee, will coordinate Department activities relating to the officer's family members and serve as a liaison and in a support capacity for the surviving family.

2. The Deputy Chief of Police will be responsible for the following:

    a. Responding to news media inquiries and assisting the surviving family members should they accept a news interview.

    b. Issue the appropriate LEADS Type Three message which may include:

        (1) name and rank of deceased officer,

        (2) date and time of death,

        (3) circumstances surrounding the death,

        (4) period of mourning and funeral arrangements,

        (5) name and telephone number of Department contact.

    c. Coordinating funeral traffic management with other jurisdictions and maintain a roster of all visiting departments.

    d. Providing family members with all the details surrounding the officer's death as soon as practicable. If there are any investigative reasons why certain details of the incident cannot be revealed before a trial, this should be explained.

    e. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death or serious injury of their family member. It is the Department's responsibility to keep the family informed of all legal proceedings.

    f. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required. On-duty Department members may attend court proceedings to show their support, provided adequate manpower on the shift is available.

    g. Identifying all support services available to family members and working on their behalf to secure any services necessary.

    h. Maintaining routine contact with family members to provide companionship and emotional support to maintain an ongoing relationship between the Department and the immediate family, especially during the holidays, which are extremely traumatic during the first year for the family.

    i. An official Department "memorial service" should be planned on the anniversary of the officer's death. This should include notes to the family members and flowers at the gravesite.

E. Survivor Benefits

The Chief of Police, or designee, should appoint a Benefit Coordinator responsible for the following:

1. Ensuring workman's compensation claims are completed and appropriately filed.

2. Advising the surviving family members on the benefits available.

3. Documenting inquiries and interest in public donations to the surviving family and establish the mechanisms for receipt of such contributions.

4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office.

5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them.

6. Advising the surviving family of the role of police associations and organizations and the nature of support programs and resources available for law enforcement survivors. Such resources and programs should be periodically reviewed by the agency to ensure contact numbers and support information remains updated.

F. Post Incident Stress of Department Personnel

Counseling may be provided for those employees who desire it.

This General Order is in effect at this time and will remain in effect until further notice.

Paul S. Shafer
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 87

(Reviewed 06/25/2020) (Revised: 3/6/13) (Revised: 04/01/11) (Revised: 10/8/10) (Revised: 7/20/09) (Revised 3/12/04) (Effective: 10/20/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PRISONER TRANSPORTATION**

PURPOSE

The purpose of this General Order is to establish a procedure for the transportation of prisoners to the Highland Park Police Department, other departments, detention facilities, and medical facilities.

POLICY

Prisoners of the Highland Park Police Department shall be transported in a manner which will adequately provide for the safety and security of the prisoner, the transporting officer(s) and the general public.

PROCEDURE

A. Transport Operations

1. Search of the Prisoner(s)

   a. It should never be assumed that a prisoner has been searched. All prisoners must be searched prior to transportation.

   b. It will be the responsibility of the transporting officer to search the prisoner to be transported.

   c. Routine prisoner searches shall be thorough, but will not include strip or body cavity searches, unless the criteria established in General Order 74 f-3 and 4 is met.

   d. Any contraband or evidence, or personal property located during an initial search that poses a danger to the prisoner or officers shall be removed from the subject and secured by the officer. These items and other items of non-threatening nature shall be inventoried per procedures outlined in General Order 74, Section C.

2. Search of the Transport Vehicle

   Any vehicle used to transport a prisoner will be searched prior to and after a prisoner has been transported.

3. Daily Squad Car Checks

   a. Each officer shall be responsible for an exterior and interior inspection of his/her assigned vehicle prior to assuming patrol duties.
   b. Observed damage to squad vehicles or equipment, or discovery of contraband or weapons will be

brought to the attention of the on-duty shift supervisor before going on patrol.

4. Seating Locations

   a. No more than 2 prisoners will be transported in one vehicle.

   b. Seating locations will conform to those depicted in this order. (See Attachment A)

   c. When transporting prisoners beyond city limits, such as to bond court, 1 transporting officer may be utilized however, 2 transporting officers should be utilized under the following circumstances:

      (1) When there is a known escape risk
      (2) When the prisoner has been arrested for a violent crime or been resistive during the arrest
      (3) When 2 prisoners are transported at the same time
      (4) Other circumstances as deemed necessary at the discretion of the Patrol Supervisor

5. Transportation of Prisoner for Booking

   a. Upon taking an individual into custody, the arresting officer will advise the Communications Center that he/she is in the process of transporting a prisoner for booking and detention.

   b. The officer will provide information regarding the number of prisoners, when a prisoner is of the opposite sex, and when a prisoner is a juvenile.

   c. When transporting any prisoner or performing any public assist, the officer will be required to give the vehicle odometer reading (miles and tenths of mile), and receive the time from Communications at the beginning of the transportation, and again at the end of the transportation.

   d. The Telecommunications Operator will advise a Shift Supervisor that the arresting officer is transporting a prisoner(s) for booking and detention.

   e. Immediately notify Communications if it is determined that additional assistance will be needed upon arrival.

   f. The officer will notify Communications upon arrival at the Police Department sally port.

   g. Communications personnel will remotely open the sally port overhead door and close it once the transport vehicle is inside.

   h. Officers will secure weapons, as per General Order 37, Section C-3, before removing prisoners from the vehicle and escorting them into the holding facility processing area.

   i. Prisoners will remain handcuffed while inside the sally port.

   j. Enter the processing area and begin prisoner processing requirements (See General Order 74).

   k. When transporting prisoners to other agencies, officers shall:

      (1) Comply with the rules and regulations of other jurisdictions while at those facilities.

      (2) Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.

(3) Deliver all pertinent documents to the receiving officer and obtain a receipted signature on the Supplementary Disposition Report form (Attachment B).

(4) Ensure that the prisoner's property is properly transferred, obtaining the signature of the prisoner or receiving officer on the Supplementary Disposition Report form.

6. Prisoner Observation

a. Transported prisoners shall remain under observation at all times.

b. When long-distance movements of over 50 miles are required, at least one same sex officer will be assigned to ensure continuous observation during the use of toilet facilities. A female matron may be used if a female officer is not available.

c. When a prisoner must be taken to a medical facility, procedures identified in this directive will be followed.

7. Meals

a. Meals will be provided to prisoners who must be transported over long distances requiring several hours of travel.

b. Restaurants will be selected at random by the transporting officers to pick up meals.

c. Arrangements will be made for prisoners to take their meals in secured areas of local law enforcement agencies along the route.

8. Direct Routes

a. Prisoners will be transported directly to their destination. In no instance shall transporting officer(s) grant any request from the prisoner to stop at any location for any reason.

b. Transporting officer(s) and prisoners will only deter from their destination route to render aid and assistance in life-threatening situations or at the direction of a supervisor.

c. The primary responsibility for officers transporting prisoners shall always be the protective custody and safety of their prisoners, the general public, and themselves.

9. Prisoner Escape

a. If a prisoner escapes in transit, the transporting officer(s) will initiate the following actions:

(1) When the escape occurs in Highland Park, notify Communications and the Shift Commander of the escape and provide sufficient details of the escape and the escapee(s) to enable the coordination of apprehension efforts. Notify ISPERN.

(2) When the escape occurs outside of Highland Park, notify ISPERN of the escape and provide sufficient details of the escape and the escapee(s) to enable the coordination of apprehension efforts. Notify the Shift Commander.

(3) Provide specifically:

(a) The location of the escape.
(b) The escapee's direction of travel.
(c) The physical description of the escapee.
(d) The charges pending against the escapee.
(e) The apprehension efforts you will undertake or have undertaken.
(f) Any other information that may assist apprehension efforts.

b. Reports that will be required of the transporting officer(s) in the event a prisoner escapes are:

(1) Supplementary Case Report
(2) LEADS teletype message
(3) Interoffice Memorandum (To/From) to the Chief of Police relating the transporting officer's actions.
(4) Any other required reports as determined by the Chief of Police or his designee.

c. Obtain an arrest warrant if immediate apprehension efforts fail.

10. Communication by and to "In-Transit" Prisoners

Transporting officers will not permit prisoners to communicate with family members, friends, or attorneys while being transported.

11. Transportation to Medical Facilities

a. Prisoners who require medical attention shall be transported to the hospital by a Fire Department ambulance.

b. Police vehicles will not be used unless specifically authorized by a supervisor.

c. Unless the prisoner's medical condition or treatment procedures prevent the use of a restraining device, prisoners will be handcuffed or restrained by an authorized method prior to their transportation in the ambulance.

d. At least one officer will accompany the prisoner in the ambulance.

e. Officer(s) may be assigned to follow the ambulance in a police vehicle.

f. The officer(s) assigned to follow the ambulance will remain in radio contact with the officer(s) in the ambulance. The officer(s) assigned to follow the ambulance will be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

g. Officer(s) will remain with the prisoner during medical treatment unless the attending physician requests the officers to leave the treatment area. (If this occurs, officer(s) will position themselves in an area to prevent escape.)

h. When treatment has been completed and the prisoner does not require admittance, he/she will be transported back to the Department in a police vehicle.

i. If a prisoner is admitted to the hospital for extended treatment, the transporting officer will advise the Shift Commander who will arrange for necessary security while the prisoner remains a patient. In the event that a prisoner has been positively identified and does not pose a threat to the public,

(i.e. a person charged with Driving While License Suspended), the Shift Commander may opt to not post security and to arrange for hospital staff to notify the Department prior to the patient's release. I-Bonds should be used when appropriate to limit Department exposure to hospital bills.

12. Security Hazards

When a prisoner who has potential/actual medical needs or is considered to be a security risk is turned over to another agency, the receiving agency shall be notified of such information. In high profile or extreme cases, consideration should be given to providing pre-transportation notification to receiving agencies. Said notification shall be documented on the Supplementary Disposition Report form.

13. Opposite Sex Situations

a. Multiple prisoner transports generally will be confined to prisoners of the same prisoner description as reflected below:

(1) Male adults
(2) Female adults
(3) Juvenile males
(4) Juvenile females

b. Female adults may be transported with male adults at the discretion of a supervisor.

c. Female juveniles may be transported with male juveniles at the discretion of a supervisor.

d. Juveniles will not be transported with adults at any time.

14. Handicapped Prisoners

a. When it is not likely to interfere with the safe, efficient, and secure transport of the prisoner, a police squad will be used.

b. When a reasonable evaluation dictates that squad transport is inappropriate, the Highland Park Fire Department will be notified to transport by ambulance. (See Section A-11)

15. Sick or Injured Prisoners

a. At Arrest Scene

If a person who is placed under physical arrest at the scene requires immediate medical attention due to injury or illness, the arresting officer(s) shall notify the Highland Park Fire Department paramedics to respond to the scene.

(1) An arrestee requiring hospital emergency room treatment will be transported to an authorized medical facility by ambulance.

(2) If the arrestee refuses treatment and the attending paramedics determine that immediate treatment is not necessary, the arrestee will be allowed to sign a release for the waiver of immediate treatment. Officers are reminded that protective custody and care of the arrestee are primary responsibilities.

b. At Police Station

A prisoner in the Department's holding facility who requires medical attention will first be attended by Highland Park Fire Department paramedics.

(1) The on-duty shift supervisor shall be notified whenever a prisoner requests or is otherwise in need of medical care.

(2) The on-duty supervisor will confer with the attending paramedics and determine whether or not the prisoner will be transported to an authorized medical facility.

16. Special Transport Situations

The Highland Park Police Department will not transport a prisoner to any personal function such as a funeral, to visit a critically ill person, or to attend the reading of a will. The only exception for such situations will be an order from the Chief of Police or his designee, or when transportation is mandated by a court order.

In special transport situations, orders will be prepared by a supervisor outlining any special procedures for each individual case.

B. Restraining Requirements

Whenever a person is placed under physical arrest and is to be transported for any reason, or a prisoner is being transported from the Department's facility to another facility, that person shall be handcuffed. (See General Order 29 – Handcuffs and Other Restraints, for further information and exceptions.)

C. Transportation Vehicles

1. Interior Vehicle Safety Barrier

a. All marked patrol vehicles, not including supervisory vehicles, are equipped with a safety barrier specifically designed for the purpose of separating the driver and front passenger from the back seat prisoner. The barrier does not prevent conversation between the rear and front compartments.

b. To further minimize the opportunities for a prisoner to escape, the rear window and door operation on all marked patrol vehicles have been rendered inoperable from the back seat position.

c. All prisoners shall be secured with a seat belt whenever possible.

2. Unmarked police vehicles or non-caged vehicles do not have these modifications and shall not be used for prisoner transportation unless authorized by a supervisor.

When so authorized, extra caution shall be exercised by the transporting officers to ensure the security and safety of both the prisoner and police officers.

D. Written Documentation Requirements

1. When it becomes necessary to transport prisoners from the Highland Park Police Department to another facility, the transporting officer(s) will verify the identification of the prisoner with available records, a physical check of descriptors, and/or checking with the arresting officer to ensure that the prisoner is the proper person to be transported.

2. When prisoners must be transported to another facility or to court, the transporting officer(s) are to ensure that the necessary written documentation accompanies the prisoner. Such documentation may include:

    a. Prisoner's name
    b. Citations, Non-Traffic Tickets and Warrants
    c. Copy of offense report and supplementary reports
    d. Copies of criminal records
    e. Copies of medical records
    f. Inmate Property Inventory Report
    g. Supplementary Disposition Report form
    h. Any other pertinent documents deemed necessary

3. When a prisoner(s) must be turned over to another agency, the transporting officers will document the transfer electronically on the Booking Card.

4. Prisoners that are considered a security risk, such as "escape risk", "combative", "suicidal", "substance abuse", etc. should be documented as such in the comments section of the computerized booking system under origins and procedures and monitored according to procedures outlined in Section F (2) of General Order 37, Holding Facility Security and Control. Any prescribed medication will also be listed.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

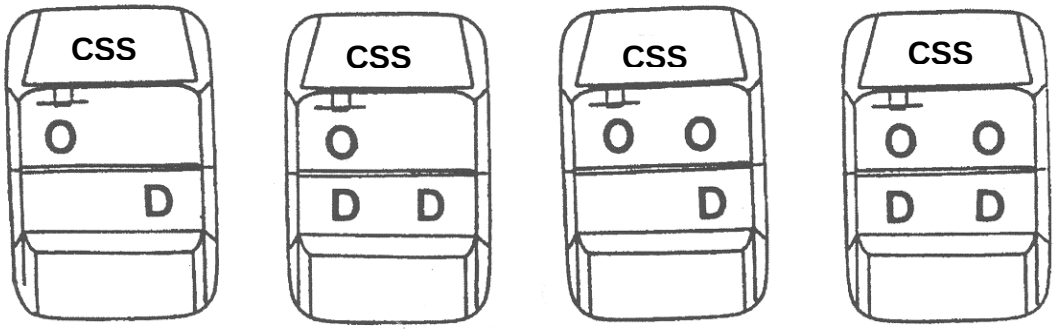
PRISONER TRANSPORT SEATING

O - OFFICER

D - DETAINEE / PRISONER

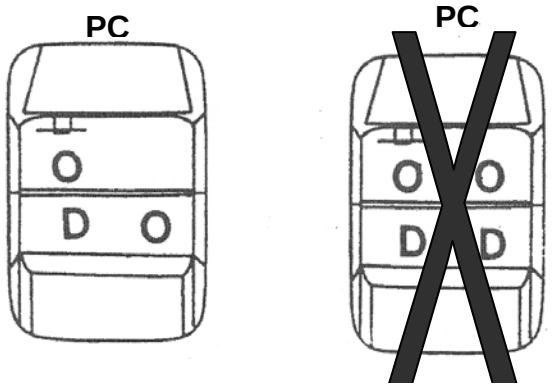
CSS - CAGED / SHIELD SQUAD

PC - UNMARKED SQUAD



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS WITH SAFETY SHIELD

NOT AUTHORIZED



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS WITHOUT SAFETY SHIELD

Attachment B

CITY OF HIGHLAND PARK

DEPARTMENT OF POLICE

SUPPLEMENTARY DISPOSITION REPORT

DATE OF REPORT _____ CASE NUMBER _____

OFFENSE _____

ADDITIONAL DETAILS OF OFFENSE, INVESTIGATION, INTERVIEWS, ETC.

On the above date the reporting officer appeared in court in this case _____

Judge: _____ Court Room No. _____

At: _____

Prosecuting Attorney: _____

Defense Attorney: _____

Defendant(s):

The Court Found:

Detainee Risks:

Injuries Noted: _____

Medical Issues/History: _____

Medication Needs: _____

Security/Behavioral Risks: _____

Wanted Information: _____

Detainee Risks communicated to (Agency/Officer): _____

Detainee Property Turned Over to (Agency/Officer): _____

By order of the Court the evidence held in this case will be:

☐ Returned to the owner

☐ Destroyed

☐ Other disposition - Explain: _____

This Offense is Declared to be:

UNFOUNDED ☐

CLEARED BY ARREST ☐

EXCEPTIONALLY CLEARED ☐

PENDING (Not Cleared) ☐

Signed: _____ No. _____

Investigating Officer

Date: _____

Signed: _____

Platoon Commander

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 88

(Revised 06/25/2020) (Revised: 7/7/16) (Revised: 10/8/10) (Revised: 9/14/07) (Revised: 2/12/07) (Effective: 04/12/04) (Rescinds General Order 26)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAINING**

PURPOSE

The purpose of this Order is to establish guidelines for the delivery of timely, effective training that meets the needs of the Highland Park Police Department. The Department understands the importance of a well-developed effective and efficient training support system and will continually strive to review and update training services. This Order shall be the standard operating procedure for the organization and administration of training as it applies to instructor, recruit, in-service, roll call, advanced, specialized, civilian courses and the Department's association with approved police academies.

POLICY

The most critical obligation of a professional law enforcement agency is to ensure quality service to the community it serves. It shall be the policy of the Highland Park Police Department to develop, support and advance the skills, knowledge and abilities attendant to every employee through the training function. It is the ultimate goal of training to prepare employees to act decisively and correctly over a broad spectrum of situations and to work with greater productivity and effectiveness.

PROCEDURE

A. Organization and Administration of Training

1. The Highland Park Police Department's training goals include, but are not limited to the following:

    a. Provide job-related training for all Department members.

    b. Foster and improve unity of purpose and cooperation among all Department members through an on-going training process.

    c. Train employees to be better prepared to act decisively and correctly in a wide spectrum of circumstances.

    d. Provide training for specialization and the general safety of Department employees.

    e. Provide training to meet the requirements mandated by federal, state, and municipal laws.

    f. Evaluate training programs in order to identify those programs that best serve the Department and the community.

g. Provide training necessary to meet the Department's mission.

2. The administration of the Department's training function shall fall under the authority of the Director of Training. Specific group and individual training requirements shall be identified by command staff and forwarded to the Director of Training for assignment to appropriate schools, seminars, or in-house training.

3. The specific duties that the Director of Training shall oversee will be:

   a. Planning and developing in-house and field training programs.

   b. Identification and notification of personnel of required and available training.

   c. Maintaining training records.

   d. Ensuring attendance at required training.

   e. Implementing training programs.

   f. Selecting instructors.

   g. Evaluating training programs.

   h. Coordinating training programs.

   i. Coordination with Human Resources in the development of annual training programs.

4. Training Committee

   A Training Committee, having the responsibility to assist in the development and evaluation of training needs as well as serving as an input point for different areas within the Department, will be established. The Training Committee shall meet periodically and act in an advisory capacity to the Director of Training for the development of training programs.

   a. The Deputy Chief of Police will serve as chairperson of the committee which will be comprised of, but not limited to, the following members:

      (1) The Patrol Commander
      (2) The Investigations Commander
      (3) The Training Coordinator
      (4) The Field Training Supervisor

   b. Selection of additional members shall be by appointment by the Chief of Police.

   c. When any command representative of the Training Committee is transferred or promoted from the qualifying position, his successor shall immediately fill the Committee position.

5. The Director of Training shall integrate various sources of information to provide a legitimate measure of training needs. Training programs are to be developed using all available resources, including, but not limited to:

   a. Staff reports and/or meetings.

b. Consultations with field personnel, supervisors and field observations.
c. Training committee reports.
d. Training evaluations.

6. The attendance of Departmental personnel at Department authorized or sponsored training shall be mandatory and consistent with the following guidelines:

   a. Instructors of all Department sponsored training shall document attendance.

   b. Participants shall be excused to attend court and will notify the Chief of Police or designee in writing.

      (1) In those instances when a court appearance extends to such a period of time that pertinent information in class cannot be made up, a student will return to duty and report his absence from training to the Director of Training.

      (2) The Director of Training or designee will schedule a make up class as soon as practical.

   c. Unexcused absences from training programs shall be treated in the same manner as an unexcused absence from work. Progressive discipline shall be used for personnel who report to work but inexcusably fail to attend scheduled training.

   d. Command staff or the Director of Training for good cause may grant exceptions for attendance at authorized training courses.

   e. Employees will receive original completion certificates unless the certificates or licenses are needed by the Director of Training. In cases where originals cannot be provided, photocopies shall be tendered to the employee.

   f. Absences, whether excused or unexcused, shall be reviewed by the Director of Training to ensure that his training attendance requirements are fully met.

7. Reimbursement for mileage, meals, housing, fees, and books provided to employees attending training programs shall be governed by the following:

   a. City of Highland Park Personnel Handbook.

   b. All contractual agreements in force.

   c. Employees generally will use Department vehicles for transportation to remote training sites:

      (1) At the discretion of the Director of Training, public transportation may be used.

      (2) If a Department vehicle or public transportation is not available, an employee's personal vehicle may be used for transportation with the approval of the Chief of Police or his designee:

         (a) Reimbursement for personal vehicle usage will be based on contractual agreements if in effect or pre-set mileage from the police station to the location of the training, and at the current rate established by City policy.

         (b) When two or more employees are attending the same training, they are to car pool, and reimbursement shall be made only to the employee providing the vehicle.

B. Recruit Training Academy

1. The Department shall utilize the services of any academy certified by the Illinois Law Enforcement Training and Standards Board (ILETSB) for basic recruit training. Any academy to be used for basic recruit training must also be approved by the Chief of Police. No probationary police officer will be permitted to perform sanctioned police duties or carry department issued weapons before successfully completing such formal academy training, excepting that probationary officers may carry weapons for the purpose of completing academy training.

2. Permanent Appointments

   a. No person shall receive a permanent appointment as a Law Enforcement Officer unless he/she has been awarded, within six months of his initial full-time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by ILETSB, or;

   b. Has been awarded a certificate attesting to his satisfactory completion of a training program of similar content and number of hours and which course has been found acceptable by the ILETSB. (see 50 ILCS 705/8.1)

3. The basic recruit academy used by the Department shall provide information to all new recruit personnel at the time academy training begins. The information will include:

   a. The organization of the academy.
   b. The academy's rules and regulations.
   c. The academy's rating, testing, and evaluation system.
   d. Physical fitness and proficiency requirements.
   e. Daily training schedules.

4. Academy Training Curriculum

   a. The approved Recruit Training Academy will have a curriculum that is based on job-task analysis of the most frequent assignments of officers who complete recruit training.

   b. The Recruit Training Academy uses evaluation techniques designed to measure competency in the required skills, knowledge, and abilities for the position of police officer.

5. Additional Basic Recruit Training Requirements

   As part of the Department's basic training curriculum for police recruits provided by the approved Recruit Training Academy, familiarization in the following subject areas is provided:

   a. Rules of evidence
   b. Identification of evidence
   c. Crime scene searches
   d. Preliminary investigations
   e. Crime scene investigation
   f. Collection and preservation of evidence
   g. Fingerprint identification methods
   h. Evidence and property management procedures
   i. Traffic accident scene management and investigation
   j. Crime laboratory functions

k. Chain of evidence

6. The Director of Training or his designee shall maintain a close liaison with the staff of all police training academies keeping channels of communications open in order to monitor the progress of recruits and provide input to the academy training program. In addition, the Director of Training or designee acts as a liaison to the recruits who are in academy.

7. The Department shall make available to the training academy and other agencies, its facilities, staff, instructors and resources when the Training Director 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.

C. Field Training Program

The Highland Park Police Department employs a formal comprehensive Field Training Program designed to supplement academy instruction, to familiarize recruit officers with the nature and scope of the most frequently performed police duties and to provide them with work experience in a closely supervised setting. Upon completion of basic training at an approved academy, all recruits will be oriented to departmental policies, procedures, rules and regulations. This orientation will take place during the on-the-job Field Training Program. The FTO Program Manual lesson plans will be utilized as a reference guide for completion of this training. (Refer to General Order 54)

D. In-House Training

1. Cooperative Training with Other Outside Criminal Justice Agencies

a. The practice of sharing will help eliminate duplication of training efforts and promote new ideas and creativity within the training process.

b. Department personnel may be assigned to attend training sponsored by other criminal justice agencies or personnel from other agencies may be invited to attend training sessions sponsored by the Department when the training meets an identifiable training need and:

(1) Increases operational or administrative effectiveness.
(2) Improves interagency cooperation.
(3) Promotes better understanding among criminal justice agencies.

2. The Department has available classroom space for in-service training programs

3. Training programs shall state specific training objectives. The performance objectives should encompass the following criteria:

a. Focus on the elements of the job task analysis for which formal training is needed.
b. Provide clear statements of what is to be learned.
c. Provide a basis for evaluating the classroom participants and the training program.

4. Lesson Plans

a. All in-house training courses require lesson plans. Instructors shall ensure that courses are adequately taught from lesson plan outlines. Lesson plan outlines should include provisions for the following:

(1) Name or title of the course.

(2) Guidelines and format of lesson plan development, including type of presentation; written, discussion, panel or seminar format.

(3) Statement of course and performance objectives such as skills that should be demonstrated and knowledge acquired.

(4) Content and specification of appropriate instructional techniques including: discussions, lectures, audio/visual, field experience, case study, role playing, problem investigation/ inquiry, etc.

(5) Conclusion and summary.

(6) Identification of any tests associated with the unit of instruction.

b. Lesson plans or course syllabus for Department training programs will be kept on file to demonstrate compliance with this order.

c. The Director of Training shall be responsible for review and approval of lesson plans and ensuring that guidelines are followed and are consistent with staff requirements and Department policies.

5. Testing

a. Proficiency based testing, designed to measure a participant's knowledge or abilities to apply job related skills should be used in most training programs.

b. Unless otherwise approved by the Director of Training, the minimum-passing grade on any in-house training program test shall be 70%.

c. Test questions may be written as true/false, multiple choices, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.

d. Pass/fail grading may be used for certain in-house performance tests in less structured, informal training situations with the approval of the Director of Training.

e. If an employee cannot demonstrate a competency in the testing process, the matter will be brought to the attention of the Director of Training.

6. Training Instructors

a. Instructors who conduct Departmental programs should have knowledge of teaching theories, methods, and practices. Additionally, knowledge of the specific area of law enforcement they are teaching is critical. The following reflects the skills, knowledge and abilities required for instructors in all agency-operated training programs:

(1) Skills - For that instruction which requires physical technique, the instructor must possess proficiency that permits a demonstrable example of the technique being instructed.

(2) Knowledge - Instructors should have clear knowledge of the area for which they are providing instruction. Additionally, instructors should have knowledge of the general field of law enforcement to provide some perspective on the area that they are teaching.

(3) Abilities - Instructors should possess the interpersonal delivery ability required to relate with both individuals and an audience. Additionally, instructors should have the ability to convey information to a group of people in an instructional setting.

b. Selection, approval and tenure of qualified instructors for the Department's in-house training program is the responsibility of the Chief of Police or his designee.

c. Instructor Tenure

Instructors of the Highland Park Police Department may remain as in-house instructors as long as their evaluations, performance, and interest are acceptable. Evaluations of instructor performance, student critique, and on-site critique by the Director of Training will be considered in determining the tenure of instructors.

d. Instructors/Training

Before assignment, instructors in departmental training programs will have training in the following areas:

(1) Testing and evaluation methods.
(2) Lesson plan development.
(3) Learning theory.
(4) Performance objectives development.
(5) Instructional techniques.
(6) Resource availability and use.
(7) This training will be updated as required to meet specific instructional objectives.

e. The Director of Training or his designee will be responsible for selecting appropriate instructors and vendors for in-service training. Selection will be based upon need as articulated by various organizational components, training needs analysis, and recommendations of the Training Review Committee. The same standards and requirements used to select and evaluate in-house instructors and course material will be imposed upon outside resources in order not to compromise the quality of instruction.

E. In-Service and Advanced Training

1. Training resources are both public and private sector schools providing courses relevant to the needs of the Highland Park Police Department and, whenever possible, approved by the Illinois Law Enforcement Training and Standards Board. These schools include, but are not limited to:

a. Chicago Police Academy (Timothy J. O'Connor Training Academy).
b. Northwestern University Center for Public Safety (NUCPS).
c. Southern Police Institute (SPI).
d. FBI Academy.
e. Northeast Multi-Regional Training (NEMRT).
f. Suburban Law Enforcement Academy - College of DuPage (SLEA).
g. Criminal Justice Institute – College of Lake County (CLC).
h. Northeastern Illinois Public Safety Training Academy – (NIPSTA)

2. The purpose of these annual training sessions is to provide officers with supplemental annual training on advances, changes, and improvements in the law enforcement profession, with requisite training prior to assignment to specialty duties and with executive development training for

supervisors. Training sessions are to be structured in such a way as to motivate officers and further the professional development of the Department. Topics suited to in-service training sessions include, but are not limited to:

a. Department policy, procedures, rules and regulations with a focus on any changes in the above topics.

b. Changes in the law and/or technological improvements.

c. Crime prevention techniques and public awareness.

d. Interrogation and interview techniques.

e. Use of force, including deadly force.

f. Performance evaluations - process and purpose.

g. Report writing skills.

h. Crime scene responsibilities, evidence collection and preservation.

i. Court testimony and presentation.

j. Safety practices.

k. Civil liability.

l. Proper use of discretion.

m. Court decision updates.

n. Holding Facility operations, including fire suppression and equipment provided for use by the agency.

3. In addition to the annual in-service training program, all sworn members shall meet the weapons qualification requirements, including the qualifications for primary and support weapons. (See General Order 31, Weapons and Weapons Procedures)

4. Pursuant to Article 50, Section 7 of the Illinois Compiled Statues, each officer must complete training, on a triennial basis, in the following subjects:

a. Constitutional and proper use of law enforcement authority
b. Procedural justice
c. Civil rights
d. Human rights
e. Cultural competency

F. In-Service/Roll Call Training

The Department requires all sworn members to attend In-Service/Roll Call fifteen (15) minutes before the member's scheduled duty day. The purpose of In-Service/Roll Call is to inform personnel of the activities of the prior twenty-four (24) hours, make assignments, distribute special instructions, inspect uniforms and equipment, and provide training sessions of short duration.

1. In-Service/Roll Call Training

    a. In most cases, In-Service/Roll Call will be conducted by a unit supervisor.

    b. In-Service/Roll Call duration will be as long as needed to complete its purpose for that day and shall commence no later than 15 minutes prior to the platoon or unit scheduled start time.

    c. Personnel responsible for In-Service/Roll Call training shall be adequately prepared and will use the teaching techniques and methods that best meet the needs of the personnel being instructed.

        Some of the available techniques and materials are:

        (1) Lecture.
        (2) Videotape, DVD, Power Point presentation (as time permits).
        (3) Computerized police activity logs (bulletin).
        (4) Printed and audio/visual material that is consistent with state prescribed training standards.

    d. Periodic evaluations of the In-Service/Roll Call process will be made by the unit's commander.

2. Advanced Training

    a. Advanced training is that training designed to improve the professional competence of Department Supervisors.

    b. Advanced training specifically refers to the training provided in the following schools and courses:

        (1) Northwestern University Center for Public Safety's Supervision of Police Personnel Course.

        (2) Northwestern University Center for Public Safety's Executive Management Program.

        (3) Southern Police Institute's Administrative Officer's Course.

        (4) FBI National Academy.

        (5) College of Lake County – Criminal Justice Institute.

        (6) Any equivalent training.

    c. The Chief of Police shall select supervisors who will attend advanced training courses. His selection will be based on considerations such as Department needs, career development, and sound management practices.

    d. Members who have attended advanced training courses may be assigned to departmental positions whereby their newly developed skills may be effectively used.

3. Refresher Training

a. The Department shall provide refresher training for all personnel if an indication exists that the employee would benefit from such refresher training including technology updates, skill development, and/or as decided by the Director of Training or Shift Supervisor.

b. The Department shall provide refresher training for Evidence Technicians in crime scene processing as a component of the in-service training program.

G. Specialized Training

1. Certain job specialty assignments require certification training by law. Other job 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. Currently, the following assignments warrant specialty training:

   a. Radar/Lidar Instructor – Radar/Lidar Instructor training
   b. Investigator/Youth Officer – Juvenile Officer training
   c. Field Training Officer – Field Training Officer training
   d. Business Liaison Officer –Crime Prevention and Financial Crimes training
   e. Breath Analysis Operator –Breath Analysis Operator training and recertification
   f. Range Officer – Ranger Officer training
   g. Evidence Technician – Evidence Technician training
   h. Canine Officer –Canine certification (see canine G.O. 76)
   i. Bicycle Officer – Bicycle Officer training
   j. Crime Prevention Officer – Crime Prevention training
   k. NIPAS Officer – Required NIPAS training as scheduled
   l. Hostage Negotiator – Hostage Negotiator training
   m. Traffic Accident Reconstructionist – Crash Investigation 1 & 2, Traffic Crash Reconstruction 1 & 2, and Vehicle Dynamics.
   n. Fire/Bomb Investigator – Fire Investigation training
   o. Defensive Tactics/OC/Baton Instructor – Defensive Tactics/OC/Baton Instructor training
   p. Defensive Driving Instructor – Defensive Driver Instructor training
   q. First Responder/AED Medical Instructor –First Responder/AED/CPR Instructor training
   r. Other Positions as designated

2. All specialized training for the above positions include instruction in the specific tasks associated with the assignment. The formal classroom training will be supplemented by:

   a. Supervised on-the-job training
   b. Additional advanced classroom instruction as necessary

3. Specialized training provided to personnel includes the following:

   a. Development and/or enhancement of the skills, knowledge and the abilities particular to the assignment or specialization.

   b. Familiarization of management, administration, supervision, personnel policies, and support services of the function or component.

   c. Performance standards of the function or component.

   d. Agency policies, procedures, rules, and regulations specifically related to the function or component.

e. Supervised on-the-job training.

4. The Department's Director of Training shall ensure, whenever possible, that specialized training shall be initiated within 30 days of the assignment to a specialty position.

5. The Highland Park Police Department provides all agency employees with training regarding the accreditation process as follows:

   a. Newly hired employees will be given familiarization with accreditation during orientation.

   b. Personnel will review the accreditation process during the initial self-assessment, including review of agency directives during Roll Call and individual familiarization with special units as needed.

   c. Prior to the on-site assessment, all employees shall receive instruction during a Department meeting, In-Service/Roll Call session, or videotaped presentation.

   d. Training topics shall include a historical background of accreditation, the Highland Park Police Department involvement with the process, overview of the process, goals and objectives of accreditation, advantages and impact of accreditation on the agency and community.

H. Civilian Training

1. The Director of Training or his designee shall conduct initial orientation training for all newly appointed civilian personnel, including volunteers. The initial training of civilian personnel shall include:

   a. Orientation to the agency's role, purpose, goals, policies, and procedures
   b. Working conditions and regulations
   c. Responsibilities and rights of employees

2. In addition to the orientation training received by all civilian personnel, specific orientation is required of the following civilian positions before assuming of full job responsibilities:

   a. Community Service Officer
   b. Crossing Guards
   c. Secretaries/Clerks
   d. Property Custodian
   e. Community Policing Aides

3. The Director of Training, or his designee, shall organize, analyze, and deliver annual refresher and update training for all civilian personnel.

4. Additional Training for Civilian Members

   Civilian members in the following categories shall receive additional training:

   a. Community Service Officers

      (1) Public relations
      (2) Vehicle safety operation
      (3) Traffic direction and control techniques
      (4) Animal captures and release

(5) City, County and State animal control laws
(6) Parking ordinance enforcement
(7) Additional training as required or identified

b. Crossing Guards

(1) Traffic direction and control techniques
(2) Traffic safety
(3) Legal requirements, local and state traffic laws

c. Records Unit Personnel

(1) Public relations
(2) On-the-job training and equipment familiarization
(3) Outside training at approved training facilities as may be required

I. Remedial Training

1. Remedial training shall be defined as personalized training to correct a specific deficiency that is identified during training or routine job performance.

2. Upon the recommendation of a member's immediate supervisor, supplemental or remedial training may be scheduled for members who:

a. Consistently demonstrate lack of skills, knowledge, or abilities in job performance, based on evaluation reports and/or first-hand observation by a supervisor(s); or

b. Have received disciplinary action(s) that may be corrected through supplemental training.

3. The time frame under which remedial training will be provided and the criteria for its successful completion shall be established by the Director of Training or by the Range Master in firearms related training.

4. The consequences of participation or non-participation by affected personnel identified, as needing remedial training will be discussed with the employee and documented. Consequences may be but are not limited to:

a. Additional remedial training
b. Reassignment of duties
c. Disciplinary action
d. Separation from service (termination)

5. Although time schedules are difficult to impose upon remedial efforts, (physical problems; injury; skill development and seating, course and instructor availability) the Chief of Police shall impose a specific and reasonable time period to observe and document an employee’s progress or failure. If after such period, no progress is made, then a determination will be reached in conjunction with the instructor(s), remedial instructor(s), Director of Training, the employee’s immediate supervisor, the employee’s Division Commander, and the Deputy Chief of Police as to the issue of incompetence and a recommendation to the Chief of Police.

J. Training records of all personnel are maintained and updated by the Director of Training or designee and at a minimum will include:

1. Date(s) of Training
2. Type of Training
3. Attendance
4. Certificates Received
5. Course Content
6. Lesson Plans/Course Syllabus (if in-house)
7. Names of Department students assigned
8. Test and/or performance results if administered (in-house)

K. Training records for all personnel will be assigned and maintained via our training software. Upon completion of training courses that provide a certificate, personnel shall upload the certificate to the system and submit two copies for their training files.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 89
(Reviewed 06/26/2020) (Revised: 11/30/15) (Effective: 10/15/03)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TEMPORARY MODIFIED DUTY (RESTRICTED DUTY)**

PURPOSE

The purpose of this General Order is to establish the policies and procedures for restricted duty assignments.

POLICY

It shall be the policy of the Highland Park Police Department to provide restricted duty assignments when possible in order to:

Assist employees in the rehabilitation process particularly when the physician recommends restricted duty as part of a gradual return to work,

Discourage unnecessary use of worker's compensation or sick leave benefits.

Provide a temporary assignment, if available, for an employee who is qualified to perform such work and there is a reasonable expectation that the employee will be able to resume full duties thereafter.

DEFINITIONS

Restricted Duty Assignment - An assignment which requires minimal physical exertion and which has been authorized by an injured or ill employee's physician or a City of Highland Park physician, without risk to the employee's recuperation process and without potential risk of harm to others. An assignment to further the mission of the Department as distinguished from a "make work" situation created solely to accommodate an injured or ill employee.

PROCEDURE

A. Before any assignment to restricted duty will be made, the employee must present a written evaluation from a physician providing clearance to be assigned to restricted duty including the nature of the injury or illness and any limitations that he may place on the employee. The employee assigned to restricted duty will provide the Chief of Police with periodic updates as requested, to determine the on-going restricted duty status.

B. The Department is not obligated to place an employee on restricted duty status. The Chief of Police has sole discretion in determining whether there is a restricted duty assignment available, the performance of which will make a substantial contribution to the mission of the Department. The Deputy Chief of Police will identify the temporary duty assignment and will monitor the duration of the assignment.

C. The circumstances of each request for a restricted duty assignment and the needs of the Department shall be determinative of any request for a restricted duty assignment.

1. The circumstances and needs may change and vary from time to time. Restricted duty status may be terminated at any time.

2. Whether a restricted duty assignment was available in the past to other employees is not a consideration for granting any other request for a restricted duty assignment.

3. No full-time employee shall be moved from their regular position in order to make a restricted duty assignment available to another employee.

D. An employee assigned to restricted duty is expected to work a full workday and will be assigned hours at the discretion of the Chief of Police or his designee. The employee will only work overtime with permission of the Chief of Police or his designee.

E. Employees that have scheduled physician's appointments will utilize their sick time to attend the appointment.

F. Employees are required to report for duty on time and prepared for the restricted duty assignment.

1. Law enforcement officers assigned to restricted duty will not wear the Department uniform or carry a firearm. Appropriate business attire will be worn, unless otherwise authorized.

2. Employees assigned restricted duty will not leave the building unless authorized to do so by the Deputy Chief of Police.

3. An employee approved for restricted duty will be under the direct supervision of the supervisor or command officer of the division or section assigned.

G. An employee performing in a restricted duty capacity will continue to receive their regular compensation and benefits.

H. The employee may be required to work rotating shifts and/or rotating days off.

I. The employee shall be entitled to all previously scheduled vacation days.

J. Restricted duty assignments will be limited to a period not to exceed 90 calendar days. Extensions of limited duty assignments may be granted if, in the determination of the Chief of Police, such an extension would be in the best interest of the employee and the City.

K. Job Related Disability:

1. Restricted duty assignments may be initiated from the Police Department or from the employee.

2. The Chief of Police may seek to identify a restricted duty assignment that can be accomplished by an employee recuperating from a job related injury or illness.

3. An employee recuperating from a job related injury or illness may take precedence for restricted duty over an employee who was injured off-duty or who had an illness not associated with work.

L. Non-Job Related Disability:

At the written request of the employee, the Chief of Police may seek to identify a restricted duty assignment that can be accomplished by an employee recuperating from an off-duty injury or an illness not associated with work.

M. Physician Report

The Department may require the employee to submit to an examination by another physician at the City's expense at any time to determine fitness for duty, continued eligibility for restricted duty status, or other related issues. In the event of a difference of medical opinion, the opinion of the City physician will be accorded greater weight.

N. The Highland Park 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.

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 can not or should not perform.

   c. The employee's supervisor shall immediately place the employee in a desk duty position until the employee receives a notice of temporary reassignment.

   d. The Deputy Chief of Police shall be notified by the employee's immediate supervisor as soon as reasonably possible.

2. Reassignment of Pregnant Officers

   a. The Deputy Chief of Police shall consult with the Chief of Police in order to determine where the employee could best be utilized during the temporary reassignment.

   b. The employee may be assigned to various positions during her pregnancy depending upon the needs of the Department.

   c. The employee shall be notified in writing of her temporary assignment as soon as practical after having given her official pregnancy notification.

3. Limitations on Restricted Duty

   The employee will remain working until her doctor recommends otherwise.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 90

(Reviewed 06/26/2020) (Revised 4/1/19)(Revised:10/7/16) (Revised: 10/2/09) (Revised: 9/21/07) (Effective: 6/25/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIMINAL INVESTIGATIONS OPERATIONS**

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 Highland Park.

PROCEDURE

A. Criminal Investigations Procedures

Police officers will fairly and impartially investigate all cases assigned to them for follow-up. There are certain standard practices and methods that should be considered in all investigations. These practices and methods include:

1. Information Development

   Potential sources of information include, but are not limited to: witnesses, victims, neighbors, relatives, other law enforcement agencies, and informants. Information received from any of the above sources must be judged objectively, substantiated when possible, documented appropriately, and obtained in a manner that is consistent with Department policy.

2. Interviews and Interrogations

   Interviews are conducted with those individuals who may have information concerning certain aspects of an investigation. Interrogations are conducted with individuals who are suspect or those individuals who, in the opinion of the investigator, have been directly involved in the criminal activity in question. Interviews or interrogations will be conducted in a manner consistent with the law. Audio and video recordings of interviews or interrogations will be conducted in accordance with Illinois state law.

3. Collection, Preservation, and Use of Physical Evidence

   Physical evidence will be searched for, collected, and preserved during the investigation of any crime scene in compliance with Constitutional guidelines. Officers will follow proper evidence collection procedures and recognize their importance in thorough investigations. Refer to General Order 77, Collection and Preservation of Evidence.

4. Background Investigation

   a. Criminal investigations may involve background checks of persons involved in the investigation.

b. Potential sources of information include, but are not limited to:

(1) Financial checks
(2) Employment histories
(3) Credit histories
(4) License checks
(5) Criminal histories
(6) Police records checks
(7) Business checks
(8) Friends, relatives, and neighbors
(9) Public records
(10) Open internet sources

(a) The information may be used in a criminal prosecution or an administrative hearing.

(b) Release of any information collected will be governed by the Freedom of Information Act and the guidelines set forth by the State of Illinois.

5. Surveillance

Surveillance may be used in the investigation of criminal activity when it is necessary to observe suspects or conditions in an unobtrusive manner. All surveillance activity shall be accomplished in a legally acceptable manner, as outlined in General Orders 68 (Prohibition Against Discriminatory Practices) and 93 (Surveillance, Undercover, Decoy and Raid Operations).

B. Conducting Preliminary Investigations

1. Highland Park Police Department patrol officers will conduct preliminary investigations. 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:

a. Providing aid to the injured.

b. Observing all conditions, events, and remarks surrounding the incident under investigation.

c. Determining the identity, as well as any other relevant information, of the suspect(s), witnesses, victims, and effecting an arrest, if possible.

d. Securing and protecting the crime scene and arranging for specialized assistance that is needed, including, but not limited to: supervisors, K-9, investigations, and crime scene personnel.

e. Conducting interviews of victims, witnesses, and suspects.

f. 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).

g. Where feasible, obtaining a written statement from the suspect, if such a statement can be obtained legally.

h. Accurately and completely recording all pertinent information on the proper report forms, including any offense observed and elements of the same.

i. Requesting a supervisor or other assistance, when appropriate.

2. 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:

    a. Murder or other non-vehicular homicides or attempts
    b. Deaths other than Hospice cases registered with the Lake County Coroner
    c. Criminal sexual assault or abuse
    d. Armed robbery
    e. Home invasion
    f. Kidnapping (including parental abduction)
    g. Missing persons
    h. Residential or Commercial Burglaries
    i. Any other crime deemed appropriate by a Patrol Shift Supervisor

3. Investigator's Responsibility

    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.

C. Conducting Follow-Up Investigations

1. 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 officer shall conduct the follow-up investigation while in uniform and during on-duty hours unless otherwise approved by their supervisor. The officer will file supplemental reports, lab requests, and other reports as needed, whenever information is available. Cases accepted for follow-up by the Investigations Section will be their responsibility.

2. Appropriate steps in a follow-up investigation may include, but are not limited to:

    a. Review and analysis of reports filed during the preliminary investigation.

    b. Re-interviews of the victim(s), witnesses, or any other persons who may possess information.

    c. Interviews of the patrol officer who prepared the preliminary reports and officers who initially responded to the call.

    d. Review and conduct searches for physical evidence and consideration of submission of evidence for laboratory analysis.

    e. When appropriate, the officer or follow-up investigator should attempt to identify the suspects or offenders and obtain a written statement from the suspect.

    f. 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.

    g. Criminal histories shall be obtained on all suspects involved in the investigation.

    h. As a case progresses, the officer or investigator should keep track of new information, which could allow him to obtain a search warrant. This information may be beneficial in discovering further evidence that would be of importance in the investigation.

i. 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.

j. Each investigator will make contact, either by telephone or in person, with the victim or complainant in each case assigned to him. Ideally, this contact will be made within forty-eight hours of the assignment, and documented in the police report. 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.

(1) 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.

D. Investigative Checklists

1. Offense reports filed upon completion of a preliminary investigation shall routinely be used as investigative check lists.

2. Any additional check lists used in case investigations will be approved by the Investigations Commander prior to use.

E. Investigation Status Reports

A monthly report will be generated by records management software for each Investigations Unit member listing cases with a “pending” status. The report will be distributed to each member and copied to the Investigations Sergeant.

F. Suspension of Investigative Efforts

1. When investigative efforts on a pending case are exhausted, a supplementary report shall be generated by the assigned investigator indicating a status change to “suspended.”

2. Cases should not remain in a pending status beyond sixty (60) days without pursuing active leads.

3. An Investigations supervisor will review all “suspended” supplemental reports and either approve or return the report for further investigation.

G. Victim and/or Complaint Notification of Case Status or Resolution

In addition to the requirements of General Order 133 Section H, victims and/or complainants shall be notified as soon as practical upon the resolution or suspension of a case. The notification and means of communication shall be documented in a supplemental report.

H. Investigative Positions

1. Sworn officers assigned to the Investigations Section will hold positions designated as Detective. This is a plain clothes, specialized assignment with the main responsibility of conducting follow-up investigations.

2. To assist in facilitating career enhancement opportunities for Department personnel, positions in the Investigations Section will be rotated utilizing the SPURS selection process according to the following guidelines:

   (a) The High School Liaison Officer's position will be evaluated for rotation every six years.
   (b) School Resource Officer's position will be evaluated for rotation every six years.
   (c) One adult Investigator's position will be evaluated for rotation every two years.

3. An officer due to rotate out of the Investigations Section will not be precluded from requesting consideration for another position within Investigations either at the time of rotation or in the future.

4. Job Classification and salary schedules for sworn investigative positions are the same as those in the Patrol Division and Traffic Section.

5. Temporary re-assignment time to other units within the department will generally not count against assignment durations.

6. In the event that no satisfactory candidates are identified during SPURS process, the incumbent officer's rotation date may be extended for a period of one year.

7. The aforementioned rotation guidelines may be adjusted based on the needs of the Department.

I. In-Service Roll Call Attendance

1. 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.

2. Investigations supervisors will attend morning briefings with the Chief of Police, Deputy Chief of Police, and the Administrative and Patrol Commanders to discuss ongoing and new incidents and cases.

J. Investigative Task Forces

1. The Investigations 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.

2. Task force activities will be planned prior to implementation with final approval from the Chief of Police through the chain of command.

3. Guidelines for task force operations include:

   a. Identifying objectives as they relate to the purpose of the investigation.

   b. Identifying written agreements, and defining authority and responsibilities as they pertain to jurisdictional boundaries and scope of authority.

   c. Understanding that the 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 Commander informed of their activities and abide by the rules and regulations of this Department.

d. Identifying resources available for use in task force operations to include manpower, 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 Highland Park.

e. The Investigations Commander shall be informed of the activities of individuals under their command while they are participating in task force operations. This is best accomplished by periodic updates addressing the continuing necessity of the operation. At the conclusion of such operations, a debriefing and review session will be conducted.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 91

(Reviewed 06/26/2020) (Reviewed 3/14/19)(Revised: 10/7/16) (Revised: 11/1/14) (Revised: 4/12/10) (Effective: 06/25/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIMINAL INVESTIGATIONS - ORGANIZATION & ADMINISTRATION**

PURPOSE

It is the function of the Investigations Section to conduct and complete follow-up investigations of crimes that are committed within the City of Highland Park.

PROCEDURE

A. Investigative Coverage

1. Investigators are available during regularly scheduled duty hours, generally on Monday through Friday, 8:00 a.m. to 9:00 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.

2. Investigators are available during off-duty hours by contacting the Investigations Section Sergeant or Commander, if the Sergeant is not available.

3. Requests for assistance will be made by the Shift Supervisor or from the Chief of Police or Deputy Chief of Police.

B. Case Screening System

1. On a routine basis, the Investigations Sergeant will assign cases for follow-up investigation to investigators based on a combination of factors that include, but are not limited to:

   a. Specialized knowledge or skill
   b. Available personnel
   c. Current case load
   d. G.E.T. system (Geographic, Expertise, Time)

      (1) GEOGRAPHIC – The investigation requires follow-up outside the boundaries of Highland Park or neighboring jurisdictions.

      (2) EXPERTISE – Specialized investigative skills and training are required for a more effective and efficient investigation.

      (3) TIME – Extensive time is required for follow-up investigation.

2. When a case has been assigned for investigative follow-up, the procedures outlined in General Order 90, Criminal Investigation Operations, are observed:

a. Section A, Criminal Investigations Procedures
b. Section B, Conducting Preliminary Investigations
c. Section C, Conducting Follow-up Investigations

3. Suspension of investigative efforts by an assigned investigator must be approved by either the Investigations Sergeant or Commander. Cases shall be closed by proper code as designated in Section C of this order.

4. Consideration shall be given to the following criteria before suspending investigative efforts:

   a. Lack of further leads or solvability factors
   b. Lack of investigative resources
   c. Determination that the case is not within the Department's legal jurisdiction (e.g. a civil matter)

5. The Investigations Commander or Sergeant shall determine the need for follow-up investigation. The Chief of Police or Deputy Chief of Police may initiate a follow-up investigation by the Investigations Section at any time.

   a. Cases will be screened to determine the need for follow-up investigation based upon the G.E.T. system outlined in Section B (1)(d) and supervisory judgment.

   b. When cases are accepted for follow-up, the Investigations Supervisor will update the case officer assignment in the records management system to reflect the assigned Investigator and will routinely review and update the status of the case as supplemental reports are submitted.

6. The Investigations Commander is responsible for ensuring that all offense reports are reviewed to determine whether sufficient factors are present to warrant follow-up investigation.

7. In addition to work force resources, the Investigations Commander shall determine what additional resources are available and to what extent they shall be utilized for case follow-up investigations.

8. For every case assigned to the Investigations Section, an investigator will be designated as the lead investigator and case coordinator.

C. Case File Management

The Department has established case file management procedures as follows:

1. If a determination is made to assign a case for investigation, the Investigations Sergeant will log the assignment in a computer database.

2. To assist in the effective control and management of investigative follow-up of cases, the following case status codes will be utilized in the records management system:

   a. **Unfounded** - False or baseless complaint.

   b. **Referred to Other Jurisdiction**- Offense reported to our agency which occurred outside our jurisdiction or are enforced by another agency (e.g. Attorney General's office).

   c. **Pending -** Offense still under active investigation.

d. **Cleared by Adult Arrest -** Offense where at least one person is arrested and charged with the commission of an offense.

e. **Cleared by Juvenile Arrest -** Offense where juveniles are taken into custody under circumstances that, if the juvenile were an adult, a clearance by arrest would have been indicated. Also includes cases referred for station adjustment.

f. **Failed to File Complaint or Prosecute Adult -** Offense where the offender is an adult and the victim fails to file a complaint or pursue prosecution. Also includes cases that the State's Attorney fails to prosecute.

g. **Failed to File Complaint or Prosecute Juvenile. -** Offense where the offender is a juvenile and the victim fails to file a complaint or pursue prosecution.

h. **Exceptional Clearance Adult** - All other offenses where the offender is an adult.

The following are some examples of Other Exceptional Clearances:

(1) Suicide of the offender. The person responsible is dead.

(2) Double murder. Two persons kill each other.

(3) Dying declaration. The person responsible dies after making a confession. Also called a deathbed confession.

(4) Offender is killed by police.

i. **Exceptional Clearances Juvenile -** All other offenses where the offender is a juvenile.

j. **Suspended -** Offense where the investigation has been discontinued. This is not a clearance. This includes cases where a suspect has been developed, but insufficient evidence to prosecute exists.

3. Upon assignment for follow-up investigation, any 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 in a secure file cabinet within the Investigations Section.

b. When an original document related to the case being investigated comes into the custody of the assigned investigator, they 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.

4. Accessibility to the files.

a. Original documents, when necessary for further investigations, may only be removed from Records or Evidence by following proper procedures as outlined in General Order 85 (B-1 b).

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 Commander may

authorize original reports involving such cases be maintained in a locked file cabinet within the Investigations Section. This will be done in accordance with General Order 95.

(1) A Case Report face sheet, displaying only the incident report number and the investigator assigned will be completed in the Records Management System and submitted to the Records section, with the following information inserted in the narrative: “The original of this report is maintained by the Investigations Division as specified by Highland Park Police Department General Order 91(C), Investigations Section Commander.” The Investigations Commander is responsible for the auditing and return, of original cases maintained in this fashion, to the Records Section.

5. Purging and monitoring status.

a. The Investigations Commander and/or Sergeant will monitor the status of assigned cases by reviewing submitted offense reports and supplemental reports, and discussing the case with the assigned investigator.

b. Investigations supervisors will conduct a monthly audit of assigned cases with each of their assigned personnel to determine change or continuation of case status.

D. Habitual/Serious Offenders

1. Habitual or serious offenders are defined for the purposes of this directive as offenders who are repeatedly arrested for similar serious offenses such as:

a. Felonies, including charges "upgraded" to felonies

b. Misdemeanor offenses that indicate patterns of a career criminal such as, but not limited to, shoplifting, theft, prostitution, etc.

c. Sexually dangerous persons as defined in Illinois Compiled Statutes 725 ILCS 205/1.01

d. Habitual juvenile offenders as defined in Illinois Compiled Statutes Chapter 705 ILCS 405/5-815

e. 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

2. Officers shall make inquiries to determine if an arrestee meets the criteria of a habitual offender.

a. During arrest processing procedures, officers are expected to make inquiries into the possibility of any prior criminal background by using LEADS (Law Enforcement Agencies Data System), NCIC (National Crime Information Center), CCH (Computerized Criminal History) and CRIMES.

b. 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.

3. Notification to the State's Attorney's office in cases involving habitual offenders.

a. On request of the investigator, copies of all police reports involving arrests are forwarded by the Records Section to the prosecutor's office.

b. The arresting officer is responsible for contacting the prosecutors' 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.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 92

(Reviewed 06/26/2020) (Reviewed 3/4/19)(Revised: 12/10/07) (Effective: 08/12/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ORGANIZED CRIME, DRUG AND 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.

DEFINITIONS

Decoy Operation - A technique, which disguises a plain clothes police officer as a potential crime victim (e.g., purse snatching, sexual assaults) with constant surveillance being maintained by plain clothes police officers. The decoy officer's safety is of primary concern, and the arrest of the offender(s) is secondary.

Undercover Operation - A form of investigation, in which, the investigator assumes a different and unofficial identity in order to obtain evidence or information. Examples include assuming the role of a clerk in a store targeted for a robbery, to purchase controlled substances and cannabis from a known drug dealer, as well as, but not limited to gambling or prostitution investigations.

PROCEDURE

A. Receiving and Processing Complaints

1. The Highland Park Police Department is committed to investigating all vice, drug, and organized crime complaints. This is accomplished in the following manner:

    a. When an officer receives a complaint, the officer will conduct a thorough preliminary investigation, documenting all information in a case report. In those instances where an immediate follow-up investigation is indicated, the preliminary reporting officer will inform an on-duty Patrol Division supervisor of the complaint received. The Patrol supervisor will then seek assistance from the Investigations Commander

        (1) When immediate follow-up is not required, the preliminary 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 for review, the reviewing supervisor will forward a copy directly to the Investigations Commander.

        (2) The Investigations Commander or their designee will review the report and determine the need and extent of follow-up.

(3) 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 will notify the Investigations Commander, who 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.

b. Maintenance of Substantiated Complaints

(1) A separate record of all substantiated drug, organized crime and vice complaints will be kept by the Investigation Commander for the purpose of maintaining an awareness of existing or potential problems within the community.

(2) All substantiated preliminary and investigative reports will be filed within the Investigations 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 and the investigator assigned 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 Section as specified by Highland Park Police Department General Order 92(A), Investigations Section Commander."

(3) Once a case has been concluded or the Investigations 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.

c. Information provided to and received from outside agencies will:

(1) Receive an incident report number to allow retrieval by RMS.

(2) Be classified utilizing an appropriate UCR classification.

(3) Be filed in accordance with Section A.1.b.(2) 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 Highland Park.

2. A thorough screening of drug, organized crime and vice complaints is necessary, as these 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:

a. The validity of the information
b. The criminal nature of the problem
c. The significance of the problem
d. The sufficiency of investigative leads
e. The investigative techniques that can be utilized
f. The sufficiency of resources to investigate the complaint
g. The extent of any operational problems
h. The law enforcement agency that should have primary investigative responsibility

B. Maintaining Investigative File Security

1. All reports and investigative documents on active organized crime, drug and vice investigations shall be maintained in a locked cabinet within the Investigations Section to maintain the integrity of the files. An authorized signature is required on the Investigative File Sign-out form (attachment A), prior to accessing the file. Access is limited to the following:

    a. Chief of Police
    b. Deputy Chief of Police - Administration
    c. Investigations Section Commander
    d. Investigations Section Sergeant
    e. Those individuals actively involved in the follow-up investigation, with the approval of the Investigations Commander.

2. The Department's Records Section will file a cover sheet indicating that the original report and accompanying documents are being held by Investigations.

3. In the event an incident is deemed sensitive in nature, the Investigations Commander, or their 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 Section, in accordance with Section A.1.b.(2) of this directive.

C. Confidential Fund Availability

1. The Department maintains a special confidential investigative fund that includes money allotted to support operational efforts in drug, organized crime and vice investigations.

2. 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 79, Fiscal Management.

D. Control and Use of Surveillance and Undercover Equipment

1. Department-owned surveillance and undercover equipment will be stored in a secured area within the Investigations Section. Use of this equipment will be at the discretion of the Investigations Commander. Unauthorized or personal use of any Department-owned surveillance or undercover equipment is strictly prohibited.

2. Night vision equipment is secured in the Patrol Sergeants office. Use of this equipment will be at the discretion of the Patrol Shift Commander and in keeping with a law enforcement purpose.

3. Authorization for the loan or use of this equipment to another law enforcement agency may be given by the Investigations Commander, or a designee. In instances where the equipment is lent to an outside law enforcement agency, the Investigations Commander or a designee will ensure it is signed out and, when returned, is in good operating condition.

E. Surveillance, Undercover, Decoy and Raid Operations

1. Vice, drug, and organized crime surveillance, undercover, decoy, and raid operations will be conducted in a legally justifiable manner and will be monitored by a supervisor.

2. Section guidelines for conducting specialized operations are delineated in General Order 93, Section A, Vice, Drug and Organized Crime Surveillance; Section B, Undercover Operations; Section C, Decoy Operations; Section D, Conducting Raids.

F. Drug, Organized Crime and Vice Control Status Report

1. The Administrative Commander is responsible for advising the Chief of Police of vice, drug, and organized crime activity at the daily briefings.

2. The Investigations 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.

3. This Control Status 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

This General Order is in effect at this time, and will remain in effect until further notice.

Lou Jogmen
Chief of Police

INVESTIGATIVE FILES
(Attachment A)

Sign-out log

Case Number:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

Officer Signature:_____ Date:_____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 93

(Reviewed 06/26/2020) (Revised: 10/2/09) (Effective: 6/25/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SURVEILLANCE, UNDERCOVER, DECOY AND RAID OPERATIONS**

PURPOSE

The purpose of this order is to establish procedures and responsibilities related to surveillance, undercover, decoy and raid operations.

DEFINITIONS - Release of specific operational and procedures may compromise public and officer safety.

[redacted]



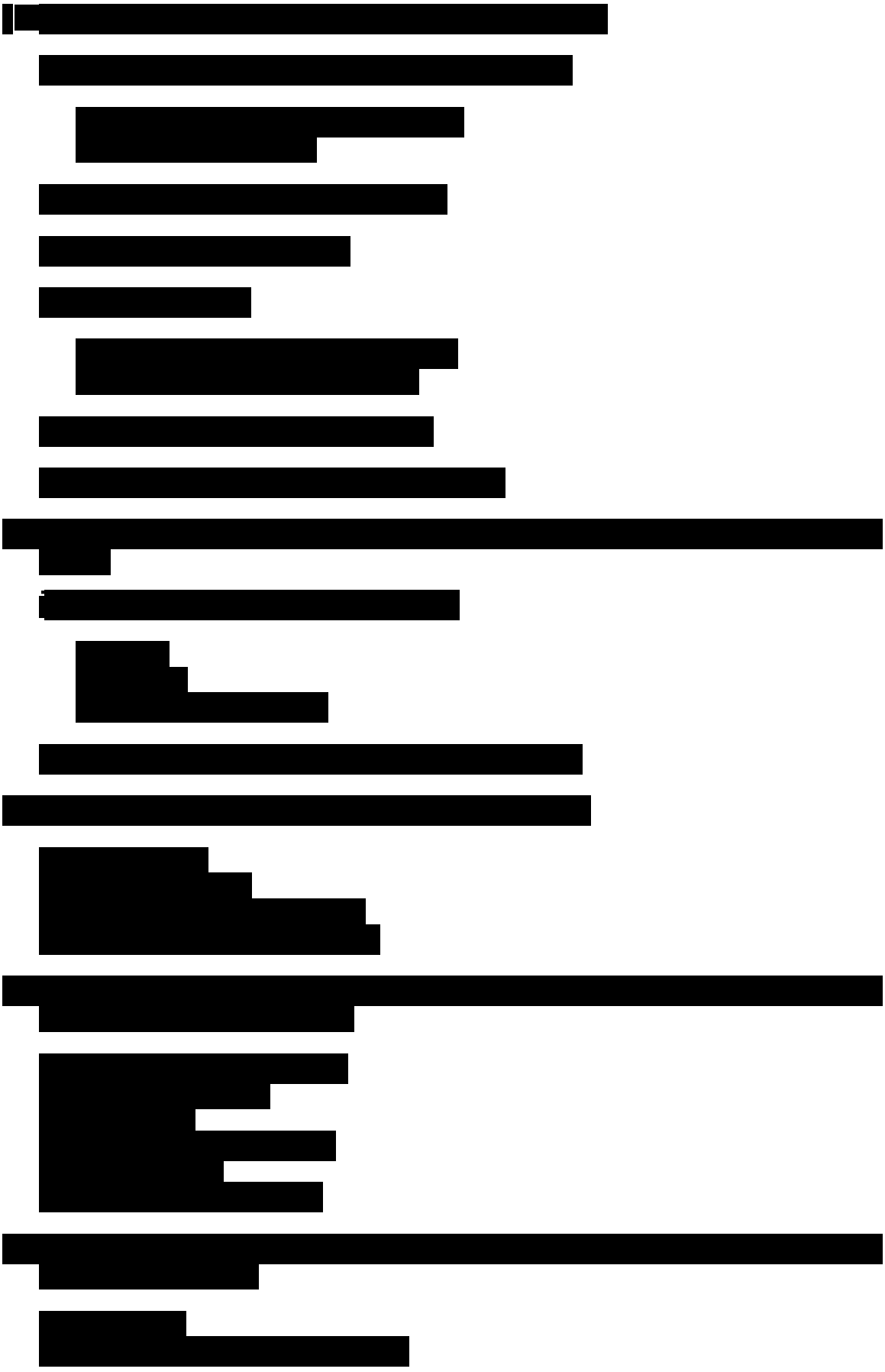
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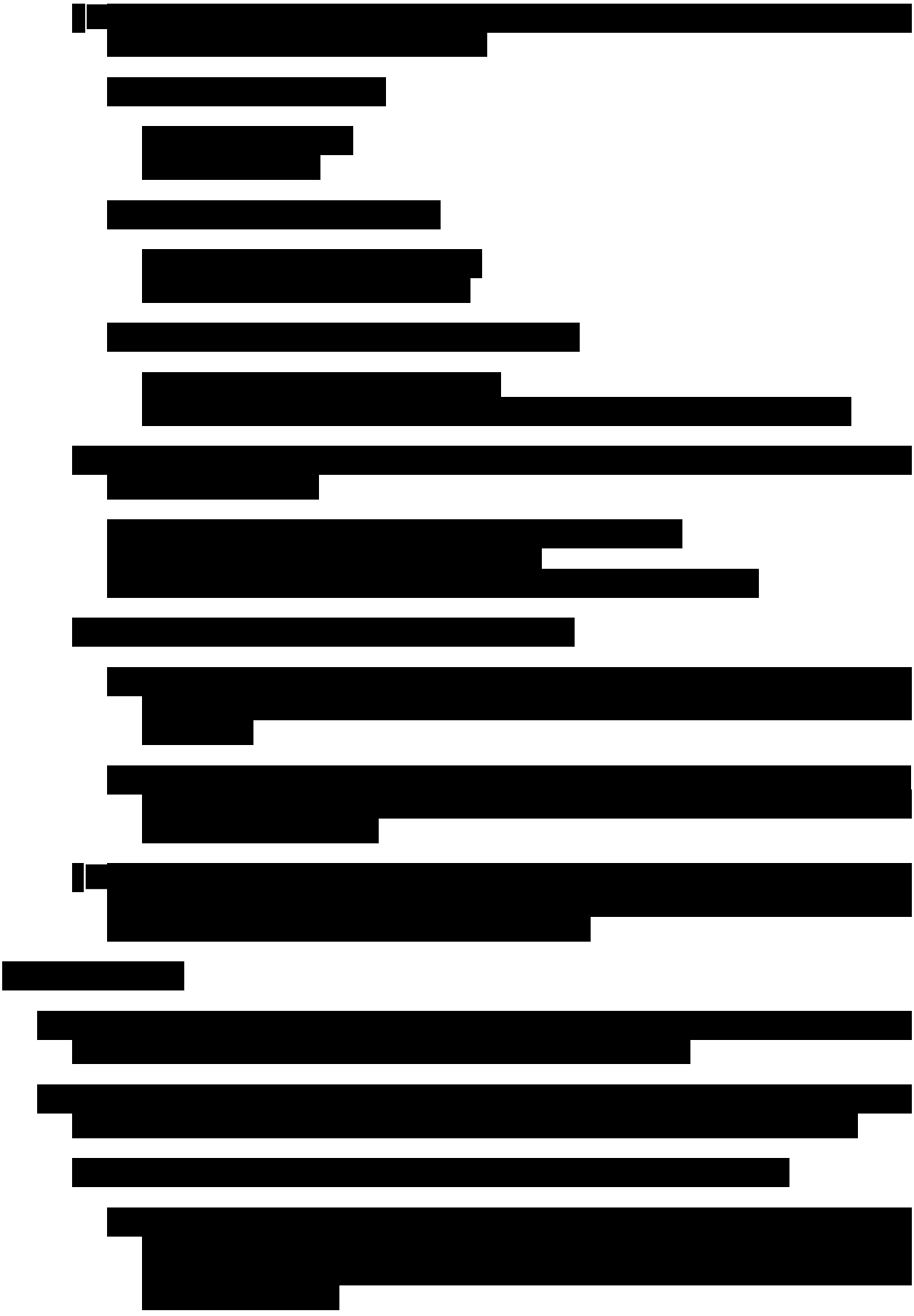


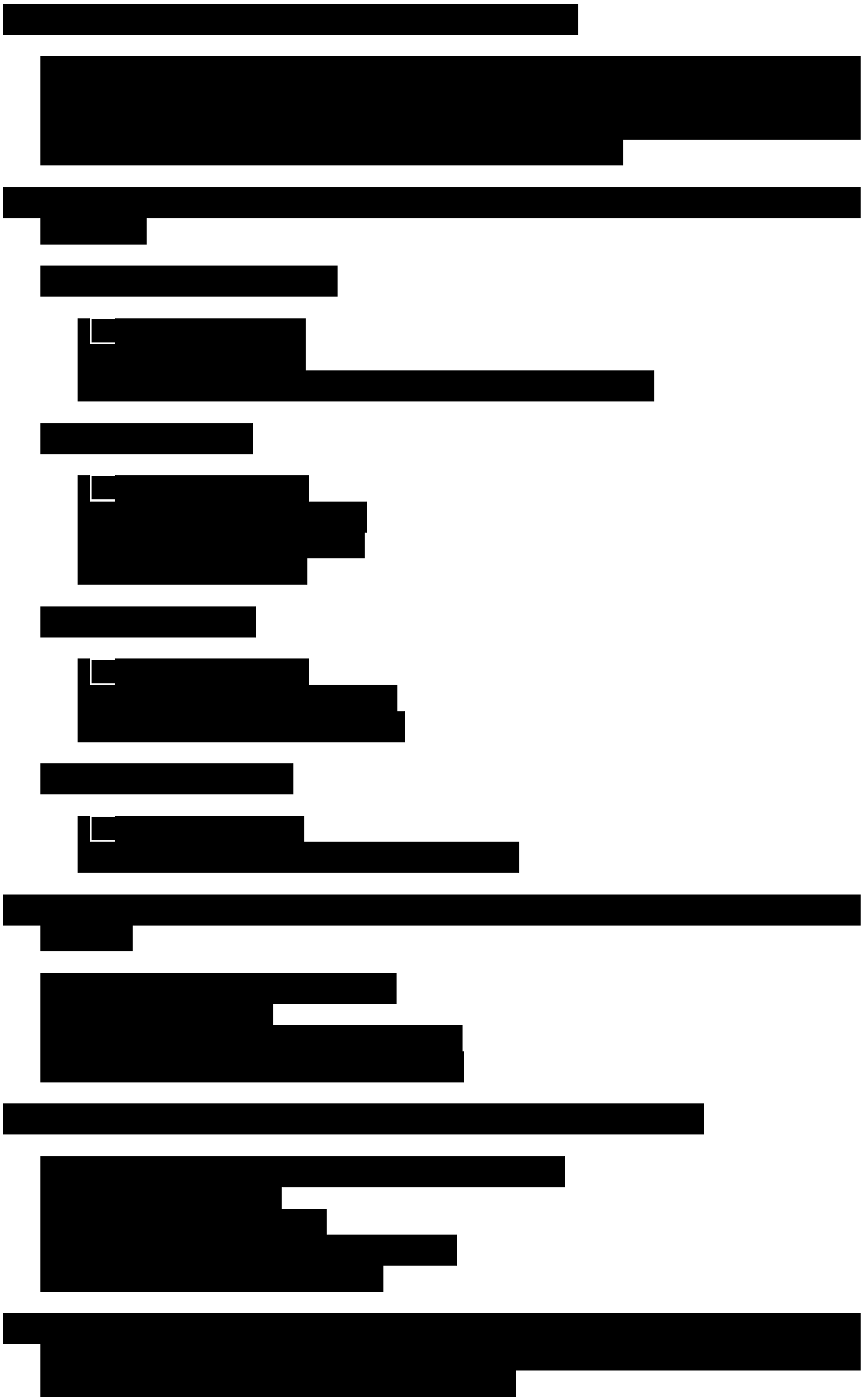


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Attachment A

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 94

(Revised: 07/28/2020) (Revised: 12/18/11) (Revised: 5/7/09) (Effective: 9/30/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEATH INVESTIGATION**

PURPOSE

The Highland Park Police Department will respond to the scene and complete an investigation of deaths discovered within the jurisdiction of the Department. For the purposes of this section, the investigation of 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 52, Accident Investigation Team.

DEFINITION

Coroner's Case – Any death investigation in which the coroner's office is notified and takes custody of the deceased for purposes of conducting an examination of the body.

PROCEDURE

A. Primary Response

The primary responding patrol officer(s) is/are responsible for:

1. Obtaining as much information from dispatch as possible, 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. Containing the immediate area of the death scene.

4. Noting vehicles, persons, and unusual conditions in the scene area.

5. Stabilizing the scene.

B. Arrival at the Scene

1. The first officer(s) to arrive at the scene should utilize scene safety precautions and attempt to determine the status of the victim.

2. If life signs are present, the first officer to arrive at the scene should:

   a. Render aid to the victim(s).
   b. Request additional assistance, as needed.

c. Escort paramedics directly to the scene and note in detail anything they disturb or alter.
d. Communicate, if possible, with the victim(s), and be prepared to take a dying declaration.
e. Remain with the victim(s), if transported for medical care.
f. Secure the clothing and possessions that are on the person of the victim(s), as they may be of evidentiary value.

3. If signs of death, such as livor mortis, rigor mortis, or decomposition are present, the first officer to arrive at the scene should:

   a. Search the death scene and remove persons other than the victim(s) from the immediate scene.

   b. Identify and detain all such persons.

   c. Document paramedic personnel that enter the scene, escort paramedics directly to the scene and note in detail anything they disturb or alter.

4. Protect the scene in accordance with section E.

C. Notifications

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 Commander. The Investigations Commander will assess the case and determine the need for follow-up by the Investigations Section or the Lake County Major Crimes Task Force after conferring with the Chief of Police or a designee.

3. County Coroner

D. Preliminary Investigation

1. When suspect(s) are discovered at the scene:

   a. Remove the suspect(s) from the scene.
   b. Prevent the suspect(s) from engaging in conduct which may alter or destroy evidence.
   c. Detain and identify the suspect(s).
   d. Record any spontaneous statements.
   e. Separate and isolate suspect(s) so that they cannot communicate with one another or others.
   f. Secure the clothing and possessions of suspect(s) as possible evidence.
   g. Determine the relationship between suspect(s) and the scene premises.

2. When witness(s) are discovered at the crime scene:

   a. Remove the witness(s) from the scene.
   b. Detain and identify witness(s).
   c. Separate witness(s) so that they cannot communicate with one another.
   d. Take initial witness(s) statements.

3. Note immediate conditions of the scene and the body, including:

a. Weather and temperature (inside and outside).
b. Lighting (inside and outside).
c. Transient evidence, such as smoke and odors.
d. Associative evidence such as open doors and windows.
e. Apparent points of entry and exit.
f. Position and orientation of the body.

4. Maintain a detailed account of observations and actions taken.

5. Be prepared to brief supervisors and investigators upon their arrival.

E. Protection and Control of the Scene

1. The first officer(s) to arrive at the scene shall have custody of the scene until relieved by a supervisor or investigator.

2. The scene will be secured by the best available means (i.e., tape, rope or barricades).

3. The points of entry and exit for the scene will be limited.

4. 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.

5. A crime scene log (Attachment A) 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. Evidence, including firearms, should not be moved unless absolutely necessary for safety.

8. No deceased body, or personal property of such deceased person, shall be handled, moved, disturbed, embalmed, or removed from the place of death by any person, except with the permission of the Coroner.

F. Arrival of Investigative Personnel

1. The scene will be turned over to an Investigations Supervisor as soon as practicable. Upon his /her arrival, he/she will assume responsibility for directing all aspects of the investigation. The lead investigator assigned to the investigation of any homicide must be certified as a “Lead Homicide Investigator” as is required by Illinois statute 50 ILCS 705/10.11.

a. In the case of a probable criminal death, request response by the Lake County Major Crimes Task Force and notify the State’s Attorney’s office.

b. In the event the Lake County Major Crimes Task Force is utilized, the Investigations Commander or his/her designee will act as liaison for the Department and ensure communication between the agencies.

c. Establish a command post.

d. On cases assigned to the Investigations Section for follow-up, a lead investigator will be designated by an Investigations Supervisor.

The lead investigator will ensure that preliminary investigative steps described in section "D" 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.

(1) Obtain significant facts by conducting brief interviews of:

(a) The officer in charge of the scene.
(b) The first officer(s) who arrived on the scene.
(c) Others as needed, including, but not limited to:

1) Fire Department personnel
2) Complainant
3) Witnesses

(2) Appraise the scene.

(3) Organize a neighborhood canvass. Officers assigned to conduct the neighborhood canvass should:

(a) List addresses visited, indicating whether or not contact was made.
(b) List full identifiers of all persons contacted.
(c) Document information obtained.
(d) Determine if there are any persons other than those immediately present who may have information.

(4) Establish appropriate scene perimeters.

(5) Confirm that a crime scene log (attachment A) is being maintained.

(6) Notification of Coroner.

(7) Prepare for scene assessment.

(8) Secure a search warrant if applicable.

G. Scene Assessment

1. 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.

a. Only personnel who are directly involved in the investigation will be permitted within the inner perimeter.

b. All personnel entering the scene will wear protective clothing.

2. Digital photographs, as well as video, are often beneficial to the early stages of a death investigation. Initial responding investigators are encouraged to take preliminary general photographs. Any and all photographs taken should be treated submitted as evidence.

3. 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 as well as any visible wounds.

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.

4. 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.

H. Processing the Scene

1. The 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.

2. Department personnel will process the death scene in accordance with General Order 77, Collection and Preservation of Evidence. 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.

I. Custody and Removal of the Body

1. The Coroner is responsible for the custody of the body.

2. The body shall not be disturbed prior to authorization from the Coroner.

3. Removal of the body shall be directed by the Coroner and/or his representative, and shall be performed in a manner prescribed by the Coroner.

4. In cases deemed by the Coroner as a "Coroner's Case":

a. Evidence will not be removed from the body until its arrival at the morgue, unless approved by the Coroner.

b. Each body shall be placed in a new, clean, body bag provided by the Coroner and sealed by the Coroner in the presence of an investigator.

c. The sealing process will be photographed by an investigator or forensic personnel.

d. The seal will not be broken and the body will not be removed from the body bag except by the Coroner.

e. Items found on the person of the deceased shall be inventoried by the Coroner. Department or Major Crimes Task Force personnel shall then take custody of items deemed to be of evidentiary value. The Coroner will take custody of the remaining items.

f. The Coroner will provide the body bag to the Department or Major Crimes Task Force 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.

J. Release of the Scene

1. 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:
   a. Review all activities performed at the scene.

   b. Confer to resolve any remaining issues concerning the scene.

   c. Conduct a final walk-through of the scene.

      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.

2. The release of the scene will include documenting the following information:

   a. Time and date of release.
   b. Full identifiers of the person to whom it was released and his relationship to the premises.
   c. Last officer on the scene.
   d. Supervisor or investigator authorizing the release of the scene.

3. 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.

K. Postmortem Examination

1. 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.

2. The lead investigator, or other investigator as authorized by an Investigations Section Supervisor, will attend the postmortem exam to obtain and record information relative to the case.

L. Reporting Requirements

1. As is required by Illinois statute 725 ILCS 5/114-13, all investigative material including but not limited to, reports, memoranda and field notes that have been generated by or come into the possession of personnel involved in the investigation of any "homicide" investigation, shall be maintained and provided to the prosecuting authority for discovery in criminal cases. This shall include investigative information that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. All field notes associated with any homicide offense will be turned in with other reports and forwarded to the Records Unit for scanning with the case report once all review and approval steps have been completed.

2. As is required by Illinois statute 725 ILCS 5/114-13, all investigative material including but not limited to, reports and memoranda that have been generated by or come into the possession of personnel involved in the investigation of any "non-homicide felony" investigation, shall be maintained and provided to the prosecuting authority for discovery in criminal cases. This shall include investigative information that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the non-homicide felony offense.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

HIGHLAND PARK POLICE DEPARTMENT
CRIME SCENE LOG

Offense: _____ Incident # _____

Officer in charge of log: _____ Unit # _____

Start Time/Date: _____ End Time/Date: _____

Name/Agency	Time/Date Entered	Time/Date Left

Log Officer Signature: _____ Unit # _____

Supervisor Signature: _____ Unit # _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 95

(Reviewed 06/26/2020) (Revised: 9/19/16) (Revised: 7/23/14) (Revised: 3/9/09) (Effective 6/8/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIMINAL INTELLIGENCE**

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.

PROCEDURE

A. Criminal Intelligence Administration

1. It is the policy of the Highland Park Police Department to gather criminal intelligence information about specific individuals, groups or organizations where there is reasonable suspicion (as defined in 28 CFR Part 23) that such individuals, groups or organizations are planning or engaging in criminal activity. The Highland Park Police Department recognizes the importance of the criminal intelligence function and has designated the Investigations Section to assume this responsibility. While criminal intelligence has been assigned to the Investigations Section, all members of the Department are responsible for documenting and sharing information that may help identify criminal conspirators or perpetrators. When gathering criminal intelligence information, employees will comply with applicable federal and state laws and court decisions regarding individual privacy rights and freedom of speech. An established set of procedures ensures the legality and integrity of criminal intelligence activities.

    a. The Investigations Section Commander is responsible for ensuring that the information gathered is related to criminal conduct or activities that present a potential threat to the jurisdiction. Examples of suspicious and criminal activities to be monitored by the intelligence investigator(s) include, but are not limited to:
    (1) Organized crime activities

(2) Gang-related criminal activities
(3) Transient criminal group activities
(4) Subversive criminal activities
(5) Narcotic, gambling, and vice activities
(6) Terrorism
(7) Civil disorder
(8) Habitual criminal activities

b. Department personnel who come in contact with, or arrest a known or admitted gang member shall document such contact on the Departmental Gang Field Interview Card. Completed cards will be turned into Records for entry into the New World database and inclusion in the monthly Gang Intelligence Bulletin. The information will be used to track and cross reference gang members, their addresses, vehicles they operate, scars, marks and tattoos, nicknames, gang affiliation and known associates. If the subject is in custody, photographs of gang related markings should be documented or inserted in the appropriate tab field in New World booking.

2. The intelligence activities performed by the Department include, but are not limited to, the following:

a. 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.

b. Identifying crimes and crime trends through the use of deduction, information assessment, report review, data comparisons, and crime analysis.

c. Identifying criminals through the use of deduction, information assessment, and application of scientific methods.

d. Developing cases for prosecution in court.

e. Projecting crime trends for purposes of planning and law enforcement resource allocation.

f. Developing information related to any of the cited examples in (Section A.1.a) of this general order.

3. To ensure intelligence files are kept current, accurate, correct and relevant to the needs and objectives of the agency and safeguard rights of privacy guaranteed under federal and state laws the intelligence case files will be periodically reviewed, updated, corrected and/or purged by the Investigations Section Commander.

a. 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 as “unfounded.”

b. Out-of-date criminal intelligence information, along with "incorrect information,” may be purged or released to the central records system upon approval of the Investigations Section Commander.

4. The Investigations Section Commander shall deploy intelligence personnel and equipment, and utilize intelligence techniques when appropriate and necessary, in accordance with applicable directives of the Highland Park Police Department.

    a. The intelligence investigator(s) are to collect, evaluate, analyze, and disseminate intelligence data regarding criminal activities in the City of Highland Park, Lake and Cook Counties, and surrounding communities.

    b. Investigators may also consult with the Mid-States Organized Crime Information Center (MOCIC) or the Illinois Law Enforcement Intelligence Network (ILEIN) to assist in a criminal intelligence investigation, and/or contribute intelligence information to their respective data banks.

    c. 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.

B. Security of Intelligence Information

1. All reports and investigative documents regarding criminal intelligence shall be maintained in a locked file cabinet within the Investigations Section.

    a. The criminal intelligence files are maintained separately from all other Department records.

    b. Information in these files is maintained by the investigator assigned to that particular intelligence function.

2. The Investigations Section Commander is responsible for the integrity of the files. Keys to the files shall be maintained by the Investigations Commander and Sergeant. Access is limited to the following:

    a. Chief of Police

    b. Deputy Chief of Police

    c. Investigations Section Commander

    d. Investigations Section Sergeant

    e. Those individuals actively involved in criminal intelligence activities with an Investigations Section Commander's approval

C. Control and Dissemination of Criminal Intelligence

1. All information disseminated from the intelligence file shall be noted in an intelligence log book with the following information being included (see attachment A):

    a. Date and time of release of information
    b. Person who is recipient of information
    c. Reason for dissemination of information
    d. Agency to which information was disseminated (when applicable)
    e. Applicable case incident number

2. All intelligence files maintained within the Investigations Section shall be deemed to be classified and under direct control of the Investigations 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 be in conformance with the following guidelines:

    a. Intelligence information will be disclosed on a need-to-know or right-to-know basis. A need-to-know situation is where another Highland Park Police investigator, officer, and/or other recognized law enforcement requestor, has need of an item of information that is necessary and pertinent to the requestor in initiating, furthering or completing an investigation or for other official purpose. A right to know situation is where the requestor has the official capacity and statutory authority to the information sought.

    b. For the purpose of these guidelines, the following are recognized law enforcement agencies:

        (1) Federal Bureau of Investigation

        (2) United States Customs Service

        (3) Internal Revenue Service

        (4) United States Secret Service

        (5) Bureau of Alcohol, Tobacco, and Firearms

        (6) United States Marshals

        (7) United States Postal Inspectors

        (8) Armed Forces Police

        (9) Immigration and Naturalization Service

        (10) Drug Enforcement Agency

        (11) United States Park Police

        (12) State police agencies

        (13) State bureaus of law enforcement

        (14) County police departments

        (15) Local police departments

D. Training

1. Department personnel will be trained regarding the collection and sharing of intelligence relating to suspicious incidents and criminal and homeland security activities. The level of training shall be commensurate with the position and duties. Personnel should be knowledgeable of reporting procedures, criteria for criminal intelligence and restrictions on dissemination.

E. Annual Review of Procedures and Process

1. The Investigations Commander shall perform an annual review of criminal intelligence procedures and process and forward in writing, any recommendations to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

RELEASE OF INFORMATION IN INTELLIGENCE FILE

Date	Time	Recipient of Info	Reason for dissemination of info	Agency requesting info	Applicable case number

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 96

(Reviewed 06/26/2020) (Revised: 09/21/07) (Effective: 6/8/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TECHNICAL AIDS FOR DETECTION OF DECEPTION**

PURPOSE

The purpose of this order is to establish guidelines which will provide for the efficient and effective use of technical aids for detection of deception during investigations conducted within the City of Highland Park.

PROCEDURE

A. Examinations

1. When an investigator determines he/she has reached a stage in an investigation where a polygraph examination or other technical aid would prove beneficial, an Investigations Section supervisor will be notified. The supervisor will review the case and, if the suspect consents to an examination, arrangements will be made with a state licensed, certified examiner approved by the Department.

2. Written consent will be obtained prior to a Voice Stress Analysis examination. (See Attachment)

3. The investigator will review the necessary facts of the case with the examiner prior to the examination.

4. 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 such technical aids.

B. Examinations of Juveniles

In cases involving the testing of juveniles, a signed parental consent will be obtained prior to the examination.

This general order is in effect and will remain in effect until further notice.

Lou Jogmen
Chief of Police

HIGHLAND PARK POLICE DEPARTMENT

INVESTIGATIONS

TRUTH VERIFICATION EXAMINATION
AUTHORIZATION AND RELEASE

I,_____
do hereby request voluntarily, without duress, coercion, threats, promise of reward or immunity, agree to submit to an interview, and to be examined by the VOICE STRESS ANALYZER a psychophysiological detection of deception technique, regarding the truthfulness of my statements concerning:
_____
_____

I understand that this interview and examination is being requested by myself and by:
_____.

I do hereby declare that I am, to the best of my knowledge, in good health, and not undergoing treatment for any illness, mental or emotional disease. I have had the nature and procedure of this examination explained to me, and I have also been advised that I have an absolute right to refuse to submit to an examination. I have been told that I can stop talking and end the interview and examination at any time, without prejudice.

I hereby authorize the examiner to tape record my statements, to place the necessary apparatus on my person, and to use any electronic audio and / or video recording devices operated contemporaneously with this interview and examination.

I do release, absolve, and forever hold harmless,_____ The Highland Park Police Department, the Examiner, the Examiner's clients, agents, agency, firm, interviewers, employees, and anyone acting on their behalf, from any liability flowing from any matter, act, or thing arising out of the aforementioned interview and examination, including, but not limited to the analysis and results or opinions provided by the examiner.

I further hereby agree and authorize the disclosure, both orally and in writing the results and opinions of the interview, and examination, including but not limited to any conversation, comments, admissions or statements made by me during the interview and examination to:
_____.

Having been made clearly aware that statements I may make will be used, that I have an absolute right to refuse to submit to an examination, and that I may discontinue the interview and examination at any time, I am willing to submit to an interview and truth verification examination freely without promise of reward, without force, threat, or duress being exerted on me. I have carefully read this Authorization and Release and agree fully to the conditions herein.

SIGNED:_____Examinee.

DATE: _____TIME _____m.

EXAMINER_____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 97
(Revised: 4/1/09) (Revised 10/21/05) (Effective: 11/24/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **INVESTIGATION OF MISSING PERSONS**

Ref: 41.2.6, 41.2.7

POLICY

It is the policy of the Highland Park Police Department to thoroughly investigate, and to accurately document, cases of reported missing persons. This aggressive posture will help determine whether the disappearance is voluntary or involuntary. In the case of an involuntary disappearance, all necessary resources will be mobilized to efficiently and effectively bring the incident to a successful resolution.

Because of their age, special consideration initiating a swift response will be afforded to missing and unidentified children in order to locate or identify them as quickly as possible.

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

ACIM – "A Child Is Missing" alert system

IEMA - Illinois Emergency Management Agency

ISP - Illinois State Police

ISPERN - Illinois State Police Emergency Radio Network

ISP SAC - Illinois State Police Springfield Area Communications

VICAP – Violent Criminal Apprehension Program

Missing Adult - Any person 18 years or older, whose absence is contrary to his or her normal behavior which may be due to one or more of the unusual circumstances listed below.

Missing Child - Any person younger than 18 years of age, whose whereabouts are unknown to their parents, guardian or responsible party.

High-Risk Missing Person - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include, but are not limited to, any of the following:

- The person is missing as a result of a stranger abduction;
- The person is missing under suspicious circumstances;
- The person is missing under unknown circumstances;
- The person is missing under known dangerous circumstances;
- The person is missing more than 30 days;
- The person has already been designated as a high-risk missing person by another law enforcement agency;
- There is evidence that the person is at risk because:
  - The person is in need of medical attention or prescription medication;
  - The person is dependant on illegal drugs,
  - The person does not have a pattern of running away or disappearing;
  - The person may have been abducted by a non-custodial parent;
  - The person is mentally impaired;
  - The person is under the age of 21;
  - The person has been the subject of past threats or acts of violence;
  - The person has eloped from a nursing home;
  - The person is a potential suicide risk;
  - The person is believed to be with person(s) who could endanger their welfare;
  - The person is absent under circumstances inconsistent with established patterns of behavior;
  - The person is absent from home for more than 24 hours before being reported to law enforcement as missing.

PROCEDURE

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 unusual 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.

A. Missing person investigations will primarily be initiated for missing residents of Highland Park and in those situations where the person(s) were last observed or their disappearance is alleged to have occurred in Highland Park. However, the Department will accept without delay any report of a missing person and will not refuse on the basis:

1. The missing person is an adult

2. The circumstances did not indicate foul play

3. The person has been missing for too short or too long a period of time

4. There is no indication that the missing person was in the Departments jurisdiction at the time of the disappearance

5. The circumstances suggest that the disappearance my be voluntary

6. The reporting individual does not have personal knowledge of the facts

7. The reporting individual cannot provide all of the information requested in Section E

8. The reporting individual lacks a family or other relationship with the missing person

9. or, for any other reason

B. 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 designee.

1. 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.

2. Particular care should be exercised in instances involving missing children and persons who may be mentally or physically impaired or others who are insufficiently capable of taking care of themselves.

C. Reporting/Classification of Missing Persons

1. 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.

a. A person may be declared "missing" when their 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.

b. The absence or presence of any high-risk indicators will be considered in determining the potential danger posed to the missing person.

2. Reports of minors under 18 who have voluntarily left home ("runaways") should be classified as such only after thorough investigation.

D. Initial Reporting Responsibility

1. When a missing person is reported to the communications center, simultaneous with dispatching an officer, the telecommunicator will attempt to gather as much information as possible, including:

a. The name of the missing person
b. The person's sex and age
c. Where and when the person was last seen
d. A complete description of the clothing worn by the missing person
e. The person's physical description
f. Any vehicle information associated with the missing person, if applicable
g. Any locations the person may frequent
h. A computer check through LEADS/NCIC, as well as In-House computer files for relevant information

E. Preliminary Investigation

1. 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 includes the following information about the missing person:

a. Name, including alternative names used;
b. Date of birth;

c. Identifying marks, such as birthmarks, moles, tattoos, and scars;
d. Height and weight;
e. Gender;
f. Race;
g. Current hair color and true or natural hair color;
h. Eye color;
i. Prosthetics, surgical implants, or cosmetic implants;
j. Physical anomalies;
k. Blood type;
l. Driver's license number;
m. Social security number;
n. Photograph of the missing person; recent photographs are preferable;
o. Description of clothing the missing person was believed to be wearing;
p. Description of items that might be with the missing person, such as jewelry, etc.;
q. Information contained on the missing person's electronic communications devices, such as cellular telephone numbers and e-mail addresses;
r. Reasons why the reporting individual believes that the person is missing;
s. Name and location of missing person's school or employer;
t. Name and location of missing person's dentist or primary care physician;
u. Any circumstances that may indicate that the disappearance was not voluntary;
v. Any circumstances that may indicate that the missing person may be at risk of injury or death;
w. Description of the possible means of transportation of the missing person, including make, model, color, license number, and Vehicle Identification Number of a vehicle;
x. Any identifying information about a known or possible abductor or person last seen with the missing person including:
    (1) Name
    (2) Physical description
    (3) Date of birth
    (4) Identifying marks
    (5) Description of possible means of transportation, including make, model, color, license number, and Vehicle Identification Number of a vehicle
    (6) Known associates
y. Date, time and location of last contact;
z. Extent of any search for the missing person;
aa. Whether the person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
bb. 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;
cc. Current psychological and physical condition of the subject and whether the person is currently on prescription medication;
dd. Credit card information for credit cards issued to or in the control of the missing person;
ee. Amount of money the missing person may be carrying;
ff. Any other information that may aid in locating the missing person

F. Continuing Investigation

The continuing 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. Identify the circumstances of the disappearance.

2. A supervisor shall be immediately notified when it is determined that the missing person meets one or more of the criteria necessitating an urgent response as defined in "High-Risk Missing Person" and the Investigations Commander will also be notified.

3. If there are any indications of foul play or accident, secure and safeguard the area as a potential crime scene.

4. The supervisor in charge of the investigation should determine if additional personnel and resources are needed to assist in the investigation and:

    a. Establish a command post, if needed

    b. Authorize mobilization of resources necessary for an area search, to include consideration for a NIPAS activation

5. The following alerts should be considered and initiated if appropriate with supervisory approval:
    a. ISPERN message if the circumstances meet State Police requirements
    b. Local alert by telecommunicator
    c. Patrol alert disseminated to department personnel via e-mail and at roll-call
    d. Citizen E-mail/Text message notification system
    e. Reverse 911 telephone notification system
    f. A Child is Missing telephone alert system (see section H, below)
    g. AMBER Alert system (see section G, below)
    h. Critical Reach law enforcement notification system

6. Upon report of a missing person, a written report shall be completed and appropriate entries made in local, state and national information databases in accordance with established procedures (Attachment B) (NCIC and the National Center for Missing and Exploited Children).

7. Interview the person(s) making the initial report.

8. Ensure accurate description of the subject and obtain a recent photograph.

9. Details of any physical or psychological problems identified in section E-1bb and cc of this directive.

10. Identify and attempt to 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.

11. Plans, habits, routines and personal interests of the subject, including places frequented or locations of particular personal significance

12. Indications of missing personal belongings, particularly money, credit or debit cards and other valuables.

13. Conduct a thorough neighborhood canvass.

14. Forensic search of missing persons computer for any relevant information (obtain consent from family member).

15. Upon acceptance of a missing person report, the reporting citizen will be informed of one of two resources based upon the missing person's age. (Attachment E)

a. If the missing person is under 18 years of age, contact information for the National Center for Missing and Exploited Children will be given.

b. If the missing person is 18 years of age or older, contact information for the National Center for Missing Adults will be given.

16. The investigating officer shall notify the person making the report, a family member, or other person in a position to assist the department in its efforts to locate the missing person of the following:

    a. General information about the handling of the missing person case or about intended efforts in the case to the extent that disclosure would not adversely affect the departments ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance

    b. That any DNA samples provided in the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.

17. A copy of the preliminary report will be immediately forwarded to the Investigations Unit for review/assignment.

G. Children as Missing Persons

1. If the missing person is a child under the age of 18, the officer should make an initial determination regarding the type of incident, whether *non-family abduction, family abduction, endangered runaway, or lost, injured or otherwise missing based on the information available.*

    a. The Missing Child Initial Response/Investigative Checklist (Attachment A) will be utilized as a guideline for officers to use in incidents involving missing children.

2. If the missing person is a ***child under the age of 18 and the investigation reveals the child is the victim of abduction or an immediate response is indicated in order to protect the well-being of the child***, the supervisor in charge shall, without delay, make notification to the Lake County Major Crimes Taskforce and request assistance from the Child Abduction Response Team (CART). Additionally, the supervisor will make immediate notification to the Deputy Chief of Administration or their designee.

3. The request and activation of the Lake County Major Crimes CART team does not preclude the Department from proceeding with initiating an AMBER Alert, ISPERN message, A Child is Missing telephone alert, etc. in a timely manner as any delay can jeopardize law enforcements ability to successfully locate the victim and apprehend the offender.

H. Amber Alert Plan: America's Missing Broadcast Emergency Response Plan

1. If abduction has occurred and activation of the AMBER Alert Notification Plan is desired, the following criteria must be met:

    a. There must be a reasonable belief that an abduction has occurred; and
    b. The child must be under 16 or have a proven mental or physical disability; and
    c. Police believe the child is in danger of serious bodily harm or death; and
    d. Enough descriptive information exists about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

e. The child's name and other critical data elements – including the child abduction (CA) and AMBER Alert (AA) flags - have been entered into the National Crime Information Center (NCIC) system.

2. A patrol supervisor shall be notified 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:

   a. Confirm that abduction has taken place and the criteria have been met.

   b. Complete the pre-established facsimile packet required to activate the AMBER Alert Notification Plan (see Attachment C).

      (1) Facsimile message must include as much detailed information as possible to enable the public to identify the child.

      (2) If available, include a current photograph of the abducted child. Also, attach photos of vehicles, suspects, tattoos, and other potential identifiers. Care should be taken to ensure that the miscellaneous (MIS) field clearly states if the photo is of the perpetrator.

      (3) In addition, the following information would be helpful to include:

         (a) Roads and highways that the suspect might use.

         (b) Other transportation methods, such as taxi, bus, train, or airplane, which the suspect might use.

         (c) The town, community, or state where the suspect and abducted child may be traveling.

      (4) Notify ISP SAC by telephone facsimile.

         (a) Contact the ISP SAC immediately confirming receipt of the packet information or if there are any difficulties transmitting information.

         (b) An Investigations Section supervisor will be the department contact for ISP SAC.

3. 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 (e-mail: **missing@isp.state.il.us** fax: 217-785-6793).

4. Regularly update information about the victim and suspect.

5. 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.

I. ACIM - "A Child Is Missing"

1. "A Child Is Missing" is a non-profit organization providing a community based telephone alert program for locating missing children (2 to 18 years old), the elderly (Alzheimer's), or the disabled.

2. The ACIM program protocol is as follows:

   a. The officer must verify that an individual is missing

b. The officer calls an ACIM technician at (1-888-875-2246) and provides the technician with pertinent information about the missing person.

c. The ACIM technician uses computer-mapping technology to identify the area where the individual was last seen.

d. An individual message is recorded, with the description of the person, and the alert is phoned to homes/businesses in the area where the missing person was last seen. The alert message asks residents to check their property for the missing person and to call the Police Department should they have any information. Should no one answer the telephone, a message will be left. If a lead is obtained, the search can be expanded to that area.

e. ACIM technicians are on call 24/7, 365 days a year. When an officer contacts ACIM after 9:00 p.m. on any day, because of the late hour and the number of residents that would be called, the technician will verify with the officer that the alert should be activated.

f. The ACIM technician will periodically check with the officer on the scene until the child is found.

g. At the conclusion of the investigation/incident, the investigating officer should complete and fax a case follow-up report (Attachment D) to ACIM. This is done for the purpose of providing ACIM with input regarding the quality and effectiveness of the service they provided.

J. Long-term follow-up investigation

Follow-up investigations of missing persons should include, but not be limited to:

1. Verification of the accuracy of all descriptive information.

2. Confirmation and updating of all missing person computer entries.

3. Obtaining a brief history of recent family dynamics.

4. Contacting hospitals and coroner's office, as appropriate, for injured or deceased persons fitting the description of the missing person.

5. 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.

6. Interviewing any additional family, friends, work associates, schoolmates and teachers, as well as school counselors and social caseworkers, to explore the potential for foul play, voluntary flight or, in the case of minors, parental abduction or runaway.

7. Should the person identified as missing, remain missing after 30 days, and the information and materials specified below have not been received, the department shall attempt to obtain:

- DNA samples from family members or from the missing person. All DNA samples obtained in missing person cases shall be immediately forwarded to the Department of State Police for analysis;

- Written authorization to release dental or skeletal x-rays of the missing person;

- Any additional photographs of the missing person that may aid the investigation or an identification;

- Fingerprints.

- This subsection shall not preclude the department from attempting to obtain the materials identified in this subsection before the expiration of the 30-day period.

8. Providing identification and related information to all elements of the Department, the state police missing persons' register, neighbor police agencies and, if parental or stranger-to-stranger abduction is suspected, the Federal Bureau of Investigation or other federal agency having jurisdiction.

9. If applicable, information may be forwarded for inclusion in the Violent Criminal Apprehension Program (VICAP) database.

10. Decisions to use local or national media to help locate missing persons shall be made with the approval of the Chief of Police with notification of 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.

12. If it has previously been determined that the person is not a high-risk missing person, but new information is obtained, that information shall immediately be reviewed to determine if it indicates the person is now a high-risk missing person.

K. Return of Missing Persons – Case Closure

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, but 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. The officer should:

   a. Arrange for intervention services, if indicated, in the case of a missing or abducted person who has been located.

   b. Arrange for a runaway or missing child who has been located, to be returned to their legal guardian or an appropriate children's shelter.

   c. Place a runaway from another jurisdiction or from out-of-state who has been located and for whom a warrant exists or for whom an NCIC missing-person "hit" is verified in an appropriate facility.

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. The case report shall include as complete an account as possible of the whereabouts, actions and activities of children while missing.

8. When appropriate, criminal investigations will be completed and criminal charges filed.

This general order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK

DEPARTMENT OF POLICE

MISSING CHILD INITIAL RESPONSE/INVESTIGATIVE CHECK-LIST

COMMUNICATIONS

- ☐ Intake report from parent/caller
- ☐ Obtain basic facts, details, and a brief description of missing child and abductor (if applicable)
- ☐ Dispatch officer to scene
- ☐ Search incident records for previous incidents related to missing child and prior police activity in the area including suspicious persons, indecent exposure, and attempted abductions. Inform responding officers of pertinent information
- ☐ Maintain records/recordings of telephone communications/messages
- ☐ With approval from shift commander broadcast known details to other patrol units and agencies

FIRST RESPONDING OFFICER

- ☐ Interview parent(s)/person who made initial report
- ☐ Determine when, where, and by whom the missing child was last seen. Was anyone with the child at that time?
- ☐ Identify the circumstances of the disappearance. Is anything unusual?
- ☐ Was there a significant event that preceded the child's disappearance?
- ☐ Identify the child's zone of safety for his or her age and developmental stage. What places does the child frequent?
- ☐ Does the child have any physical or mental disabilities?
- ☐ Verify that child is in fact missing
    - Obtain permission from parents to search the home, even if the child is reported missing from another location
    - Look in <u>any</u> places a child might be able to crawl or hide
    - Be alert to signs of violence or foul play
    - Have 2nd officer search if the child is not found
    - Are there items in the child's room that he/she would normally not leave behind?
    - Are there clothes/backpack/suitcase missing from the home?
    - Is the child's bicycle missing?
    - Check for child's telephone directory/journal/diaries, etc.
    - Consider the use of a canine to search outside the home. Include vehicles (trunks) and other places of concealment.
- ☐ Treat the area as a crime scene
- ☐ Seal/protect scene and area of child's home (including child's personal articles such as hairbrush, diary, photographs and items with the child's fingerprints/footprints/teeth impressions) so that evidence is not destroyed during

or after the initial search and to help ensure that items which could help in the search for and/or to identify the child are preserved. If possible photograph/videotape these areas

- ☐ Ensure that everyone on the scene is identified and interviewed separately. Make sure that their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.
  - Note name, DOB, address, home/business telephone numbers of each person
  - Determine each person's relationship to the missing child
  - Note information that each person may have about the child's disappearance
  - Determine when/where each person last saw the child.
  - Ask each one, "What do you think happened to the child?" "Where do you think the child is?"
  - Obtain names/addresses/telephone numbers of child's friends/associates and other relatives and friends of the family
- ☐ Conduct a neighborhood canvass
- ☐ Interview (separately) the individuals who last had contact with the child
- ☐ Based on the available information, make an **initial** determination of the type of incident whether *nonfamily abduction, family abduction, endangered runaway, or lost, injured or otherwise missing*
- ☐ Obtain a **detailed** description of the missing child, abductor and any vehicles used
- ☐ Relay descriptive information to communications center for broadcast updates
- ☐ Shift Supervisor will determine the need for Investigative assistance and additional personnel
- ☐ Consider use of "**A Child is Missing**" alert
- ☐ Shift Supervisor initiate **AMBER ALERT** system if applicable
- ☐ Ensure that information regarding child is entered into the NCIC Missing Person File. Parent or guardian must complete and sign the entry forms
- ☐ Obtain photographs/videotapes of missing child/abductor
- ☐ Brief and bring up-to-date all additional responding personnel including supervisors and investigative staff

INVESTIGATIONS

- ☐ Obtain briefing from first responding officer and other on-scene personnel
- ☐ Verify the accuracy of all descriptive information and other details developed during the preliminary investigation
- ☐ Conduct a criminal history check on all principal suspects and participants in the investigation
- ☐ Interview other family members, friends/associates of the child and friends of the family to determine
  - When and where each last saw the child. Was there anyone with the child at that time?
  - What they think happened to the child
- ☐ Correct and investigate the reasons for any conflicting information offered by witnesses and other individuals submitting information
- ☐ Obtain a brief, recent history of family dynamics
  - Did the child talk about running away or suicide?

- Were there family problems affecting the child?
- Does the child use alcohol or drugs?
- Have there been any school problems? Who is the child's teacher or counselor at school?
- Was there a significant event that preceded the child'

- ☐ Verify child custody status. Who has legal custody?
- ☐ Obtain consent to view the child's computer files and e-mails for possible leads
- ☐ Obtain the child's and/or the parents cell phone information (if applicable)
- ☐ Does the child have any credit or debit cards? Savings or checking accounts?
- ☐ Prepare and update bulletins with the child/abductor's photograph and descriptive information for local law enforcement agencies, FBI, and other appropriate agencies
- ☐ Ensure that details of the case have been reported to the National Center for Missing and Exploited Children (NCMEC).
- ☐ Establish a command post away from the child's residence
- ☐ Establish a telephone hotline for receipt of tips and leads
- ☐ Review and evaluate all available information and evidence collected
- ☐ Determine what additional resources and specialized services are required
- ☐ Secure the child's last medical and dental records
- ☐ Execute investigative follow-up plan
- ☐ Establish a leads management system to prioritize leads and ensure that each one is reviewed and followed up on
- ☐ Utilize media (including radio, television and newspapers) to assist in the search for the missing child and maintain media relations, per established protocols, throughout the duration of the case

NONFAMILY-ABDUCTION INVESTIGATIVE CHECKLIST

INITIAL INVESTIGATION

- ☐ Assign officer to victim's residence with the ability to record and "trap and trace" all incoming calls. Consider setting up a separate telephone line or cellular telephone for agency use
- ☐ Conduct neighborhood/vehicle canvass
- ☐ Compile list of known sex offenders in the region
- ☐ Obtain consent to view all files and e-mails on the child's computer for any leads
- ☐ Develop profile on possible abductor
- ☐ Consider use of polygraph for parents and other key individuals
- ☐ In cases of infant abduction, investigate claims of home births made in the area
- ☐ Fully load NCIC Missing Person File (involuntary category) with complete descriptive information, medical information, dental information, and use the Child Abduction ("CA") flag
- ☐ Utilize the National Law Enforcement Telecommunication System (NLETS) and other information systems to alert local, state, regional, and federal law enforcement agencies
- ☐ Review records found in various law-enforcement databases, including NLETS, for attempted abductions with case similarities
- ☐ Provide support for family through the Police Chaplain

PROLONGED INVESTIGATION

- ☐ Reread all reports and transcripts of interview
- ☐ Revisit the crime scene
- ☐ Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation
- ☐ Review all photographs and videotapes
- ☐ Re-examine all physical evidence collected
- ☐ Review Department of Children and Family Services (DCFS) records for reports of abuse on the child
- ☐ Develop time lines and other visual exhibits
- ☐ Re-interview key individuals
- ☐ Interview individuals such as delivery personnel; employees of gas, water, electric and cable companies; taxi drivers; post office personnel; and garbage collectors
- ☐ Critique results of the on-going investigation with appropriate investigative resources
- ☐ Arrange for periodic media coverage
- ☐ Utilize rewards and crimestopper programs
- ☐ Contact NCMEC for photo dissemination, age progression, and other case assistance
- ☐ Update NCIC Missing Person File information as necessary

RECOVERY/CASE CLOSURE

- ☐ Arrange for a comprehensive physical examination of the victim
- ☐ Conduct a careful interview of the child, document the results of the interview and involve all appropriate agencies
- ☐ Provide effective reunification techniques
- ☐ Cancel alarms and remove case from NCIC and other informational systems
- ☐ Perform constructive post-case critique

FAMILY-ABDUCTION INVESTIGATIVE CHECKLIST

THE INITIAL INVESTIGATION

- ☐ Examine court records
- ☐ Conduct background investigation on both parents
- ☐ Provide tasks for left-behind parent
- ☐ Interview family and friends of suspect-parent
- ☐ Enter information about the child and suspect-parent into NCIC Missing Person File (Involuntary Category)
- ☐ Obtain and evaluate all information that may indicate locations of suspect-parent
- ☐ Coordinate the issuance of an arrest warrant against the suspect-parent with States Attorney Felony Review
- ☐ Assure entry of warrant information into NCIC Missing Person File (child) and Wanted Person File (suspect-parent)

- ☐ Consider use of civil procedures such as writ of habeas corpus and writ of assistance
- ☐ Provide support for family through the Police Chaplain

THE PROLONGED INVESTIGATION

- ☐ Secure federal Unlawful Flight to Avoid Prosecution (UFAP) warrant, if facts support issuance
- ☐ Identify and "flag" all pertinent sources of information about both child (such as school, medical, birth) and suspect-parent (such as employment, education, and professional).
- ☐ Contact credit card companies, banks and cell phone provider's suspect-parent uses and flag accounts for activity.
- ☐ Utilize information sources such as credit bureaus, database systems, motor vehicle bureaus and Federal Parent Locator Service (FPLS) to search for suspect-parent through identifiers such as social security number, name and date of birth
- ☐ Request US Postal Service authorities to provide change-of-address information and assistance in setting up a mail cover on selected family members or friends of the suspect-parent
- ☐ Identify and evaluate other information about suspect-parent that may provide information such as employment records, occupational licenses, organization memberships, social interests, hobbies and other lifestyle indicators
- ☐ Assist left-behind parent in missing-child poster preparation and distribution

INTERNATIONAL ABDUCTIONS

- ☐ Become familiar with laws of suspect-parent's country concerning custody matters
- ☐ Contact US Department of State for assistance in civil aspects of the abduction and potential for return of child through legal and diplomatic channels
- ☐ Seek information from the International Criminal Police Organization (INTERPOL), concerning criminal proceedings against the suspect-parent

RECOVERY/CASE CLOSURE

- ☐ Arrest suspect-parent away from child, if possible
- ☐ Notify DCFS about possible need for temporary shelter care until left behind parent or investigator arrives
- ☐ Conduct a thorough interview of the child and abductor separately, document the results of the interviews, and involve all appropriate agencies
- ☐ Provide effective reunification techniques
- ☐ Cancel alarms and remove case from NCIC and other informational systems

RUNAWAY INVESTIGATIVE CHECKLIST

THE INITIAL INVESTIGATION

- ☐ Check agency records for recent contact with child (arrests, other activity)
- ☐ What places does the child frequent?

- ☐ Review school record and interview teachers, other school personnel, classmates
- ☐ Check contents of school locker
- ☐ Enter information about the child into NCIC Missing Person File
- ☐ Investigate DCFS records for abuse reports
- ☐ Was there a significant event that preceded the child's disappearance?
- ☐ Contact the National Runaway Switchboard at **1-800-621-4000** where parents can leave a message for their child and check to see if their child has left a message for them.

THE PROLONGED INVESTIGATION

- ☐ Contact credit card companies, banks and cell phone provider's suspect-parent uses and flag accounts for activity.
- ☐ Update initial NCIC entry by fully loading NCIC Missing Person File with all available information including medical and dental records
- ☐ Consider upgrading investigation to "Endangered" if the facts warrant.
- ☐ Reinterview friends, classmates and other informational sources
- ☐ Assist family members in the preparation and distribution of missing-child posters
- ☐ Provide support for family through police chaplain
- ☐ Consider a search of NCIC's Unidentified Person File, utilization of NCIC's Off-Line Search capabilities, and notification of state medical examiners by providing descriptive information and photograph of the missing child.

RECOVERY/CASE CLOSURE

- ☐ Conduct a thorough interview of the child, document the results of the interview and involve all appropriate agencies
  - Why did the child leave?
  - Where did the child go?
  - How did the child survive?
  - Who helped the child during his/her absence?
  - Will the child leave again?
- ☐ Consider a comprehensive physical examination for the child
- ☐ Make child/family aware of community services to deal with any unresolved issues
- ☐ Complete an agency report of the episode that can be promptly accessed and reviewed if the child leaves again
- ☐ Cancel alarms and remove the case from NCIC and other informational systems

MISSING PERSON REPORT
LEADS ENTRY FORM

Case Number	Missing Person Category: ☐ Endangered ☐ Involuntary ☐ Mentally/Physically Disabled Person						
Leads Number	Name:				Sex ☐ M ☐ F	Race:	Date of Birth
Age	Height	Weight	Hair	Eyes	Miscellaneous		
Date of Lost Contact	Time of last Contact			Place of Departure			

I understand that I am requesting this Missing Person: ☐ Endangered ☐ Involuntary ☐ Mentally/Physically Disabled is to be entered into Leads/NCIC and take full responsibility for such action. If he/she returns home, I am to notify the police department immediately. If I fail to do so, I will take full responsibility for any action from such failure to notify

_____
Complainant's Signature

_____
Relationship to Above

_____
Address

_____
Telephone Number

_____ _____
Date Time

_____
Officer's Signature

MISSING PERSON REPORT
NCIC ENTRY

Message Key (MKE)	Name(NAM)	Sex (SEX)	Race (RAC)
☐ Disability (EMO) ☐ Juvenile (EMJ) ☐ Endangered (EME) ☐ Victim (EMV) ☐ Involuntary (EMI) ☐ Caution	Last: First: Middle: Aliases:	☐ Male ☐ Female	☐ Asian / Pacific Islander (A) ☐ Black (B) ☐ American Indian / Alaskan Native ☐ White ☐ Unknown

Place of Birth (POB)	Date of Birth (DOB)	Date of Emancipation (DOE)	Height (HGT)	Weight (WGT)

Eye color (EYE)	Hair Color (HAI)	Hair Description (MIS)
☐ Black (BLK) ☐ Blue (BLU) ☐ Brown (BRO) ☐ Gray (GRY) ☐ Green (GRN) ☐ Hazel (Haz) ☐ Pink ☐ Maroon (MAR) ☐ Multicolored ☐ Unknown	☐ Black (BLK) ☐ Brown (BRN) ☐ White (WHT) ☐ Red/Aubum (RED) ☐ Blonde/Strawberry (BLN) ☐ Sandy (SDY) ☐ Unknown (UNK) ☐ Gray/Partially gray	☐ Wavy ☐ Straight ☐ Curly ☐ Treated

Hair Length (MIS)	Hair Style (MIS)	Skin Tone (SKN)	Scars - Marks - Tattoos and other characteristics
☐ Short ☐ Medium ☐ Long		☐ Albino (ALB) ☐ Light (LGT) ☐ Ruddy (RUD) ☐ Black (BLK) ☐ Lt Brown (LBR) ☐ Sallow (SAL) ☐ Dark (DRK) ☐ Medium (MED) ☐ Yellow (YLW) ☐ Dk Brown (DBR) ☐ Med Brown (MBR) ☐ Fair (FAR) ☐ Olive (OLV)	

Has the Missing Person ever been Finger Printed? If so, By Whom?	Finger Print Classification (FPC)	Other Identifying Numbers (MNU)	Social Security Number (SOC)

Operators License Number (OLN)	Operator License State (OLS)	Operator License Year of Expiration (OLY)	Date of Last Contact	Originating Agency Case Number (OCA)	Blood Type (BLT)
					☐ A Positive ☐ B Unknown ☐ A Negative ☐ AB Positive ☐ A Unknown ☐ AB Negative ☐ B Positive ☐ AB Unknown ☐ B Negative ☐ O Positive ☐ O Negative ☐ O Unknown

Has Missing Person ever Donated Blood? If so, Where?	Has Missing Person Been Circumcised? (CRC)	Are Foot Prints Available (FPA)	Are Body X-Rays Available?	Does Missing Person Have Corrected Vision?	Corrective Vision Prescription
	☐ Yes ☐ No ☐ Unknown.	☐ Yes ☐ No	☐ Full ☐ Partial ☐ None	☐ Glasses ☐ Contact Lenses	

Type of Contact Lenses and Color	Jewelry Type	Jewelry Description (JWL)	Handedness	Build
☐ Hard ☐ Semi ☐ Other ☐ Soft ☐ Blue ☐ Green ☐ Extended wear ☐ Gray ☐ Brown			☐ Right ☐ Left	☐ Very thin ☐ Muscular ☐ Thin ☐ Heavy-Stocky ☐ Medium ☐ Obese

Any Other Miscellaneous Information

Below is a list of clothing and personal effects. Please Indicate those Items the missing person was last seen wearing. Indicate size, type, color, condition, labels or laundry markings.

Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings
Head Gear					Shoes/Boots				
Scarf/Tie/Glove					Underwear				
Coat/Jacket/Vest					Stockings/Hose				
Sweater					Wallet/Purse				
Shirt/Blouse					Money				
Pants/Shorts					Glasses				
Belts/Suspenders									

License Plate Number (LIC)	State (LIS)	Year Expires (LIY)	License Plate Type (LIT)	Vehicle Identification Number (VIN)	
Year (VYR)	Make (VMA)	Model (VMO)	Style (VST)	Color (VCO)	Reporting Agency **HIGHLAND PARK POLICE DEPT.**
Reporting Officer	Complainant's Name	Complainant's Telephone	Complainants Address		
Relationship of Complainant to Missing Person	Missing Persons Address	Missing Persons Occupation	Missing Persons Telephone		
Places missing person frequented		Close friends/relatives			
Possible Destination		Date of Departure	Place of Departure	Time of Departure	
Case Number	Date of Report	NCIC Number			

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department)_____

(Contact)_____

Telephone #: _____ Facsimile #: _____

Subject: ALERT

CHILD ENDANGERMENT/ABDUCTION EMERGENCY NOTIFICATION MESSAGE

OCA (LEADS/NCIC) Number:_____

PHOTOGRAPH OF THE CHILD SENT TO missing@isp.state.il.us G Yes G Forthcoming

The Illinois State Clearinghouse for Missing & Exploited Children manager will contact your agency to provide guidance in forwarding photographs and/or additional information pertaining to this abduction.

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in

EMERGENCY NOTIFICATION MESSAGE CRITERIA

The child is under the age of 16 **or** has a proven mental or physical disability,
and
Police **must believe** the child is in danger of serious bodily harm or death.

ABDUCTION INFORMATION

Date Abducted:			Time Abducted:		
Location/Place of Abduction:					
Direction of Travel/Destination:					
Vehicle Description	Make/Model:	Year:	Color:	Plate:	State of Issue:
Incident Details:					

CHILD INFORMATION *(Complete an additional page for each additional child abducted)*

Last Name:	First Name:			MI:
Date of Birth or approximate age:	Sex:	Race:		
Height:	Weight:	Hair:	Eyes:	
Clothing Shirt:		Pants:		
Shoes:	Outerwear:			
Additional Significant Identifiers:				

ABDUCTOR INFORMATION *(Complete an additional page for each additional abductor)*

Last Name:	First Name:			MI:
Date of Birth or approximate age:	Sex:	Race:		
Height:	Weight:	Hair:	Eyes:	
Clothing Shirt:		Pants:		
Shoes:	Outerwear:			
Additional Significant Identifiers:				

LAW ENFORCEMENT CONTACT INFORMATION

Department:	Contact Name:	Phone #:

If the plan is activated in an environment of being "safe rather than sorry," public and police confidence in this plan will suffer. Although each case has its own set of circumstances, police must follow the abduction criteria as closely as possible.
This process should not replace departmental policy/procedure on conducting follow-up investigation to include collecting photographs of any missing or abducted child.

For ISP Use ONLY:

Clearinghouse notified G Yes G No DOT notified G Yes G No District 15 notified G Yes G No

Page 2 of 2

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department)_____

(Contact)_____

Telephone #: _____ Facsimile #: _____

Subject: CANCELLATION

CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION MESSAGE

OCA (LEADS/NCIC) Number:_____

Name: _____ **DOB:** _____

Reason for Cancellation: _____

_____

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in

Page 1 of 1



CASE FOLLOW-UP REPORT

(fax back to 954-763-4569)



Date: July 16, 2005 Case: _____

Officer in charge of case: _____

Officer's fax number: _____

A Child Is Missing recently participated in the search/recovery efforts regarding the above case by notifying the neighborhood of the missing individual via telephone calls. A Child Is Missing would like to ascertain to what extent our efforts helped in the search/recovery effort. Please take a moment to fill out the following and fax the form back to our office.

Please call your local media when ACIM calls lead to a safe recovery. It is important that your community knows the foresight your agency has by implementing the ACIM program.

Your input is our greatest means to improve the service we provide to law enforcement.

Case # _____ County _____

Agency _____ City _____

State _____

Date reported to ACIM _____ Time reported to ACIM _____

Name of missing _____ # of Calls sent out to neighborhood _____

Address of missing _____

PLEASE PRINT OR TYPE

Did you receive calls from residents who received our calls? Y / N If so, how many? _____

Were any of the residents able to provide leads resulting in the recovery of the missing individual? Y / N If so, please give details. _____

Where and when was the missing individual located? _____

Any other comments:

Phone: 954-763-1288 7/16/2005 4:52 PM http://www.AChildIsMissing.org Fax: 954-763-4569

Contact Information for Missing Person Organizations

National Center for Missing & Exploited Children
Charles B. Wang International Children's Building
699 Prince Street
Alexandria, Virginia 22314-3175
The United States of America

Phone: 703-274-3900
Fax: 703-274-2200
24-hour Hotline: 1-800-THE-LOST (1-800-843-5678)

National Center for Missing Adults
Mailing Address:
National Center for Missing Adults
PO Box 6389
Glendale, AZ 85312

Physical Address:
Glendale Police Department
West Valley Advocacy Center
6829 N. 57th Ave.
Glendale, AZ 85301

Telephone Access:
Direct: (602) 749-2000
Hotline: (800) 690-FIND
Fax: (602) 279-5690

Email Access:
Website / Technical: webmaster@missingadults.org
Registration: register@missingadults.org
General Inquiries: info@missingadults.org

Hours of Operation:
Monday - Friday (Excluding U.S. Federal Holidays)
8:00 AM - 4:00 PM (Mountain Time)

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 99

(Revised 06/25/2020) (Revised 4/4/19)(Revised: 2/10/12) (Effective: 6/9/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DRIVING UNDER THE INFLUENCE AND ZERO TOLERANCE PROCESSING**

PURPOSE

The purpose of this Order is to establish the policy and procedures for the processing of persons arrested for driving under the influence of alcohol and/or drugs (DUI), and for drivers under the age of 21 who have consumed any amount of alcohol (Zero Tolerance).

POLICY

It shall be the policy of the Highland Park Police to arrest persons under the influence of alcohol and/or drugs and to enforce the administrative "Zero Tolerance" law in keeping with the guidelines of the Illinois Compiled Statutes.

PROCEDURE

A. Custodial Arrest

1. 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 will be made. After a custodial arrest is made, the offender will be transported to the police station.

2. Vehicles which are eligible for administrative seizure shall be impounded as outlined in Sections D-H of General Order 08.

B. Portable Breath Test (PBT)

If an officer has a reasonable suspicion to believe a person has violated 625 ILCS 5/11-501 of the Illinois Vehicle Code or a similar provision of a local ordinance, the officer, prior to arrest, may request a PBT using a portable device approved by the Illinois State Police. This test is administered consistent with 625 ILCS 5/11-501.5 the Illinois Vehicle Code, or a similar provision of a local ordinance.

C. Warning to Motorist

1. After charging the arrestee with DUI on a uniform traffic citation, the arresting officer will read the arrestee the "Warning to Motorist". The "Warning to Motorist" form will be filled out completely and correctly. After giving the warning, the officer will direct the arrestee to submit to a test or tests to determine the blood alcohol concentration of the arrestee's blood.

2. If the arrestee consents, the arresting officer will make arrangements for the appropriate test(s). If the arrestee refuses, no additional requests need be made.

3. Pursuant to 625 ILCS 5/11-501.2 of the Illinois Vehicle Code, testing may occur even upon refusal when the officer has probable cause to believe the DUI arrestee has caused the death or Type A injury (as indicated on the traffic accident report) to another. The on-duty Assistant State's Attorney is to be consulted for the purpose of obtaining a search warrant in this situation.

D. DUI Testing

DUI testing will be conducted as follows:

1. Breath Tests

Breath tests will only be conducted by breath analyzer operators licensed by the Illinois State Police.

a. If the arrestee submits to the test and the results show a level of 0.30 or higher, the officer will immediately notify a supervisor and arrange for transport to the hospital by the Fire Department Ambulance.

b. If the arrestee submits to the test and the results show a level of 0.08 or higher, the arrestee will 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.

c. For an arrestee with a test result of 0.08 or higher, the officer will complete the "Law Enforcement Sworn Report," which includes the "Notice of Summary Suspension."

(1) The arresting officer will sign the "Receipt to Drive" if the arrestee possesses a valid driver's license.

(2) The "Receipt to Drive" will be voided if the arrestee does not possess a valid driver's license.

d. If the arrestee's test result is below 0.08 and there is an indication that he is under the influence of drugs or a combination of alcohol and drugs, the officer will request blood and urine samples.

2. Blood Tests

Under normal circumstances, a blood test will not be used as an alternative to a breath test. A blood sample will be requested only if the breath test is inconclusive, intoxication from other than alcohol is suspected, or if some injury, complaint of injury, or deformity prevents the arrestee from taking the breath test.

a. Before being asked to submit to a blood test, the individual must be under arrest, charged with DUI, and be read the "Warning to Motorist."

b. If the arrestee consents to the test, he/she will be taken to the Highland Park Hospital or other nearby medical facility, 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, trained phlebotomist acting under the direction of the physician, or other qualified person authorized by the Illinois State Police. 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 as indicated above.

(1) The arresting officer will be present during the drawing of the blood sample.

(2) The blood sample kits provided to hospitals by the Illinois State Police should be used. The officer will make sure that a disinfectant containing no alcohol or other volatile organic substance is used.

(3) In the event that the hospital is out of blood sample kits or one cannot be located in a timely manner, the blood draw will be completed utilizing the same protocol (being sure to swab with an iodine solution and not an alcohol swab) and submitting two "Gray Stopper" blood vials. The gray stopper vials contain the same anticoagulant as the tubes in the blood sample kits and won't compromise results.

d. The officer will witness the blood samples being placed into the kit. The forms in the kit will be filled out completely, the kit sealed with the supplied materials, and submitted as evidence utilizing a designated refrigerator.

e. In the case of blood or blood and urine tests, the officer will 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 will then serve the violator with his copies, either in person or via the United States Postal Service.

3. Urine Test

Urine tests will 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, will be collected in a manner to preserve the dignity of the individual and to ensure the integrity of the sample.

a. Urine Collection

(1) Urine samples will 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 will be of the same sex as the subject undergoing testing.

(2) A urine specimen of approximately 30ml should accompany the blood sample, but will not be submitted in lieu of the blood sample.

(3) The urine sample will be collected from the arrestee's first emptying of the bladder in a clean dry container.

(4) Approximate equal volumes will be dispensed directly into two identical containers. No preservatives will be used. The containers will be closed with inert stoppers.

(5) Each of the containers will be labeled and provide the following information:

(a) Name of accused.
(b) Date and time of collection.
(c) Collecting attendant.
(d) Authorizing officer's signature or initials and agency identification.

(6) The officer will witness the samples being placed into the kit. The forms in the kit will be filled out completely; the kit sealed with the supplied materials; and submitted into evidence.

b. Urine collection - if a blood alcohol could not be determined from other biological sources:

(1) Urine samples will 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 will be of the same sex as the subject undergoing testing.

(2) For alcohol analysis only, the accused will empty his/her bladder, and the urine will be discarded. One-half hour later, the accused will again be required to empty the bladder, and the specimen will be collected in a clean, dry container and dispensed in approximately equal volumes directly into two containers. No preservative will be used. The containers will be closed with inert stoppers.

(3) Each container will be labeled and submitted as previously described in Section E-3a(5) and (6).

4. Refusal.

The "Notice of Summary Suspension" will be completed if the arrestee refuses or fails to complete any of the chemical tests.

E. Zero Tolerance

Violation of the zero tolerance law is an administrative offense, not a criminal one. 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:

1. Field sobriety tests should be conducted.

2. If there is probable cause to believe that the driver is under the influence of alcohol the regular DUI statute, as specified in the preceding paragraphs, will be enforced.

3. If there is evidence of consumption of alcohol without impairment meeting the standards of a DUI, the following actions will be taken.

a. The driver will be taken into custody, transported to the police station and charged with Highland Park City Ordinance Sec. 119.535, Consumption of Alcoholic Beverages by Minors. A report will be generated and the subject will be charged with any appropriate traffic violation(s) that prompted the initial stop.

b. At the scene, the vehicle will be handled in accordance with normal procedures as spelled out in Section A-2.

c. The officer will complete and serve the driver with the Zero Tolerance Sworn Report form. The subject cannot be charged with DUI once this is done.

d. If the subject cooperates, a breath test will be conducted as specified in Section D-1.

F. Conor's Law (20 ILCS 2605/2605-54)

Conor's Law requires specific procedures regarding the arrest and release of juveniles and minors under the age of 21 who are under the influence of drugs, alcohol, or other intoxicating substances.

1. Release of Arrested Adults

a. If the arresting officer believes that an arrested adult remains under the influence of alcohol, drugs, or any other intoxicating substance, the office shall make a reasonable attempt to contact a responsible adult of the arrestee's choosing to arrange for the transfer of custody.

b. If no responsible adult is selected by the arrestee, or is not available, the officer may contact any other known relative of the adult to arrange for the transfer of custody.

c. When detaining an individual who is believed to be under the influence of drugs, alcohol, or other intoxicating substances, a law enforcement officer or agency should take all reasonable precautions to remove potentially harmful items from the detainee and restrict access to potential dangers.

d. If no party can be contacted to arrange for transfer of custody, the officer may delay release until such time as the intoxicating effects have subsided and the individual is believed to no longer be a threat to him or herself, or others. During the course of detention, a law enforcement agency should make a reasonable attempt to continuously monitor any individual who is under the influence of drugs, alcohol, or any intoxicating substance.

e. If a responsible adult is not available or is unwilling to take custody of the arrestee, the arrestee shall be offered the opportunity to take a breathalyzer or chemical test to assist in determining the level of intoxication; and that if the individual opts for one of the tests, the results of the test shall not be used in any criminal or civil prosecution against the individual.

2. Release of Arrested Minors

a. If the arresting officer believes that an arrested minor remains under the influence of alcohol, drugs, or any other intoxicating substance, the office shall make a reasonable attempt to contact a responsible adult of the arrestee's choosing to arrange for the transfer of custody.

b. If no responsible adult is selected by the arrestee, or is not available, the officer may contact any other known relative of the adult to arrange for the transfer of custody.

c. When detaining an individual who is believed to be under the influence of drugs, alcohol, or other intoxicating substances, a law enforcement officer or agency should take all reasonable precautions to remove potentially harmful items from the detainee and restrict access to potential dangers.

d. If no party can be contacted to arrange for transfer of custody, the officer may delay release until such time as the intoxicating effects have subsided and the individual is believed to no longer be a threat to him or herself, or others. During the course of detention, a law enforcement agency should make a reasonable attempt to continuously monitor any individual who is under the influence of drugs, alcohol, or any intoxicating substance.

e. If a responsible adult is not available or is unwilling to take custody of the arrestee, the arrestee shall be offered the opportunity to take a breathalyzer or chemical test to assist in determining the level of intoxication; and that if the individual opts for one of the tests, the results of the test shall not be used in any criminal or civil prosecution against the individual.

3. Release of Arrested Juveniles

a. For juveniles suspected of being under the influence of alcohol, drugs, or any other intoxicating substance, release must be withheld until the arresting officer has made contact with a parent or legal guardian who has arranged to take custody of the individual.

b. If a parent or guardian is not reached within a reasonable period, the agency may contact the Department of Children and Family Services to arrange for custody to be transferred to a responsible adult.

c. When detaining an individual who is believed to be under the influence of drugs, alcohol, or other intoxicating substances, a law enforcement officer or agency should take all reasonable precautions to remove potentially harmful items from the detainee and restrict access to potential dangers.

4. Monitoring Intoxicated Detainees and Arrestees

a. During the course of detention, a law enforcement agency should make a reasonable attempt to continuously monitor any individual who is under the influence of drugs, alcohol, or an intoxicating substance.

b. Officers should monitor detainees who are under the influence of alcohol or other intoxicating substances while the subject is in their custody. If the subject requires medical attention, the arresting or detaining agency should promptly contact the appropriate emergency medical services.

5. Administrative Citations

a. The same procedures for release of adults, minors, and juveniles suspected of being under the influence of alcohol, drugs, or any other intoxicating substance shall be followed for the issuance of an Administrative Citation, including those at Ravinia Festival.

G. Per City of Highland Park Ordinance 031-2019, enforcement of traffic and vehicular regulations is authorized on the private roadways of the Chantilly subdivision. Any DUI arrest shall follow the procedures of a public property DUI.

1. During the initial contact of a suspected DUI driver, the officer should inquire if the driver had recently driven on a public roadway and include in his/her report.

2. A copy of Ordinance 031-2019 and Exhibits A –C should be attached to the report.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK

ORDINANCE NO. O31-2019

AN ORDINANCE APPROVING THE ENFORCEMENT OF TRAFFIC REGULATIONS IN THE CHANTILLY SUBDIVISION

WHEREAS, Title VII of "The Highland Park Code of 1968," as amended (***"City Code"***), regulates the movement and parking of vehicles within the City; and

WHEREAS, Section 11-209.1 of the Illinois Vehicle Code, 625 ILCS 5/1-100 *et seq.* (***"Vehicle Code"***), authorizes the City Council to adopt an enabling ordinance, at the written request of any person or board of directors who owns, operates, or represents a residential subdivision development within the City containing a minimum of 10 attached or detached single-family residences, authorizing the City to enforce the regulations of the Vehicle Code on certain private streets or roads under the control of such person or board of directors; and

WHEREAS, The Chantilly Townhome Association (***"Association"***) is the homeowners association for the residential subdivision known as the Chantilly Subdivision within the City, and is the owner of those certain private roadways located within the Chantilly Subdivision described and depicted in **Exhibit A** attached to, and hereby made a part of, this Ordinance (collectively, the ***"Private Roadways"***); and

WHEREAS, pursuant to Section 11-209.1 of the Vehicle Code, the Association has filed a written request, depicted in **Exhibit B** attached to, and hereby made a part of this Ordinance, with the City for the enforcement by the City of the provisions of Title VII of the City Code and of the Vehicle Code (collectively, the ***"Vehicle Regulations"***) on the Private Roadways; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to approve the request by the Association and to enforce the Vehicle Regulations on the Private Roadways;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as findings of the City Council.

SECTION TWO: REGULATION OF TRAFFIC ON PRIVATE PROPERTY. The City Council hereby approves the enforcement of the Vehicle Regulations on the Private Roadways in accordance with the following:

A. This Ordinance applies only to the Private Roadways within the Chantilly Subdivision identified in Exhibit A to this Ordinance.

B. The City will enforce the Vehicle Regulations within the Chantilly Subdivision, but only to the extent and in the manner set forth in this Ordinance.

C. Where the Association or user of a vehicle uses or permits the use of a vehicle on the

Legal Reference:
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Private Roadways in a manner contrary to the Vehicle Regulations, the City will enforce the Vehicle Regulations against such person as if the action had taken place on a public highway.

D. The Association, and any successor in interest thereto, must erect and maintain any and all traffic control signs necessary for the enforcement of the Vehicle Regulations within the Chantilly Subdivision, at its sole cost and expense. All traffic control signs must conform to the Illinois Manual of Uniform Traffic Control Devices.

E. The Association, and any successor in interest thereto, may not deny the City access to the Private Roadways, nor erect or maintain any gate or other control device in a manner that prevents the City from accessing the Private Roadways to enforce the Vehicle Regulations.

F. The Association, and any successor in interest thereto, must, at its sole cost and expense, maintain general liability insurance in the minimum amount of $2,000,000 that names the City as a party insured for any claims arising out of the enforcement by the City of the Vehicle Regulations on the Private Roadways.

G. The Association, or any successor in interest thereto, may rescind its request for the City to enforce the Vehicle Regulations on the Private Roadways by filing a written request therefor with the Mayor. After receipt of such rescission request, the City Council will repeal this Ordinance, which repeal will be effective on the January 1 immediately following.

H. This Ordinance is not to be construed, nor is it intended, to impose any legal duty upon the City to maintain the Private Roadways. The Private Roadways are and will remain privately-owned roads maintained and controlled by the Association.

SECTION THREE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the City Council in the manner required by law;

2. Publication in pamphlet form in the manner required by law; and

3. The filing by the Association with the City Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the City for any claims that may arise in connection with the approval of this Ordinance.

B. In the event the Association does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 4.A.3 of this Ordinance, within 30

days after the date of final passage of this Ordinance, the City Council will have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

AYES:	Mayor Rotering, Councilmen Stolberg, Stone, Kaufman, Blumberg, Knobel, Holleman
NAYS:	None
PASSED:	March 11, 2019
ADOPTED:	March 11, 2019

PUBLISHED IN PAMPHLET FORM: March 12, 2019

ORDINANCE NO. O31-2019

Nancy R. Rotering, Mayor

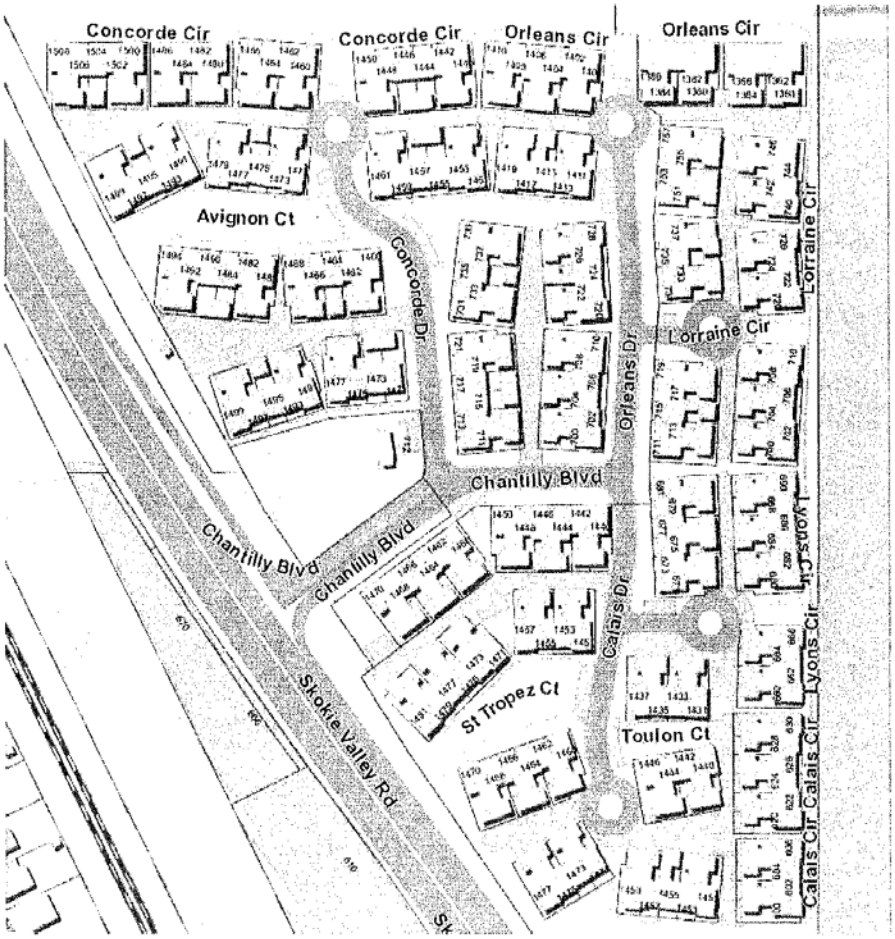
ATTEST:

Ghida S. Neukirch, City Clerk

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EXHIBIT A

DESCRIPTION AND DEPICTION OF THE PRIVATE ROADWAYS



Avignon Ct	Lorraine Cir
Calais Cir	Lyons Cr
Calais Dr	Orleans Cir
Chantilly Blvd	Orleans Dr
Concorde Cir	St Tropez Ct
Concorde Dr	Toulon Ct

Exhibit A

#61965379_v3

EXHIBIT B

October 15, 2018

1444 Concorde Cir
Highland Park, IL 60035

Sargeant Sean Curran
Traffic Unit
Highland Park Police Department
1677 Old Deerfield Road
Highland Park, IL 60035

Dear Sargeant Curran:

I am writing at the suggestion of Commander Chris O'Neil to request traffic monitoring by your department at the Chantilly Townehome Subdivision.

A previous agreement from 1973, when the subdivision was first built, was in force until recent years. The Board of Directors of Chantilly, on behalf of its residents, wishes to reinstate that agreement, effective as soon as possible.

Over the past several years, the resident population of Chantilly has become considerably more heterogeneous and with that has come new and growing traffic challenges. We now have children playing in the allies and streets whose lives are regularly endangered by drivers who speed and do not stop at stop signs. Similarly, we have motorcyclists who often do not heed traffic regulations. We also have residents who regularly park in clearly marked no parking areas.

I believe our signs are placed according to regulation and are of proper height.

Kindly let me know next steps to proceed with this request. I can be reached at 847-433-0366.

Sincerely yours,

Karen J. Connell, President
Board of Directors

cc: Commander Chris O'Neil
Chantilly Board of Directors

Exhibit B

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EXHIBIT C

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Highland Park, Illinois (***"City"***):

WHEREAS, The Chantilly Townehome Association (***"Association"***) is the homeowners association for the residential subdivision known as the Chantilly Subdivision within the City, and is the owner of those certain private roadways located within the Chantilly Subdivision (collectively, the ***"Private Roadways"***); and

WHEREAS, Ordinance No. 031-2019, adopted by the City Council on March 11, 2019 (***"Ordinance"***), authorizes the enforcement by the City of traffic and vehicular regulations on the Private Roadways; and

WHEREAS, Section Four of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Association has filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Association does hereby agree and covenant as follows:

The Association hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

The Association acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

The Association acknowledges and agrees that the City's enforcement of traffic and vehicle regulations on the Private Roadways or its adoption of the Ordinance do not, and will not, in any way: (a) be construed or interpreted as an assumption by the City of any liability for any damages or injuries that may be sustained as a result of such enforcement or adoption; nor (b) be deemed to insure the Association against damage or injury of any kind and at any time.

The Association hereby agrees to hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the City's adoption of the Ordinance approving the enforcement by the City of traffic and vehicular regulations on the Private Roadways.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 100

(Revised 06/26/2020) (Revised 5/18/2018)(Effective: 03/29/04) (Revised: 6/30/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **WRITTEN DIRECTIVES**

PURPOSE

The purpose of this order is to establish definitions, format and authority for preparation and issuance of written departmental General Orders and memoranda. It further establishes a review process along with providing a formal distribution system to ensure that all employees receive and understand the orders.

POLICY

The Department will maintain a written directive system through general orders that assists in achieving organizational goals and missions, compliance with professional standards of the law enforcement community, as well as those of business and the government. They will delegate authority, establish a coherent set of policies, procedures, guidelines and rules to effectively direct the activities and behavior of the department and its members. The written directive system will establish a baseline for departmental performance, and will be comprehensive, accurate, current, and available to employees and the public at all times. The written directives system will not contain conflicting statements and will not be in contrast to external authorities to which the department is responsible.

DEFINITIONS

General Orders - A manual of specific policies and procedures to which all employees must adhere. They are used to guide or affect the performance or conduct of department employees.

Policy - A high-level overall plan that embraces the goals of the organization. It establishes principles to serve as guidelines for decision-making and action.

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

Special Orders – A formal document for the expediency of establishing a policies, procedures, or instructions concerning a temporary circumstance or event, or to temporarily amend or introduce a department written directive while awaiting a permanent change.

Personnel Orders – A formal document to announce the appointment, promotion, demotion or termination of personnel, the assignment or transfer of members from one unit to another, personnel status changes, personnel distribution, and other matters related to personnel within the department, including part-time and seasonal workers.

A. General Order System

1. The Department shall establish a formal mission and values statement which will become part of the written directive system.

2. The Department has a formal general order system which consists of the following:

   a. Chief's Authority

      The authority to issue, delete, modify and approve all general orders shall be vested to the Chief of Police.

   b. Coordination and Distribution

      The implementation of new policies, procedures, or rules will occur through the issuance of a memorandum or through changes and/or additions to the General Orders Manual. These changes will be coordinated and distributed through the Commander of Administration. The Commander of Administration will ensure consistency with existing authority and correct format. All proposals will be reviewed for the purpose of gauging the directive's impact on operations.

3. Format and Indexing

   a. The general order heading will be used on the initial page of each order. The heading includes the general order number, the effective date, any revised dates and the subject. It may also include a purpose, policy, and/or procedure, depending on the content of the order.

   b. Orders will follow a standard outline form.

      Example:

      A.

         1.
         2.

            a.
            b.

               (1)
               (2)

                  (a)
                  (b)

      B.

   c. The order will be signed by the Chief of Police.

   d. The subject of each general order will be listed in a table of contents.

   e. The word "he" will normally be used to include both male and female employees of the Department throughout these orders for administrative convenience.

   f. Special Orders will be issued in a memorandum style format, utilizing a standard template that identifies the document as a Special Order. The orders will be established in a tracking format by

current year and chronological order (ex: 18-01 for the first special order of 2018) Special orders will be indexed and formatted in the same manner as general orders.

4. General Order, Special Order and Personnel Order Revisions

   Purging, updating, and revising of orders shall be done on a continual basis at the direction of the Chief of Police. The Commander of Administration will review all general orders periodically.

5. Staff Review

   Normally, proposed policies, procedures, rules, or changes will be reviewed by the Staff. When and where appropriate, the affected personnel can be contacted for additional input. Review of proposals and changes will be part of the regular agenda at the scheduled Staff meetings, when time permits.

B. Dissemination and Storage of General Orders, Special Orders and Personnel Orders

The Commander of Administration shall be responsible for the distribution of general orders. Dissemination of new or newly-revised general orders, special orders and personnel orders will be made by a system administrator in PowerDMS. Orders will also be available on-line via the computer network.

1. General orders will be distributed in PowerDMS for affected employees at least 7 days prior to their effective date.

2. All employees are responsible for checking their e-mail at least once per duty day. PowerDMS will notify personnel by email when an action is required within their account.

3. Employee acknowledgment.

   a. Employees immediate supervisors are responsible for explaining and/or clarifying general orders or special orders within a reasonable period of time after issuance.

   b. Affected employees shall acknowledge that they have received the general order, special order or personnel order, and reviewed it with a supervisor, by signing and submitting the acknowledgement in Power DMS.

4. The Commander of Administration will ensure that newly hired employees are granted access to Power DMS.

5. Storage of General Orders, Special Orders and Personnel Orders.

   a. The Commander of Administration shall maintain an independent set of master files on all general and special orders, as well as maintain the on-line version within the computer network.

   b. As Special Orders are transitioned into permanent orders, or discontinued, they will be moved to an archive folder instead of deleted.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 101

(Revised 06/26/2020) (Revised 4/4/19)(Revised: 7/27/12) (Revised: 10/8/10) (Revised: 05/20/09) (Effective: 11/24/04)

FROM; THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ALLOCATION OF PERSONNEL**

PURPOSE

The purpose of this general order is to develop guidelines concerning the deployment and use of agency personnel, to establish guidelines concerning the development, maintenance, and staffing of specialized duty positions and collateral duty assignments within the Department, and to prescribe guidelines for establishing and staffing civilian (non-sworn) positions within the Department.

POLICY

It is the policy of the Highland Park Police Department to promote a more effective and efficient delivery of service to the community and to allocate and distribute agency personnel in accordance with workload assessments. Additionally, it is the policy of the Highland Park Police Department to maintain specialized duty positions and collateral duty assignments in order to further improve both employee development and service to the community. Specialized positions and collateral assignments shall be established in response to an observable organizational need and shall be staffed in a fair and equitable fashion using qualified personnel.

DEFINITIONS

Allocation - Allocation refers to the overall number of persons for the agency and for each organizational component within the agency.

Distribution - Distribution refers to the assignment of a given number of personnel within each organizational component according to functional, spatial, geographic and/or temporal workload demands.

Specialized Position - A full-time position often characterized by increased levels of responsibility and/or specialized training, but within a given position classification.

Collateral Assignment - A secondary duty assignment often characterized by increased levels of responsibility and/or specialized training, but within a given position classification.

PROCEDURE

A. Allocation of personnel

1. Agency Staffing – A staffing table listing total personnel strength as authorized by the City is presented in the Annual Budget Document.

2. A breakdown of authorized personnel into organizational units is depicted on the Organizational chart (See Attachment A).

3. Allocation to the Patrol Division – shall be based on an analysis of workload considerations. The workload assessment shall address, at a minimum, the following issues:

   a. Number of incidents handled by patrol personnel during the specified period.

   b. Average time required to handle an incident at the patrol level.

   c. Calculation of the percent of time, on average, that should be available to the patrol officer for handling incidents during a specified period.

   d. Time lost through days off, holidays and other leave compared to the total time required for each patrol assignment.

   e. Whether operating under the 3-platoon shift/8-hour format or the 4-team shift/12-hour format, the number of officers per shift is based upon the number of patrol officers assigned to the Patrol Division (See Attachment B).

4. Reassessment – at least once every four (4) years, the Department shall reassess the allocation of its personnel. The reassessment process is designed to ensure that personnel allocation remains proportionate to the current level of workload demand.

B. Distribution of personnel

1. Distribution Analysis - In order to accommodate fluctuations in workload demand, the Department shall reassess the distribution of personnel at least every four (4) years. Each Deputy Chief shall be responsible for submitting a personnel distribution analysis to the Chief of Police.

2. Service Area Mapping - The Department shall maintain a current map of its service area organized into identified reporting areas referred to as beats. All recorded incidents and/or calls for service shall be identified according to their beat location. At least every three (3) years, the Department shall tabulate incidents according to their reporting area locations. An analysis of this information shall be used in making decisions about personnel distribution and/or beat design.

3. Deployment of Patrol Personnel - The personnel assigned to the Patrol Division shall be distributed under the following considerations: 1) Officer Safety, and 2) Workload Demands. With officer safety being of foremost concern each shift shall, under normal circumstances and conditions, operate with a minimum level of staffing.

4. To proportionately match personnel distribution with workload demands, the Department shall identify, collect and analyze pertinent data on the following:

   a. Temporal and geographic distribution of incidents
   b. Workload according to shift periods
   c. Hourly distribution of incidents

C. Annual review of specialized positions and collateral assignments

1. All specialized positions and collateral assignments shall be evaluated annually to determine the need to continue the position or assignment. This review should be accomplished in conjunction with the

budget preparation process. The Deputy Chief shall submit a written report to the Chief of Police summarizing the results of the evaluations within their respective divisions.

a. Specialized positions can include, but are not limited to, the following:

(1) Accreditation Manager
(2) Business Liaison/Crime Prevention/Elderly Service Officer
(3) Criminal Investigator
(4) Juvenile Investigators
(5) School Resource Officer – Elementary
(6) School Resource Officer – High School
(7) Traffic Officer

b. Officer collateral assignments include, but are not limited to, the following:

(1) Accident Investigator
(2) Bicycle Patrol Officer
(3) Breath Operator
(4) Dive Rescue/Recovery Team
(5) Evidence Team
(6) Evidence Technician
(7) Fire Investigation Team
(8) Field Training Officer
(9) Juvenile Officer
(10) Lake County Major Crimes Task Force Officer
(11) NIPAS Officer
(12) Range Officer
(13) Recruitment Team
(14) CERT Coordinator
(15) Police Beat Coordinator
(16) Peer Support Officer
(17) UAS Pilot
(18) Honor Guard Team

2. Specialty position and collateral assignment analysis will include:

a. A listing of specialized assignments

b. A statement of purpose for each listed assignment

c. Evaluation of the initial condition(s) or problems(s) that generated the implementation of the specialized position or collateral assignment

3. The evaluation may indicate the need for expansion, reduction or elimination of a program, or the continuation of a program which was initiated on a temporary basis.

D. Selection process – specialized positions

1. Notice of specialized position and collateral assignment openings will be posted as follows:

a. E-mail notification Department-wide
b. Posting of notice in designated location in Patrol briefing room.
c. Posting of notice in designated location in Criminal Investigations

d. Posting of notice in designated location in Traffic Section

2. Specialized Position Uniform Rating System (SPURS)

   Criteria for the position or assignment shall be based on the applicants last three overall performance ratings, a supervisor recommendation, general and position specific attributes, and an oral interview.

3. Selection will be announced to all personnel by means of a departmental memorandum. When specialized training is required, it will be provided within 90 days of assignment, whenever possible.

4. Positions for Breath Operator, Evidence Technician, and Juvenile Officer may be filled without a SPURS process based on the needs of each patrol shift.

E. Temporary assigned position (T.A.P.) job rotation

1. The Department recognizes that a variety of talents are required to meet different needs within the organization. The policy of the Department is to utilize the talents and expertise of personnel throughout the organization by making rotational and/or temporary assignments when special needs are identified. Officers may be assigned to rotational duty in the following operational components:

   a. High School Resource Officer - position will be rotated on a four (4) year basis
   b. One adult investigator or juvenile officer position - rotated on a two (2) year basis
   c. One School Resource Officer – position will be rotated on a five (5) year basis
   d. One traffic officer position – rotated on a three (3) year basis

2. The Specialized Position Uniform Rating System (SPURS), described in section D(2) will be utilized in the selection process for these positions.

F. Civilian (non-sworn) personnel

1. Jobs that do not require law enforcement authority and/or experience shall be designated as civilian positions and will be staffed by non-sworn personnel. Occasionally, however, sworn personnel may be temporarily assigned to a civilian position in order to accommodate an emergency or unusual situation, or an in-service training assignment.

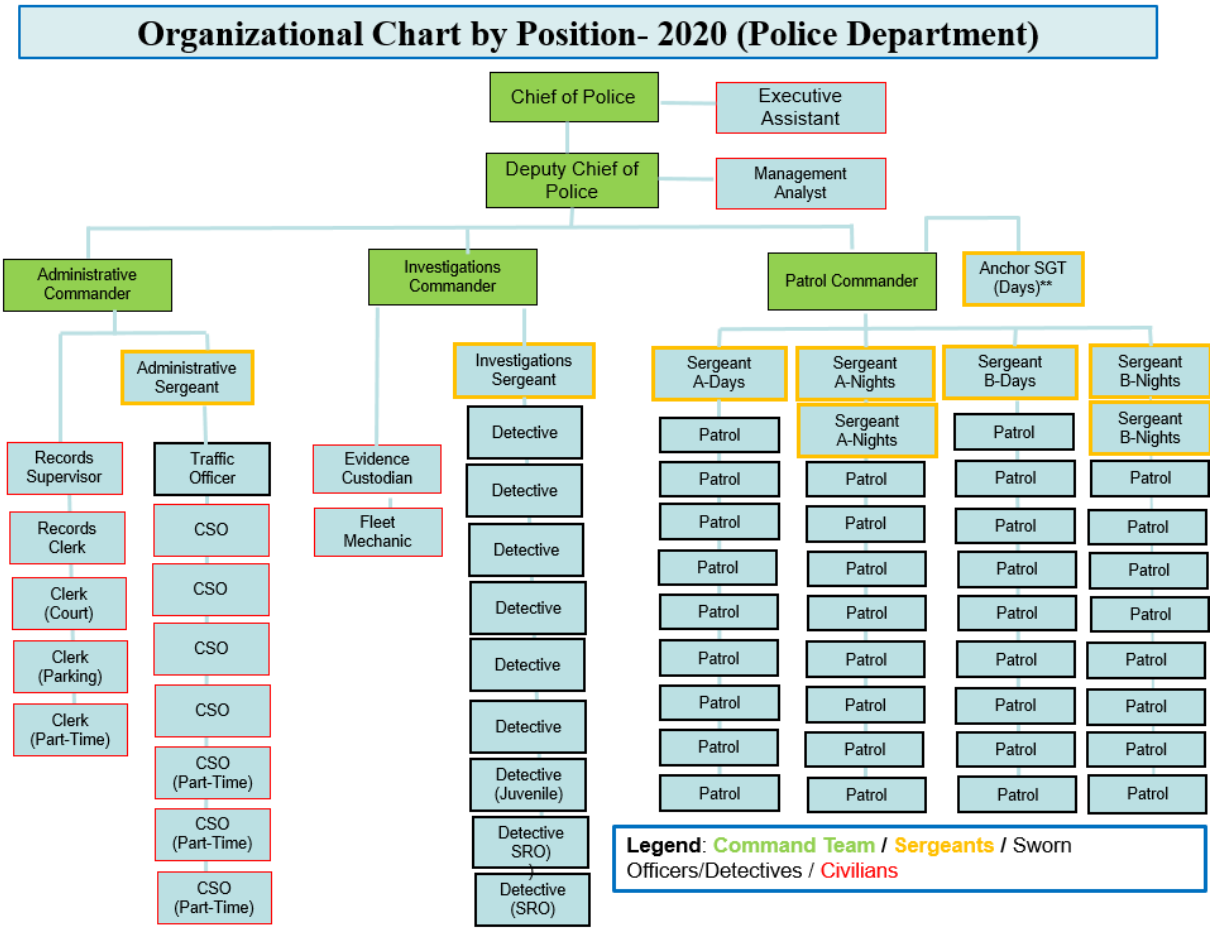
2. On a quadrennial basis, all agency positions shall be reviewed for the purpose of determining whether they should continue to be designated as civilian or sworn. The Deputy Chief shall be responsible for conducting this review and for recommending any necessary changes to the Chief of Police.

G. Personnel assigned to specialty positions in which contractual agreements exist shall not have their employment rights abridged and shall share the same employment rights with regards to promotional opportunities, training opportunities and fringe benefits.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A



Attachment B

PATROL DIVISION STAFFING DISTRIBUTION (8-Hour Shifts)			
Officers	**Shift**		
	A	**B**	**C**
25	8	8	9
26	8	9	9
27	9	9	9
28	9	9	10
29	9	10	10
30	9	10	11
31	10	10	11
32	10	11	11
33	10	11	12
34	11	11	12

PATROL DIVISION STAFFING DISTRIBUTION (12-hour Shifts)				
Officers	**Team A Days**	**Team B Days**	**Team A Nights**	**Team B Nights**
26	7	7	6	6
27	7	7	6 or 7	6 or 7
28	7	7	7	7
29	7 or 8	7 or 8	7	7
30	8	8	7	7
31	8	8	7 or 8	7 or 8
32	8	8	8	8
33	8 or 9	8 or 9	8	8
34	9	9	8	8

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 102

(Revised: 06/26/2020) (Revised: 3/6/13) (Revised: 2/10/12) (Revised: 11/24/09) (Effective: 11/17/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEPARTMENT ISSUED ESCAPE HOODS**

PURPOSE

The purpose of this order is to provide personnel with guidelines for the use of the Avon NH15 compact escape hood. The Avon NH15 escape hood provides wearers with respiratory, vision and facial protection from chemical, biological, radioactive and nuclear events for a minimum of 15 minutes to allow sufficient time to evacuate from a contaminated area.

POLICY

It is the policy of the Department to provide for the protection of members in incidents involving chemical, biological, radioactive and nuclear events.

An Avon NH15 will be placed in each vehicle's medical bag for use in any incident where evacuation is needed from a suspected nuclear, biological or chemical weapon event. All personnel will follow the manufacturer's procedures and guidelines when using the escape hood and familiarize themselves with the manufacturer's instructions for use.

A. Selection of Escape Hood

The Department has chosen the Avon NH15 escape hood to be used as personal protective equipment. The NH15 provides a wide field of vision and can be quickly donned to protect the wearer from a variety of threats for a minimum of 15 minutes.

B. Use of Escape Hood

1. Limitations On Escape Hood Use

(a) The respirator shall not be used for fire fighting or other oxygen deficient environments.
(b) The respirator is intended for *emergency escape* use only.

2. Escape hoods are to remain in their sealed packaging until needed until needed for use. The shelf life of a sealed escape hood is 5 years with no required maintenance.

3. Instructions for donning the escape hood are as follows

(a) Remove vacuum package from outer bag

(b) Tear open the vacuum package from one of the designated tear notches

(c) Remove escape hood from vacuum package

(d) Open up filter housing like a book

(e) Pull out hood to fold out visors

(f) Insert finger into nosecup and open up nosecup

(g) Place both hands, palms facing together into neck seal. Stretch neck seal outwards, creating an opening large enough to fit over hood

(h) Pull escape hood over the head, back of the head first, in one quick motion. Locate nosecup over mouth and nose

(i) Adjust harness by grasping back of hood and position so harness cradles the crown of the head

(j) Adjust the nosecup on the face. The nosecup must cover mouth and nose to provide protection. If the hood expands and contracts when breathing then readjust the nosecup to create a seal

(k) Ensure the neck seal is smooth against the skin. Nothing should be obstructing the neck seal such as hair, jewelry, beards or clothing.

C. Training

1. All sworn personnel and civilian personnel assigned to patrol duties shall receiving training on the use of the NH15 escape hood through Power DMS.

D. Program Evaluation

1. The escape hood product and program will be evaluated on an annual basis to determine effectiveness.

2. The medical unit supervisor will be responsible for conducting the evaluation and making any necessary changes to the program.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 103

(Revised 07/01/2020) (Effective: 05/24/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ORGANIZATIONAL GOALS AND OBJECTIVES**

PURPOSE

The purpose of this order is to establish goals and objectives, encourage employee participation, and establish procedures for reviewing progress toward achieving these goals and objectives.

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 an element of a goal and, therefore, requires a shorter time to accomplish.

POLICY

A. Goals and Objectives

1. 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.

    a. 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.

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

c. On an annual basis, at the conclusion of the formulation process, established goals and objectives will be made available to all affected personnel.

B. Evaluating Progress

The Deputy Chief will 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.

2. During the course of the year, the Chief of Police may require periodic updates of progress toward goals and objectives.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 104

(Revised: 07/28/2020) (Revised: 3/10/15) (Revised: 2/6/14) (Revised: 4/1/09) (Revised: 11/5/07) (Revised: 09/21/07) (Effective: 07/09/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PROFESSIONAL STANDARDS OF CONDUCT**

PURPOSE

Discipline and accountability are essential in maintaining the integrity of an agency. The purpose of this order is to provide standards of conduct which employees are required to follow as members of the City of Highland Park Police Department.

POLICY

A. Obedience to Directives and Professional Standards of Conduct

Employees, regardless of rank, will be governed by the following standards of conduct. Violation of any of these standards of conduct, by any employee of the Department, will be considered sufficient cause for dismissal, demotion, suspension, or other disciplinary action.

1. Obedience to Laws

   Employees will comply with all federal and state laws, as well as the ordinances of the City of Highland Park or of any other jurisdiction they may reside in or pass through.

2. Adherence to Department Directives

   Employees will comply with the provisions of the City of Highland Park Personnel Handbook, the rules and regulations of the Board of Fire and Police Commissioners of the City of Highland Park (where applicable), and the written directives of the Highland Park Police Department.

3. Insubordination

   Employees will promptly obey all lawful orders and directions given by supervisors, including any lawful order relayed from a superior by an employee of the same or lesser rank.

   a. The failure or deliberate refusal of an employee to obey such orders is prohibited and will be deemed insubordination.

   b. Ridiculing the authority of a supervisor by displaying obvious disrespect or by disputing his/her orders will likewise be deemed insubordination.

4. Issuance of Unlawful or Improper Orders

No supervisory personnel will knowingly or willfully issue an order that violates a federal or state law, or City ordinance, or is contrary to a Department written directive.

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, they will report in writing the full facts of the incident and their action to the Chief of Police through the chain of command.

6. Obedience to Unjust or Improper Orders

   If an employee receives an order they believe to be unjust or contrary to a Department written directive, the employee must first obey the order to the best of their ability. They 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 will respectfully call the conflict to the attention of the supervisor giving the last order. Should the latter not change the order, it will be obeyed and the employee thereafter will not be responsible for disobedience of the first order.

B. Attention to Duty

1. Performance of Duty

   Employees will be properly equipped and attentive to their duties at all times and will perform all duties assigned to them.

2. Fitness

   Employees will be physically and mentally fit to perform their duties. Employees will not feign sickness or injury or deceive a representative of the Department as to their real condition.

3. Duty of Supervisors

   Supervisory personnel are responsible for subordinates' adherence to Department rules, regulations, policies, orders, directives and procedures.

   a. Supervisors will take reasonable action to ensure compliance.

   b. Supervisors will not permit, or otherwise fail to prevent, adherence violations.

   c. Where possible, supervisors will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

   d. Any supervisor may place an employee on leave with pay when it appears that such action is in the best interest of the Department:

      (1) 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 in part any Department-owned property, such as star, identification cards, clothing and duty weapon, if deemed appropriate by the suspending supervisor.

(2) The removed employee will be given a time to report to the office of the Chief of Police the next regular business day or any other time deemed appropriate by the supervisor.

(3) The initiating supervisor of the leave will make immediate notification to the appropriate Division Commander. Such notification will be made prior to removal when practical. If the removal is related to discipline, a CR or AR investigation will be initiated. The supervisor will also prepare a written memorandum to the Chief of Police outlining the facts leading up to the removal from duty. This written memorandum will be completed prior to the supervisor ending his/her tour of duty.

(4) The Chief of Police may put in place reasonable interim measures, such as a paid leave of absence or a transfer, while any investigation takes place.

4. Conduct and Behavior

Employees, whether on duty or off duty, will follow ordinary and reasonable rules of good conduct and behavior.

a. Employees will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession or the Department.

b. Employees will follow established procedures in carrying out their duties as employees of the Department and will at all times use sound judgment.

c. Any Highland Park Police Personnel who witnesses an employee violating these Standards of Conducts has a duty to report said observation to his/her immediate supervisor via the Chain of Command, Human Resources or the City Manager.

5. Responsibility to Serve the Public

Employees will promptly serve the public by providing direction, counsel, and other assistance that does not interfere with the discharge of their police responsibilities. They will make every attempt to respond immediately to any inquiry or request for assistance.

6. Responsibility to Respect the Rights of Others

Employees will be courteous to the public and to other employees.

a. Even in the face of extreme provocation, employees will be tactful in the performance of their duties, control their emotions, and exercise the utmost patience and discretion.

b. In the performance of their duties, employees will not use coarse, violent, profane or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristic.

7. Officers Subject to Duty

Officers will, at all times, respond to the lawful orders of supervisors. While in the City of Highland Park, officers will take prompt action when they are aware of persons in need of police assistance. The fact that they may be technically off duty and un-armed will not relieve them from the responsibility of taking prompt and proper action, such as summoning on-duty officers.

8. Reporting for Duty

   Employees will promptly report for duty properly prepared at the time and place required by assignments, subpoenas, or orders.

9. Duty Posts

   Unless in the course of an emergency, or as necessary to fulfill assigned responsibilities, employees will not leave their assigned duty posts during a tour of duty except when authorized by proper authority.

10. Responsibility to Know Laws and Procedures

    Officers will know the laws and ordinances they are charged with enforcing. All employees will know Department directives which cover the duties and procedures governing their specific assignments.

11. Assisting Criminals

    Employees will not communicate in any manner, directly or indirectly, any information that may delay an arrest, enable persons guilty of criminal acts to escape arrest, or destroy/dispose of evidence of unlawful activity.

12. Reporting Accidents and Injuries

    Officers will immediately report the following:

    a. All on-duty traffic accidents in which they are involved.

    b. All personal injuries received in the line of duty.

    c. All personal injuries not received in the line of duty but which are likely to interfere with the performance of their police duties.

    d. All property damage or injuries to other persons which resulted from the performance of police duties.

13. Reporting Address and Telephone Number

    Employees will have telephones and will immediately report any changes of telephone numbers or residence addresses to the Office of the Chief of Police via the chain of command.

14. Personnel Emergency Information

    Upon being hired, employees will complete and submit a Personnel Emergency Information form to the Office of the Chief of Police. Any changes will be immediately reported to that office through the chain of command.

15. Department Reports

    Employees will submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by employees will be truthful and complete. No employee will knowingly make false statements, charges or allegations in connection with any Department citations, warnings, assistance rendered, crash reports, field reports, investigative

reports, computer entries or by any other means which creates an official record of the Department.

16. Dissemination of Information

    Employees will treat the official business of the Department as confidential.

    a. In accordance with established Department procedures, information regarding official business will be disseminated only to those for whom it is intended.

    b. Employees will not divulge the identity of persons giving confidential information, except as authorized by proper authority.

C. Cooperation with Fellow Employees and Agencies

1. Respect for Fellow Employees

   Employees will treat other City employees and officials with respect. They will be courteous, civil, and respectful.

2. Supporting Fellow Employees

   Employees will cooperate, support, and assist each other whenever necessary.

3. Cooperating with Supervisors

   Officers will make truthful, complete statements to supervisors, and will truthfully answer all questions, asked in accordance to the law and the current collective bargaining contract, specifically directed and narrowly related to the scope of employment and operations of the Department.

4. Interfering with Cases or Operations

   Employees will not interfere with cases.

   a. Employees will not interfere with the work or operation of any unit in the Department or the work or operation of other government agencies.

   b. Employees against whom a complaint has been made will 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.

5. Cooperation with Other Agencies

   Employees will cooperate with all governmental agencies by providing whatever aid or information such agencies are entitled to receive.

D. Restrictions on Behavior

1. Soliciting and Accepting Gifts/Gratuities

   In accordance with State and local laws, employees will not solicit any gift, gratuity, bribe, or reward, or in any manner convey an expectation of receiving any such advantage.

a. Rewards and gratuities given to the Department, or any employee of the Department, will be returned to the provider with an explanation of the Department's code of ethics. Any rewards or gratuities, which cannot be immediately returned, will be forwarded to the Office of the Chief of Police.

b. No employee shall accept gifts of any kind, except for edible items that can be set out in the Department and shared with others (see City Personnel Handbook Gift Policy). Any gifts not of an acceptable nature, which cannot be immediately returned, will be forwarded to the Office of the Chief of Police.

c. Police discounts, special purchasing privileges, or other benefits will 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.

d. No employee of the Department, while acting officially or unofficially, will offer or give gifts, gratuities, or special privileges to any other person or agency in expectation of special benefit to them or the Department.

e. No employee of this Department will solicit any form of benefit for themselves, the Department, the City, group, or firm, when the benefit is to be received as a result of employment by the Department.

f. Guns 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.

g. 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.

h. 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 an offer, will immediately contact their supervisor for clarification of the Department's policy before accepting such offer.

2. Giving Testimonials and Seeking Publicity

Employees will not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees also will not seek personal publicity either directly or indirectly in the course of their employment.

3. Drinking on Duty

Employees will not drink any alcoholic beverage while on duty or in uniform.

4. Intoxication

Department employees are expected to be drug and alcohol free at all times when they are on duty.

a. No detectable amount of alcohol, drugs, controlled substances, or any combination thereof, shall be present in the employee's system while on the job, either during the regularly scheduled workday, during performance of any overtime or during an emergency response.

b. Any employee who is taking prescription or non-prescription medicine shall notify their immediate supervisor, by means of a To/From Letter to the Chief of Police, of the medication prescribed, when product information or doctor or pharmacist warnings indicate that the substance may be reasonably expected to impair the employee's performance. The nature of the illness or injury, and any precautions that should be taken as a result of the drug's use (i.e. should not drive or operate equipment, should avoid exposure to the sun, etc.) shall be furnished to the supervisor as well.

c. See Personnel Handbook , "Drug and Alcohol Free Workplace."

5. Firearms off Duty

While off duty, officers will not be armed while consuming alcoholic beverages or while under the influence of intoxicants.

6. Liquor on Official Premises

Employees will not store, or bring into any police facility or vehicle, alcoholic beverages, controlled substances, narcotics, or hallucinogens, except those which are held as evidence, contraband, or confiscated property, or as ordered by the Chief of Police. This will not prohibit the possession of medication prescribed to the employee.

7. Tobacco Use While on Duty

Employees will 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 will not smoke or use tobacco products within the police facility or within police vehicles and when utilizing tobacco products, will do so in accordance with the Smoke Free Illinois Act (410 ILCS 82/1) and Chapter 100 of the Highland Park Code.

8. Sleeping on Duty

Department employees will remain awake at all times while on duty. If unable to do so, they will report to their supervisor who will determine the proper course of action.

9. 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 considered conduct unbecoming of a public officer or employee of this Department.

10. Criticism of the Department

Employees will 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.

11. Use of Force

Employees will only use that amount of force necessary to accomplish their police mission, as outlined in General Order 28. The use of excessive force is strictly forbidden.

12. Officers will not make any arrest, search or seizure which they know or should know is not in accordance with law and Department procedures.

13. Notices

    Employees will not mark, alter, or deface any posted notice of the Department. Notices or announcements will not be posted on bulletin boards (except for the collective bargaining bulletin board) without permission of a commanding officer. No notices of a derogatory or insubordinate nature will be posted at any time. Supervisors will remove any non-conforming notices immediately.

14. 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.

E. Identification and Recognition

1. Giving Name and Identification Number

   Whether in person or via telephone, employees will give their names, identification numbers, and other pertinent information to any person requesting such facts, in a clear and understandable manner. Employee photo identification cards will also be displayed upon request. Employee identification is not required if doing so would jeopardize the successful completion of a police assignment.

2. Display of Badges Prohibited

   Non-sworn employees who have been issued badges will wear their badges only while on duty and in uniform. All employees are prohibited from using their badges for identification purposes which are not specifically related to their work duties with the Department.

F. Maintenance of Property

1. Use of City Property or Service

   Employees will not use or provide any City equipment or service other than for official City business.

2. Responsibility for City Property

   Each employee is responsible for protecting Department property and equipment against loss, damage, destruction or defacement. Employees will not deface, damage or alter City property.

3. Reporting Needed Repairs

   Employees will promptly report to their supervisor the need to repair any City-owned property.

4. 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.

5. Care of Work Environment

   Employees will keep their work environment (offices, lockers, City vehicles, desks, lunchroom, etc.) neat, clean, and orderly.

6. Property and Evidence

   Employees will 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.

G. Relations with Courts and Attorneys

1. Attendance in Court

   Officers will arrive on time for all required court appearances and be prepared to testify.

2. Recommending Attorneys

   Employees will not suggest, recommend, advise or counsel the retention of a specific attorney to any person coming to their attention as a result of police business.

3. Testifying for a Defendant

   Any officer or employee subpoenaed or requested to testify against the City of Highland Park, or against the interests of the Department in any hearing or trial, will immediately notify the Chief of Police through the chain of command.

4. Notice of Lawsuits Against Employees

   Employees who have had a suit filed against them because of an alleged act performed in the line of duty will 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.

5. Notice of Arrest

   Employees who have become the subject of an arrest action will immediately notify the Chief of Police in writing through the chain of command.

6. Notification of Investigation

   When an employee becomes aware that they are the subject of an investigation by a government agency other than the Department, they will notify their immediate supervisor without delay and inform the supervisor of the circumstances surrounding the incident being investigated, the agency conducting the investigation, and what action the employee has taken to resolve the matter.

H. Public Activity

1. Endorsements and Referrals

   Department employees on duty will not endorse political candidates or recommend in any manner an attorney, ambulance service, towing service, mortician, etc.

   a. 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 will proceed in accordance with established Department procedures.

   b. While off duty, employees are prohibited from using their position as a police employee to make any endorsements or referrals.

2. Membership in Organizations

   Employees will not affiliate themselves with any organization or group which has constitution or by-laws which would prevent the employee from rendering proper and efficient service to the Department.

3. Public Statements and Appearances

   No employee shall express, or hold themselves out as spokesperson for, official City or Department policy in any interview or during any public appearance, except as authorized by the office of the Chief of Police. (See also City of Highland Park Employee Handbook – Media Relations.)

4. Associations

   Employees will avoid regular or continuous associations or dealings with persons they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for involvement in felonious or criminal behavior except as necessary to the performance of official duties, or where unavoidable because of family relationships of the employees.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 105

(Revised: 07/28/2020) (Revised: 7/23/14) (Revised: 10/8/10) (Revised: 5/7/09) (Effective: 07/09/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **MANAGEMENT AND ADMINISTRATION INFORMATION SYSTEM**

PURPOSE

The purpose of this general 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.

PROCEDURE

A. Management Information Systems

1. The Highland Park Police Department will submit all known criminal, service, and agency activity data into the following data repositories, according to applicable system standards:

    a. Illinois Uniformed Crime Reporting Program (I-UCR)
    b. Current records management system

2. Such data will be recorded on a daily basis, thus enabling timely access of data information and reports.

    a. Upon receipt, primary incident data will be recorded into the computer aided dispatch system by the Communications Unit to create a call for service (CFS).

    b. The assigned field personnel will generate an offense report whenever required by General Order #1 and will enter relevant initial data into the mobile field reporting system. Within seventy-two (72) hours, the Records Unit will review, and classify these reports and associated completed forms.

B. Administrative Reporting System

The administrative reporting system will provide management with information relevant to daily, monthly and comparative annual crime, calls for service, and other activity data.

1. On a daily basis (weekends and holidays excepted), a designee of the Records Unit shall e-mail a copy of the Daily Call for Service Log to all supervisory personnel. The log shall contain at minimum:

    a. A chronological listing of all complaints and/or requests for police services to the Department since the previous business day, covering a 24-hour period.

b. A chronological listing of all arrests and criminal activity occurring since the previous business day, covering a 24-hour period.

c. All activity reported to the Department and referred to responsible outside agencies.

2. On a monthly basis, a designee of the Records Unit shall prepare the required Monthly Crime Index Report, which shall provide statistical data relative to UCR reportable crimes occurring in Highland Park. The report shall be submitted to the Illinois State Police.

3. On a quarterly basis, a designee of the Records Unit shall prepare the required Department of Corrections Quarterly Population Report which shall provide statistical data regarding male/female and juvenile/adult persons jailed by this Department. The report shall be submitted to the Department of Corrections.

4. A designee of the Records Unit shall maintain monthly Platoon Statistics summarizing the enforcement activities of enforcement personnel. The Platoon Statistics shall be made available to all personnel via the Department network system.

5. Annually, a designee of the Chief of Police shall prepare and submit an annual report summarizing the agency's previous year's activities and a statement regarding future plans. The report shall be made available to all personnel and the public.

C. Forms Management System

1. It shall be the policy of the Highland Park Police Department to have a formal procedure for the development, use, and maintenance of official police report forms, inter-departmental forms and other official department documents and/or forms.

a. Guiding Principles

The basis for developing a new form or revising an existing form shall be:

(1) The purpose and use of forms based upon justifiable needs
(2) The elimination of duplication or redundancy
(3) The elimination or updating of unnecessary, outdated or obsolete forms
(4) The improvement of the appearance and functional efficiency of forms
(5) The coordination of forms with information processing procedures
(6) Mandated information-reporting changes

b. Responsibility for Form Development/Revision

(1) The Records Unit Supervisor shall be responsible for coordinating the process of developing or revising report forms. Requests and suggestions for development/revisions should be furnished to the Records Unit Supervisor for review.

(2) In addition to the involvement and review by the Supervisory and Command Staff, new and/or revised report forms should be developed with the assistance of the personnel most likely to use the form.

c. Approval for New/Revised Forms

All new and/or revised report forms will be reviewed and approved by the Chief of Police, or designee.

2. The Records Unit Supervisor will be responsible for maintaining Department forms. Responsibilities include:

    a. Maintain inventory control of all forms.
    b. Replenish supplies of forms for general distribution and inventory.
    c. Identify potential problems with report forms and make recommendations for improvements.

3. Review of Report Forms

    a. At the direction of the Chief of Police, the Deputy Chief of Police and Command Staff will conduct periodic reviews of Departmental forms for the purpose of recommending revisions, elimination, or creation of report forms.

    b. Recommendations from form users shall be routed via the chain-of-command.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 106

(Revised 07/01/20) (Revised: 7/7/16) (Revised: 2/25/15) (Revised: 3/19/12) (Revised: 8/17/11) (Revised: 11/5/07) (Effective: 07/09/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PERFORMANCE EVALUATION**

PURPOSE

The City of Highland Park 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 City employs fair and reliable performance evaluation methods. This General Order sets forth the criteria, procedure and process of performance evaluations for Police Department employees; this GO should be reviewed in concert with the City's performance evaluation requirements.

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 completing the rated employee's portion of 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.

PROCEDURE

A. Performance Evaluation System

1. 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 form will include at a minimum:

    a. Measurement definitions
    b. Procedures for use of form

2. Rater Training

All supervisors responsible for conducting performance evaluations will be given appropriate training.

3. Performance Evaluation Criteria

   a. Department personnel will be evaluated with regards to Core Competencies which are expected of all City employees. The evaluation will be completed utilizing behavioral definitions described in the competencies form/module.

   b. Department personnel will be evaluated with regards to Position-Specific Competencies which are specific to the individual's job functions. The evaluation will be completed utilizing behavioral definitions described in the competencies form/module.

   c. Supervisory personnel will be evaluated with regards to Supervisory Competencies which are specific to the individual's job functions as a supervisor. The evaluation will be completed utilizing behavioral definitions described in the competencies form/module.

   d. Department personnel will be evaluated with regards to achievement of their Current Goals. Additionally, future goals will be established for the employee to achieve during the next evaluation period.

   e. An overall Competency Score will be calculated for each employee.

4. 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:

   a. Maintaining and improving individual job performance
   b. Identifying training needs
   c. Measuring individual goals
   d. Providing a medium for personnel counseling and feedback to improve job performance
   e. Fostering fair and impartial personnel decisions
   f. Determining an employee's potential for future promotion
   g. Determining an employee's potential for specialized positions

B. Annual Performance Evaluation Required

Every permanent employee of the Department will undergo an annual performance evaluation.

C. Performance Evaluation of Entry Level/Probationary

Performance evaluations for new probationary employees or promoted employees shall be completed according to the following schedule:

1. Newly Promoted Personnel

   A formal written City performance evaluation will be conducted six months following appointment and then annually thereafter based on their promotion date.

2. New Probationary Sworn Personnel

   The performance of probationary sworn personnel shall be evaluated at minimum, on a quarterly basis. The manner in which the employee's performance shall be evaluated will be as follows:

   a. During the first quarter of employment with the Department, probationary sworn personnel already certified by the ILETSB as police officers are evaluated by Field Training Officers and

the Shift Supervisor according to the procedures outlined in General Order 54: "Field Training Program". The second, third and fourth quarters of their probationary period, a shift supervisor will conduct formal City performance evaluations.

b. During the first quarter of employment with the Department, the performance and progress of probationary recruit officers attending an academy is evaluated by academy staff and reviewed by the Field Training Supervisor. Upon graduation from an academy and during the first quarter as a sworn probationary officer, the performance and progress of probationary sworn personnel in the Field Training Program are evaluated by Field Training Officers and the Shift Supervisor according to the procedures outlined in General Order 54: "Field Training Program". During the second, third and fourth quarters, a shift supervisor will conduct formal performance evaluations.

3. New Probationary Non-Sworn Personnel

During the 12-month probationary period, the immediate supervisor of non-sworn personnel will conduct evaluations quarterly.

D. Performance Evaluation

1. 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.

2. The performance evaluation report will reflect ratings only for job performance observed during the rating period.

E. Notice of Unsatisfactory Performance

1. Supervisors are to make ongoing observations and be continually cognizant of the job performance of subordinates. If at any time during an evaluation period an employee's performance is deemed unsatisfactory in any rating category, the Supervisor shall provide that employee with written notice of the deficiency in a timely manner.

2. If, within a reasonable period of time after receiving written notice, an employee continues to perform in an unsatisfactory manner, Supervisors shall prepare a Performance Improvement Plan (PIP) for the employee to follow. The plan should provide a timeline and define actions that should be taken to improve performance in the unsatisfactory category. The issuing Supervisor shall perform follow-up with the employee to ensure successful completion of the plan or make revisions to the plan where necessary.

3. The intent of this procedure is to provide the employee with knowledge of deficiencies and time to remedy them prior to the conclusion of the rating period. However, should an employee be given written notice of a deficiency within 3 months of the employee's next scheduled evaluation, follow-up, the initiation of a PIP may be conducted at the time of the employee's evaluation.

F. Required Rating Explanation

Raters are to justify evaluation ratings which are higher or lower than average (3) by providing comments in the narrative portion of the evaluation form/module.

G. Supervisor Review

1. Each performance evaluation report must be reviewed and signed by the rater's supervisor.

2. Each performance evaluation report shall be forwarded to, and signed by, the Chief of Police.

H. Employee Counseling

1. Each employee will be counseled at the conclusion of each rating period as follows:

   a. The results of the performance evaluation just completed

   b. The level of performance expected, the rating criteria and goals for the next rating period

   c. Career development activities, which will include counseling on advancement, specialization, or training appropriate for the employee's position

2. Each employee shall be evaluated by their immediate supervisor as assigned.

3. Prior to the counseling session, each employee will fill out a self-evaluation. The self-evaluation will be used during the session to promote discussion between the employee and the rater.

4. Responsibilities of the Rater

   The rater should prepare for and conduct the evaluation of the subordinate by:

   a. Reviewing the employee's last evaluation

   b. Reviewing the employee's Contact Forms for the period

   c. Reviewing attendance records, personnel file, training records, awards, etc.

   d. Reviewing statistical data that reflect the employee's measurable productivity for the rating period

   e. Becoming familiar with the contents, instructions and scope of the evaluation form

   f. Following the Dos and Don'ts of performance evaluations:

      (1) Do:

         (a) Make evaluations from a Departmental viewpoint rather than a personal one.

         (b) Appreciate the benefits to be gained from an accurate and fair evaluation.

         (c) Recognize the difference between ability and actual performance; i.e., what an employee could do and what they actually do.

         (d) Use a process of objective reasoning, eliminating personal prejudice, bias and favoritism.

      (2) Don't:

         (a) Allow a single personality trait to outweigh other traits.

         (b) Base ratings solely on incidents in the recent past or on some exceptional action.

         (c) Translate potential growth or marginal skills into a higher evaluation than is warranted.

(d) Assume that excellence or deficiency in one factor implies excellence or deficiency in other factors.

g. Conducting the evaluation interview session according to the following guidelines:

(1) Review the initial evaluation of the employee's performance and consider why you evaluated their work in the manner you did.

(2) Meet in private and provide a comfortable setting in which to conduct the interview session.

(3) Allow the employee to feel that the interview is constructive and cooperative.

(4) Be open-minded to the opinions and facts presented by the employee. Avoid arguments.

I. Employee Review and Comments

1. The Department's performance evaluation system includes the participation of the employee, which helps contribute to the fairness and objectivity of the system.

2. Each employee will be given the opportunity to review their evaluation report with the rater and sign it. The signature only indicates 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.

3. The employee may make written comments to supplement the completed evaluation report.

J. Copy of Performance Evaluation for Employee

Copies of the employee evaluation reports are available in the computerized evaluation system.

K. Performance Evaluation Appeal

If an employee believes the ratings or comments reflected in a performance evaluation are not indicative of overall performance during the rating period, the employee 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.

L. Retention of Performance Evaluation

All performance evaluation reports shall become a permanent record in the employee's personnel file.

M. Raters Evaluated

1. The Deputy Chief will review the completed performance evaluation.

2. Prior to submission to the Chief of Police for signature, the Deputy Chief will rate the evaluator to ensure that the evaluation was fair, impartial, that evaluation interview was conducted according to Department guidelines, and that all ratings were uniformly applied.

N. Personnel Early Warning System

1. The Department shall maintain a Personnel Early Warning System to provide systematic reviews of specific, significant events involving agency employees. The Personnel Early Warning System is time-sensitive designated 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. A review of employee's performance will be conducted for personnel that have two (2) incidents in any individual category, or have a combination of any three (3) incidents in any of the four (4) categories.

2. The Deputy Chief will review the following information annually as criteria for entry into the Personnel Early Warning System:

    a. Internal investigation complaints
    b. Police vehicle traffic crashes
    c. Use of force incidents
    d. Performance below acceptable ratings

3. The Deputy Chief will generate an annual report listing employee incidents consistent with those described, including the number and type of occurrences for each employee.

    a. The report will be compiled and distributed to the Chief of Police by the 31st day of January.
    b. The report will include a cumulative summary.
    c. From the report, the Deputy Chief will identify employees who may require intervention.
    d. The report will contain a review of the personnel early warning evaluation system.

4. When an employee has been identified as requiring intervention, the employee's immediate supervisor shall develop an individual course of assistance, which may include, but are not limited to:

    a. Counseling
    b. A mandatory physical
    c. A psychological fitness for duty evaluation
    d. Participation in the Employee Assistance Program (See Employee Handbook)
    e. Remedial training
    f. Weekly performance reviews by supervisors

5. Supervisor responsibilities

    a. Coordinate the logistics of the employee's participation in the course of assistance.
    b. Monitor and verify the employee's participation and completion of the approved plan.
    c. Prepare and forward a comprehensive report to the Chief of Police documenting the employee's participation and final status within 30 days of the employee's completion of the assistance plan.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 108

(Reviewed: 07/01/20) (Effective: 07/09/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PLANNING AND RESEARCH**

POLICY

The Highland Park Police Department shall deliver police services to the public in the most effective manner possible. The Administrative Services Division shall be responsible for interpreting data, exploring community conditions, providing expected results and revisions of projects, and formulating conclusions for future operations of police activities. The Administrative Commander, with direct access to the Chief of Police, shall be responsible for performing the planning and research function.

PROCEDURE

A. Functions

The tasks of this function 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.
5. Direct and coordinate the Department's recruitment efforts.
6. Develop, review and update Department written directives.
7. Coordinate the development and/or modification of forms used by the Department.
8. Coordinate new personnel acquisition and employee orientations.
9. Maintain and coordinate the development of the Department's Multi-Year Plan.
10. Review recent legislation and court decisions for the potential impact upon Department operations.
11. Maintain liaison with other criminal justice planning groups.
12. Prepare other such reports or recommendations as directed by the Chief of Police.
13. Direct and coordinate activities necessary to achieve and retain accredited status for the Department.

B. Assigned Duties

1. Although the Administrative Services Division shall have the overall responsibility for the majority of planning and research activities, other components of the Department will have access to necessary information resources to contribute to the planning and research functions in areas that include, but are not limited to, the following:

    a. Patrol Division

        (1) Beat allocation
        (2) Shift workload analysis

    b. Investigations Section

        (1) Crime Prevention
        (2) Intelligence
        (3) Section workload analysis

    c Records Unit

        (1) Information Management
        (2) Form modification and development
        (3) Unit workload analysis

    d. Traffic Unit

        (1) Crash studies
        (2) Traffic enforcement studies
        (3) Animal control
        (4) Unit workload analysis

    e. Communications Unit

        (1) Equipment studies
        (2) Unit workload analysis

2. The analysis function will disseminate analytical reports to the affected organizational units.

C. Multi-Year Plan

To ensure the goals and objectives for the Department are well planned and documented to provide for adequate staffing and operational funding for future years, the Chief of Police and the Command Staff will develop a written multi-year plan which considers 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

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 109

(Reviewed: 07/01/20) (Revised 3/28/2018)(Revised: 10/7/16) (Revised: 10/8/10) (Effective: 7/28/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEALING WITH THE MENTALLY/EMOTIONALLY ILL**

PURPOSE

The purpose of this order is to provide guidance for agency personnel when dealing with suspected mentally ill persons.

POLICY

The need to assess the mental state and intention of individuals is a routine requirement of agency personnel performing enforcement and investigative functions. Dealing with individuals in enforcement situations who are known or suspected to be mentally/emotionally ill carries the potential for violence, requires agency personnel to make difficult judgments about the mental state of the individual, and requires special skills to effectively and legally deal with the person to avoid unnecessary violence and violations of civil rights.

DEFINITION

Mental Illness - A subject may suffer from mental illness if they display an inability to think rationally, exercise adequate control over behavior or impulses (e.g. aggressive, suicidal, homicidal, sexual), and /or take reasonable care of their welfare with regard to basic provisions for clothing, food, shelter, or safety.

PROCEDURE

A. Recognizing Abnormal Behavior

1. Mental illness is quite often difficult to define in a given individual. Agency personnel are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to themselves or others.

2. The following guidelines are generalized signs and symptoms of behavior that may suggest mental illness, although agency personnel should not rule out other potential causes such as reactions to narcotics, alcohol or temporary emotional disturbances that are situationally motivated.

    a. Agency personnel should evaluate the following related symptomatic behavior in the total context of the situation when making judgments about an individual's mental state and need for intervention absent the commission of a crime:

        (1) Reactions – Mentally/Emotionally 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.

(2) Behavior – An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill. For example, a motorist who vents frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

(3) Rigidity/Inflexibility. Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

b. 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, (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 (e.g. 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 persons who are convinced that their heart has stopped beating for extended periods of time.

(5) Extreme fright or depression.

B. Determining Danger

Not all mentally ill persons are dangerous, while some may represent danger only under certain circumstances or conditions. Agency personnel may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to themselves, the agency personnel, 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.

4. Failure of the disturbed individual to act prior to arrival of agency personnel does not guarantee that there is no danger, but it does in itself 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 of 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 agency personnel must evaluate. Agitators that may affect the person, or a particular combustible environment that may incite violence, should be taken into account.

C. Dealing with the Mentally/Emotionally Ill

Should agency personnel determine that an individual may be mentally/emotionally ill and a potential threat to himself, the agency personnel, or others; may otherwise require law enforcement intervention for humanitarian reasons as prescribed by statue (See Attachment A), the following responses may be taken:

1. Request backup personnel, especially in cases where the individual will be taken into custody.

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. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.

3. Move slowly and do not excite the disturbed person. Provide reassurance that the personnel are there to help and that they will be provided with appropriate care.

4. Communicate with the individual in an attempt to determine what is bothering them. Relate your concern for their feelings and allow them to express their feelings. Where possible, gather information on the subject from acquaintances, family members, and/or if available, request professional assistance that is appropriate to assist in communicating with and calming the person.

5. Do not threaten the individual with arrest or in any other manner, as this will create additional fright, stress and potential aggression.

6. Avoid topics that may agitate the person. Guide the conversation toward subjects that help bring the individual back to reality.

7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, they may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

D. Taking Custody or Making Referrals

Based on the overall circumstances and the agency personnel's judgment of the potential for violence, an officer may refer the individual and/or family members to their own doctor or to Highland Park Hospital for further assistance or referrals, or take custody of the individual in order to seek an involuntary emergency evaluation.

1. Make mental health referrals when, in the best judgment of the officer, the circumstances do not indicate that the individual must be taken into custody for their own protection or the protection of others or for other reasons as specified by state law. (See Attachment A)

2. If time permits, summon an immediate supervisor prior to taking into custody a potentially dangerous individual who may be mentally ill, or an individual who meets other legal requirements for involuntary admission for mental examination.

3. Once a decision has been made to take custody of the individual in order to seek an involuntary emergency evaluation (See Attachment A), do it as soon as possible to avoid prolonging a potentially volatile situation.

a. Remove any dangerous weapons from the immediate area, and restrain the individual if necessary.

b. Using restraints on mentally ill persons can aggravate their aggression. Officers should be aware of this fact, but should take those measures necessary to protect their safety.

c. Summon paramedics to transport the individual to the hospital or a mental health facility. Officers are not to transport in these situations without approval from their supervisor in exigent circumstances.

d. Respond to the hospital and fill out the State of Illinois Petition for Involuntary/Judicial Admission form. (See Attachment B)

4. The incident should be documented via an incident report whether or not the individual is taken into custody.

   a. Ensure that the report is as explicit as possible concerning the circumstances of the incident and the type of behavior that was observed.

   b. Terms such as "out of control" or "psychologically disturbed" should be replaced with descriptions of the specific behaviors involved. The reasons why the subject was taken into custody or referred to other agencies should be reported in detail.

E. Training

Entry-level sworn personnel and Community Service Officers will receive initial training, which addresses mental health issues, followed by annual refresher training.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Below is the language from the Illinois Compiled Statues to be used as a resource guide to assist in making a decision to take a person into custody and transport to a mental health facility:

(405 ILCS 5/3-606)

Sec. 3-606. A peace officer may take a person into custody and transport him to a mental health facility when, as a result of his personal observation, 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 shall complete the petition under Section 3-601. (Source: P.A. 91-726, eff. 6-2-00.)

(405 ILCS 5/3-601)

Sec. 3-601. Involuntary admission; petition.

(a) When a person is asserted to be subject to involuntary admission and in such a condition that immediate hospitalization is necessary for the protection of such person or others from physical harm, any person 18 years of age or older may present a petition to the facility director of a mental health facility in the county where the respondent resides or is present. The petition may be prepared by the facility director of the facility.

(b) The petition shall include all of the following:

1. A detailed statement of the reason for the assertion that the respondent is subject to involuntary admission, including the signs and symptoms of a mental illness and a description of any acts, threats, or other behavior or pattern of behavior supporting the assertion and the time and place of their occurrence.

2. The name and address of the spouse, parent, guardian, substitute decision maker, if any, and close relative, or if none, the name and address of any known friend of the respondent whom the petitioner has reason to believe may know or have any of the other names and addresses. If the petitioner is unable to supply any such names and addresses, the petitioner shall state that diligent inquiry was made to learn this information and specify the steps taken.

3. The petitioner's relationship to the respondent and a statement as to whether the petitioner has legal or financial interest in the matter or is involved in litigation with the respondent. If the petitioner has a legal or financial interest in the matter or is involved in litigation with the respondent, a statement of why the petitioner believes it would not be practicable or possible for someone else to be the petitioner.

4. The names, addresses and phone numbers of the witnesses by which the facts asserted may be proved.

(c) Knowingly making a material false statement in the petition is a Class A misdemeanor.

(Source: P.A. 91-726, eff. 6-2-00; 92-651, eff. 7-11-02.)

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 5/4-400)
- ☐ judicial admission of the mentally retarded; (405 ILCS 5/4-500)
- ☐ 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)
(name)

☐ 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 assertation 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 ☐ do not have a legal interest in this matter.
I ☐ do ☐ do not have a financial interest in this matter.
I ☐ am ☐ 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:

[ ] No certificate was attached to this petition because no physician, qualifed 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 [ ] yes [ ] no If yes, then the peace officer who did so must complete this petition.

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: _____

Title: _____

(MHDD-5)

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.

The court may require proof that voluntary admission is in your best interest and in the public interest.

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
815/987-7657

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)

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 110

(Reviewed 07/02/20) (Revised 1/1/2019)(Effective: 7/28/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COLLECTIVE BARGAINING**

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.

A. Department Role in Collective Bargaining

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 Highland Park City government.

2. Sworn members of the Highland Park Police Department Police Department below the rank of sergeant are presently represented by Illinois Council of Police (ICOPs), a labor organization recognized by the City of Highland Park as the exclusive bargaining agent for its members for the purpose of collective bargaining. Sworn members in the rank of sergeant are also represented as a separate collective bargaining unit by Illinois Council of Police (ICOPs).

3. In accordance with the Illinois Public Labor Relations Act, Illinois Compiled Statutes 5 ILCS 315/1et seq., the Highland Park Police Department, the City of Highland Park, and their representatives, shall participate in negotiations based on the principle of "good faith" bargaining. The principle of "good faith" bargaining shall be reflected in written contractual language and carried out in all management-labor relations.

4. Prior to the initiation of negotiations on substantive issues, ground rules should be established which may include, but are not limited to:

    a. The size and composition of bargaining teams

    b. The compensation of official members of the bargaining teams during the bargaining process

c. The procedures governing release of information to third parties during the bargaining process

d. Time schedules and agendas for meetings

e. The method for recording deliberations, if any

f. The methods for introducing issues

g. The methods for resolving conflicts

h. The methods of transcribing and copying costs

5. It shall be the philosophy of all supervisory and management personnel to assure that the terms of authorized agreements are met in spirit as well as through technical compliance.

6. In the event of an impasse, resolution procedures to be used will be in accordance with the Illinois Public Labor Relations Act, Illinois Compiled Statutes 5ILCS 315/1, et seq.

B. Labor Agreements

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.

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.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 111

(Reviewed: 07/02/20) (Effective: 7/28/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **BICYCLE PATROL UNIT**

PURPOSE

The purpose of the Department's Bicycle Patrol Unit is to provide a highly mobile and visible form of patrol for general law enforcement purposes, and assist with other missions or programs approved by the supervisor. Bicycle Patrol will be utilized as a supplement to the Patrol Division and can be used by other Department areas, such as the Investigations Section and the Traffic Unit, to focus on enforcement activities or other community relation activities.

PROCEDURE

A. Qualifications and Training

1. The Bicycle Patrol Unit will be comprised of sworn approved officers who have volunteered by submitting a written application.

2. Only Bicycle Patrol Unit members who have obtained certification, or who are attending a certification course, will be allowed to use Department bicycles and equipment. Certification can be obtained through the following sources:

    a. Northeast Multi-Regional Training Unit
    b. International Police Mountain Bike Association
    c. Other approved bicycle training/certification course

3. Officers must maintain an acceptable physical condition, annually achieving the 50th percentile according to the Cooper Institute of Aerobics Research normative data. (See Wellness Incentive Program in the Employee Handbook)

4. Members must be able to demonstrate proper bicycle handling and use techniques.

5. Annually, members will complete In-Service refresher training on proper bicycle handling and use techniques.

B. Equipment and Uniforms

1. Equipment

    a. Members of the Bicycle Patrol Unit will utilize Department owned bicycles and equipment during performance of their official duties

    b. Each member of the Unit is responsible for the proper maintenance and care of Department owned bicycles.

    c. Members will inspect their assigned bicycle before its use including, but not limited to:

        (1) Brakes
        (2) Tires/tire inflation
        (3) Gearshifts
        (4) Chain
        (5) Lights

    d. Bicycle Unit members shall notify the supervisor of any Department equipment in need of repair or replacement.

    e. Department bicycles will be properly equipped, including, but not limited to the following items:

        (1) Ordinance, administrative, and parking citations
        (2) First aid supplies
        (3) Community Contact and Human Relation Cards

2. Uniforms

    a. Members of the Unit will wear Department approved uniforms and equipment at all times while on the bicycle.

    b. Personal equipment may be used with the prior approval of the supervisor.

C. Proper Use of Bicycles

    1. Officers will obey all applicable traffic laws while operating a bicycle.

    2. With supervisor approval, members of the unit can be used for special events, surveillance, or for community liaison purposes.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 112

(Reviewed: 07/02/20) (Effective: 7/28/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DIRECTION**

PURPOSE

The purpose of this general order is to establish the authority of the Chief of Police; establish command protocol; and establish procedures for communication, coordination, and cooperation among all agency functions.

A. Chief Executive Officer

Pursuant to Section 32.260 of the Highland Park Municipal Code, the Chief of Police shall be responsible for the performance by the Department of Police of all its functions, and all persons who are members of the Department shall serve subject to the orders of the Chief of Police.

B. Command Protocol

1. The following command protocol will clarify authority and provide uninterrupted leadership:

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

    b. 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.

        (1) Deputy Chief of Police

        (2) Designated Commander

    c. In situations involving personnel of different functions engaged in a single incident, the ranking supervisor present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the investigation and the crime scene.
    d. Under normal operating conditions, the highest ranking supervisor present may assume command of any given situation. Unless otherwise designated by the Chief of Police,

seniority is established first by rank, second by aggregate time served in rank on a regularly assigned basis, third by position on the eligibility list from which the appointments were made and fourth by seniority as a sworn officer.

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

C. Organizational Communication

1. 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.

2. Exchange of information is also accomplished through:

   a. Shift Change Logs
   b. Computerized Daily Activity Logs
   c. Attendance by investigators at roll calls
   d. Memoranda and general orders
   e. E-mail and voice mail

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 113

(Revised: 07/02/20) (Reviewed 2/27/2019)(Revised: 3/19/12) (Revised: 3/9/09) (Revised: 11/5/07) (Revised: 6/8/07) (Effective: 10/11/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **RECRUITMENT OF POLICE PERSONNEL**

PURPOSE

The purpose of this order is to establish fair and impartial guidelines for the recruiting, selecting and hiring of police personnel.

POLICY

It is the policy of the Highland Park Police Department to afford all persons fair and equal employment practices. The Department is dedicated to the recruitment, hiring and selection of the most qualified persons for police service. Efforts to recruit qualified applicants will be guided by staffing needs of the Department and Equal Employment Opportunity (EEO) guidelines ensuring equitable opportunities for employment to all persons regardless of race, sex, creed, color, age, religion, or national origin.

A. Recruitment Program

1. The Patrol Commander, with the assistance of the designated Recruitment Team supervisor, shall be responsible for the overall administration of the Department's recruitment function.

2. 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 and hiring shall be conducted in cooperation with Human Resources. Additionally, the sworn hiring process will be conducted in cooperation with the Highland Park Board of Fire and Police Commissioners, for the purpose of establishing an eligibility list for filling sworn positions as they become available.

3. The Patrol Commander, along with personnel assigned to assist with the recruitment function, are responsible for working in conjunction with Human Resources to perform the following activities which may include:

    a. Notifying local media, Chicago area press, and other City Departments of current vacancies.

    b. Conducting personal interviews with and providing information to potential candidates.

    c. Notifying civic organizations such as the Jaycees, Rotary, League of Women Voters, etc.

    d. Participating in job fairs and career days.

e. Maintaining liaison with faculty of state universities and colleges that are involved in the criminal justice education system.

f. Making group presentations to local schools and organizations which express an interest in the criminal justice field.

4. In all group presentations, job fairs, and career day participation, a concerted effort will be made to utilize minority officers representative of the ethnic background of the contact group.

B. Recruitment Training

Personnel assigned to recruitment activities 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, and working conditions.

3. City of Highland Park 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 community of Highland Park, which includes demographic data, community organizations, educational institutions, and community service organizations.

C. Demographics

1. The policy of the Highland Park Police Department is to strive to have a sworn work force that is representative of the available work force in the Department’s service community relative to its ethnicity, race, and gender composition.

2. Statistics on the make-up of the City of Highland Park are available through the U.S Census Bureau.

3. Community organizations, colleges and universities which have a large representation of women and minority group members will be targeted by the Recruitment Team.

D. Recruitment Plan

1. The Patrol Commander shall be responsible for the development and administration of the Department's Recruitment Plan for sworn personnel. The Recruitment Plan will consist of the following elements:

a. A statement of objectives.
b. A plan of action designed to achieve the objectives.
c. Identification of agency or other personnel responsible for the plan’s administration.

2. The Patrol Commander or designee shall be responsible for conducting an annual written analysis on the Recruitment Plan. At minimum, the written analysis shall report on:

a. The progress made towards the stated objectives.
b. Recommendations for revisions or adjustments to the plan, as needed.

E. Equal Employment Opportunity Plan

The Patrol Commander shall be responsible for the formulation of an equal employment opportunity plan ensuring equal opportunities for employment and employment conditions for minority persons and women. (See Attachment A)

F. Job Announcements

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.

2. Entry-level job vacancies shall be advertised through electronic, website, print or other media forums.

3. All printed recruitment material and job announcements and applications shall state, “The City of Highland Park is an equal opportunity employer," or contain the letters “EOE.”

4. The deadline for filing applications shall be displayed on job announcements and recruitment advertisements.

G. Job Announcements – Community Organizations

During periods of active recruitment, the Patrol Commander is responsible for ensuring that job announcements are disseminated to local community groups that include, but are not limited to, the following:

1. Highland Park Chamber of Commerce.
2. Highland Park Jaycees.
3. Highland Park Rotary.
4. Highland Park Women's Club.

H. Contact with Applicants

1. Human Resources and the Highland Park Board of Fire and Police Commissioners (for sworn positions) have the responsibility of maintaining contact with all applicants from initial application to final employment disposition.

2. Letters are sent advising the applicants of the status of their application. Copies of these letters are retained on file by Human Resources and the Highland Park Board of Fire and Police Commissioners.

I. Application Rejection

Applications for all positions will not be rejected due to minor errors or omissions that can be corrected prior to testing or the interview process.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

Equal Employment Opportunity Plan

A. The objective of the Equal Employment Opportunity Plan is to ensure the Department's overall employment system is in compliance with federal and state standards governing discrimination in employment. Title VII of the Civil Rights Act prohibits discrimination in all aspects of employment on the basis of race, color, religion, sex or national origin. In view of this legislation, the Highland Park Police Department institutes this Equal Employment Opportunity Plan.

B. All printed recruitment material and job announcements and applications shall state, "The City of Highland Park is an equal opportunity employer," or contain the letters "EOE."

C. Employee complaints concerning Equal Employment Opportunity practices will be handled as a grievance in accordance with General Order 116, Employee Grievances, and/or controlling labor agreement language.

D. Employee complaints of sexual or racial harassment will be handled in accordance General Order 68, Prohibition Against Discriminatory Practices.

E. The City of Highland Park complies with the EEOC requirement that every odd numbered year all states political jurisdictions with 100 or more employees file an EEO-4 survey resulting from the following act:

Section 709 (c), Title VII, Civil Rights Act of 1964 (As Amended by the Equal Opportunity Act of 1972)

Recordkeeping: reports

Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports there from, as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders there under. The Commission shall, by regulation, require each employer, labor organization, and joint labor-management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purpose of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which such applications were received, and shall furnish to the Commission, upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor-management committee which believes that the application to it of any regulation or order issued under this section would result in undue hardship may (1) apply to the Commission for an exemption from the application of such regulation or order, or (2) bring a civil action in the United States district court for the district where such records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief.

F. In addition, the following policy and procedure topics are addressed in the City of Highland Park Employee Handbook and are in place citywide.

- EQUAL EMPLOYMENT OPPORTUNITY

- AMERICANS WITH DISABILITIES ACT
- NON-DISCRIMINATION, ANTI-HARASSMENT, and INAPPROPRIATE CONDUCT
- SEXUAL HARASSMENT
- REPORTING COMPLAINTS OF HARASSMENT
- RETALIATION POICY

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 114

(Reviewed: 07/02/20) (Reviewed 3/11/19)(Revised: 6/24/13) (Revised: 11/5/07) (Effective: 10/11/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SELECTION OF POLICE DEPARTMENT PERSONNEL**

PURPOSE

The purpose of this Order is to establish guidelines for the selection of Police Personnel.

POLICY

It shall be the policy of the Highland Park Police Department to recruit and select personnel in a manner that is consistent with State law, EEO Regulations, City Ordinances and Personnel Rules, Highland Park Board of Fire and Police Commission Rules, and the Police Department's Written Directives. The Highland Park Police Department will, at all times, strive to select the highest caliber personnel available. The process will be conducted in a manner that is fair, consistent, and nondiscriminatory.

DEFINITIONS

Candidate - A person seeking employment who has completed a formal application or has submitted a resume in response to an advertisement or vacancy notice.

Emotional Stability/Psychological Fitness Examination - Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.

Job Related - A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Polygraph Examination - An examination using an apparatus designed for the detection of deception by measuring and recording changes in a person's respiration, heart rate and blood pressure.

Probationary Period/Status - A phase of the selection or promotional process represented by some form of conditional employment.

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, oral exam, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, psychiatric evaluations, cut-off scores, and ranking procedures.

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.

PROCEDURE

A. Elements of the Selection Process (Sworn Personnel)

1. The Board of Fire and Police Commission Rules describe the Written Test and Oral Interview components of the police officer selection process. A copy of the rules are part of the Employee Handbook. (For all pre-conditional job offer components, see Attachment A.)

2. The Board of Fire and Police Commission of the City of Highland Park, in coordination with Human Resources (HR), 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. Confirmation that physical agility standards have been met
    d. Administering written examinations
    e. Administering the oral interview
    f. Establishing eligibility lists for positions in the Police Department

3. In addition to administering the selection process, Human Resources ensures that the selection process complies with the City's equal employment opportunity policies.

B. Elements of the Selection Process (Non-Sworn Personnel)

1. Human Resources, in coordination with the Chief of Police, has the responsibility of administering and coordinating the non-sworn application process, which includes:

    a. The announcement of job vacancies (HR)
    b. Determining who will be on the interview panel (HR and PD)
    c. Establishing a criteria for screening the applicants (HR and PD)
    d. Using screening criteria to review all applicants (HR and PD)
    e. Choosing an appropriate number of applicants for initial interview (HR and PD)
    f. Expanding the search if not enough qualified applicants apply (HR and PD)
    g. Reviewing applications of candidates selected for interview and providing a list of missing required information to the interview panel (HR)
    h. Preparing an interview schedule (HR)
    i. Determining critical factors for evaluating interview (HR and PD)
    j. Assigning weight to factors (HR and PD)

k. Developing interview questions that assess suitability for the position based on identified required competencies (HR and PD)
l. Choosing and administering any applicable test measures (HR and PD
m. Contacting candidates to be interviewed (HR)
n. Conducting first round interviews (HR [first and/or second] and PD)
o. Developing a rating system (HR and PD)
p. Discussing interview ratings among panel members and determining final candidate(s) (HR and PD)
q. Conducting second round interviews, if needed (HR [first and/or second] and PD)
r. Conducting reference, background and credit checks for top candidate(s) (HR and PD)
s. Extending conditional job offer upon approval from the Chief of Police and the City Manager (HR)
t. Sending letter confirming conditional offer with contingent starting date and salary (HR)
u. Conducting background checks (HR)
v. Scheduling applicable pre-employment screening and notifying PD and candidate of results (HR)
w. Scheduling candidate to meet with City Manager after successfully completing screening (HR)
x. Notifying all unsuccessful applicants that the position has been filled (HR)

2. In addition to administering the selection process, Human Resources ensures that the selection process complies with the City's equal employment opportunity policies.

C. Selection Process – Job Relatedness

All elements of the selection for sworn personnel use only those rating criteria or minimum qualifications that are job related.

D. Evaluation of Selection Process

All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner under the supervision of the Board of Fire and Police Commission of the City of Highland Park (See Board of Fire and Police Commission Rules) for sworn applicants, and by HR and the Police Department for non-sworn.

E. Applicants Informed of Selection Process

The Board of Fire and Police Commission (for sworn applicants), in cooperation with Human Resources (for all applicants), 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 may re-apply at the beginning of the next testing period, but must follow the complete application process.

F. Applicants Not Eligible for Appointment

Candidates determined to be ineligible for appointment are informed by Human Resources, in writing, of the basis for their disqualification (e.g., background investigation, test scores, medical examination) within 60 calendar days of such decision.

G. Disposition of Records – Ineligible Applicants

Human Resources 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 or in accordance with State retention schedules.

H. Selection Material – Security and Disposition

1. Selection and testing materials are stored in a secure area by HR when not being used

2. Whenever selection material is to be disposed of, this destruction is performed by HR in a manner which prevents disclosure of the information therein. Disposal of selection material for sworn personnel occurs under the supervision of a delegated representative of the Board of Fire and Police Commission.

I. Background Investigation

Candidates must sign a written waiver authorizing a background investigation to be conducted prior to appointment to probationary status. The investigation includes the following:

1. Verification of Qualifying Credentials

Background investigators utilizing the personal history statement portion of the application will verify a candidate's qualifying credentials in the following areas:

a. Residence checks
b. Employment references/history
c. Educational achievement

2. Review of Criminal Record

The name and fingerprint classification of all candidates progressing to the background investigation is searched through the records of the Highland Park Police Department, the Illinois State Police, the Federal Bureau of Investigation, and in other cities, including appropriate state agencies in which the candidate may have resided or worked.

3. Verification of at Least Three Personal References

The City's application form requires that the candidates list three personal references who are not former employers or relatives.

J. Personnel Conducting Background Investigations

Trained personnel under the direction of the Chief of Police or a designee will conduct background investigations. Background investigations may also be conducted by qualified private firms chosen by HR.

K. Background Investigation Records

A record of each candidate's background investigation is maintained on file for five years by Human Resources.

L. Polygraph Questions

1. As a part of the testing process, applicants for the position of police officer undergo a polygraph examination.

2. At the time of the applicant's formal application, a list of areas from which polygraph questions will be drawn is provided.

M. Polygraph Examiners

1. Polygraph examinations will be administered by examiners who have been trained in all aspects of the operation of the polygraph and the evaluation of the polygraph examination.

2. Polygraph examinations will be administered by examiners who have been licensed by the State of Illinois.

N. Polygraph Significance

The results of the polygraph are insufficient by themselves to disqualify an applicant. An admission during pretest, test, or posttest interviews, together with other information, may be sufficient to support disqualification.

O. Medical Examinations

1. 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.

2. The examination to certify the general health of police officer candidates will be conducted by a licensed physician associated with a certified organization and designated by the City of Highland Park.

P. Emotional Stability and Psychological Examination

Appointment to probationary status is made contingent upon a police officer candidate successfully passing an emotional stability and psychological fitness examination. The evaluation will be conducted and assessed by a qualified professional.

Q. Selection File

Human Resources 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.

R. Probationary Period

All newly hired police personnel begin a probationary period of 12 months, during which time performance will be evaluated. Non-probationary 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 or specific positions and shall continue for the period of 12 months.

2. In special situations the Board of Fire and Police Commission, with the recommendation of the Chief of Police, may extend the established probationary period of sworn personnel. Exceptions may include, but are not limited to, special assignments and injury or illness during entry-level training.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Police Officer Hiring Process

Examination Element	Scoring of Element
Pre-Offer Examinations	
Written Test	70% = passing grade
Physical Ability (NIPSTA Card)	Pass or Fail
Screening Interview	Pass or Fail
Polygraph Test	Evaluative
Preliminary Character and Background Investigation	Evaluative
Oral Interview	70% = passing grade)
Post-Conditional-Offer Examinations	
Psychological/Psychiatric Test	Pass or Fail*
Medical Test	Pass or Fail

*The determination of a Pass or Fail on the Psychological/Psychiatric Test is made by the Board of Fire and Police Commission upon review of the results of the Psychological/Psychiatric evaluation.

Pre-Offer Tests for Police Officer

Written Test

Each applicant must pass a written test with a score of 70% or higher to be eligible to continue in the selection process. The written examination measures an applicant's ability to learn, apply police information and remember details, communicate verbally, use judgment and logic and follow directions. A study guide is not available for this examination. Prior training or experience is not assumed of candidates taking this examination. Applicants will be notified within two weeks whether they have passed or failed the written examination, and whether they are expected to appear for the Physical Ability Examination. Included in this notification will be directions to the Physical Ability Examination, a Hold Harmless Agreement and a Physician's Release form, which must be completed and turned in prior to the Physical Ability Examination.

Physical Ability Test

Each applicant for the entry level position of police officer shall have successfully completed the "Peace Officer Wellness Evaluation Report" test (POWER test) not more than 6 months prior to the latest date an application may be submitted. The POWER test must be administered by an agency that is authorized to administer the test. Each applicant must submit, with his or her application, evidence of successful completion of the POWER test, which evidence shall include that date on which the applicant successfully completed the POWER test.

Screening Interview

The top 24 scoring candidates on the written exam shall be invited to an oral screening interview to be conducted by a panel of Police Department staff. This is a preliminary interview to determine an applicant's suitability for the position of Police Officer and is a pass/fail examination element.

Polygraph Test

Each applicant who has passed the written test, the physical ability test requirements, and the oral screening interview examination elements is required to submit to a polygraph test administered by a licensed polygraph examiner in order to be eligible to continue in the selection process. Questions asked during the polygraph are related to theft from past employers; shoplifting; buying or selling stolen property; criminal convictions; commission of crimes; illegal drug usage; paying or receiving of bribes;

use of excessive force; and cheating on the examination. Results of the polygraph test will be submitted to the Commission for its evaluation. This test shall be without expense to the applicant.

Preliminary Character and Background Investigations

The City conducts a character and background investigation of each applicant for the position of Police Officer who has passed all of the preceding examination elements. The investigation consists of a review of available data and information to determine an applicant's overall suitability for the position of Police Officer. Such investigation shall be without expense to the applicant.

Oral Interview

Each candidate for Appointment who has passed the preceding examination elements is required to undergo at least one oral interview before the Board of Fire and Police Commission. A score of 70% or higher must be received in the Oral Interview to be placed on the eligibility list. All candidates successfully completing the testing process will be ranked accordingly on an eligibility list.

Final Eligibility List

Applicants must pass every phase of the testing process in order to be considered for the position. After each phase of the testing process, applicants will be notified of their status as soon as possible. Hiring will be done consistent with the Rules and Regulations of the Board of Fire and Police Commission of the City of Highland Park.

The Board of Fire and Police Commission will compile a "Final Eligibility List," which will be valid for one year unless otherwise extended. Eligibility lists may be extended for up to two six-month periods. No appointment from the eligibility list will be made until after successful completion of post-offer of a medical examination, drug screen, and psychological examination; verification of qualifying credentials; review of any criminal record; and verification of at least three personal references. Candidates who become eligible for appointment are contacted by Human Resources and receive a conditional offer of employment.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 115

(Reviewed: 07/02/20) (Revised: 4/1/09) (Effective: 9/30/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **POLICE CHAPLAIN PROGRAM**

PURPOSE

The purpose of this Order is to establish the policies and procedures for the Police Chaplain Program through which members of the Department and the community may benefit. This program will provide a resource for spiritual guidance and counseling services, upon request or need, to all personnel of the Highland Park Police Department as well as the residents of Highland Park, regardless of religious affiliation.

PROCEDURE

A. Chaplain's Qualifications

1. Police chaplains must be duly ordained/licensed or duly appointed by their ecclesiastical body, serving in an official capacity within the related denominational organization, which they are representing.

2. Subsequent to being accepted into the program, applicants must successfully pass a thorough background investigation. Police chaplains must never have been convicted of a felony or any offense involving moral turpitude.

3. Applicants must be willing and available to respond to all situations where a chaplain's presence is indicated.

4. Police chaplains must be tactful and considerate in approaching people of all races, creeds and religions.

5. Police chaplains shall receive adequate training to enhance their efficiency in meeting and interacting with people in crisis or other anticipated duties and responsibilities. The chaplain should be familiar with community medical, psychiatric and other social services in the local area.

6. Applicants must possess a valid Illinois driver's license.

B. Organization

1. Chaplains will serve on a voluntary basis with no paid remuneration.

2. The chaplain program will be coordinated by a Chaplain Liaison Officer appointed by the Chief of Police.

3. Based upon availability, as many chaplains as deemed necessary to accomplish the objectives set forth in this general order will be utilized.

4. Police chaplains will be on-call at all times, under a rotational system maintained by the Chaplain Liaison Officer. This rotation will be based on the number of active chaplains in the program at that given time.

5. Requests for services of the on-call chaplain will be cleared through the Shift Commander on-duty at the time such request is received.

C. Authority

1. The police chaplain is not a sworn law enforcement officer and does not have the authority to make custodial arrests. The chaplain's responsibility is to assist all officers, upon request, on matters within the chaplain's realm. The chaplain will not in any way interfere with an officer in the performance of their duties.

2. The police chaplain shall carry on their person an identification card issued by the Department. When their service with the Department is discontinued, the chaplain will surrender the identification card to the Chief of Police.

3. The police chaplain when on duty, shall prominently display the proper Department identification, be courteous, and conduct themselves in a manner befitting their role and ministry.

4. Police chaplains shall dress in civilian clothes that clearly distinguishes them from sworn police personnel.

5. Police chaplains will not release information on any assignments they work to any news media or insurance company. Any information they receive will be held in confidence.

6. The police chaplain may converse with any member of the Department whenever the needs for such services arise. <u>All</u> conversations between Department personnel and the police chaplain are <u>strictly</u> confidential.

7. The names and contact information of chaplains shall be provided on personnel rosters for use by Shift Commanders and all department personnel.

8. Police chaplains will not be part of the Highland Park Police Department's grievance procedure.

D. Duties and Responsibilities

1. Assist in making notification to families of Department members who have been seriously injured or killed.

2. Respond to the hospital after notification of family, when an officer has been seriously injured or killed.

3. Visit sick and injured police personnel in the hospital and at home.

4. Attend and participate, when requested by family, at the funerals of active or retired members of the Department.

5. Provide comfort and counseling to police personnel and their families when such personnel have been involved in a critically stressful incident involving death or serious injury.

6. Provide spiritual counseling at the request of police personnel or their families.

7. The police chaplain may be called upon to assist police officers in a variety of situations including but not restricted to:

    a. Civilian death notifications, including murders, suicides, accidents, or natural deaths.

    b. Accidents involving serious injury – for comfort to the injured and their families.

    c. Assist officers in quieting emotionally upset or confused individuals – and as an aid in seeking mental health evaluations or treatment.

    d. Suicide intervention.

    e. Domestic disputes. The chaplains may wish to make appointments for counseling or may make referrals for counseling as the need may indicate.

    f. Alcoholism intervention – as an aid in gaining admission to a treatment facility.

    g. Provide for the spiritual needs of prisoners.

    h. Respond to any major disaster such as a natural disaster, bombing, building collapse, explosion, fire, plane crash or any other incident involving a substantial loss of life or property.

8. Attend training to enhance the effectiveness of the chaplains program.

9. Attend roll calls and participate in "ride-alongs" with sworn law enforcement personnel.

10. Attend department swearing-in ceremonies, graduations, promotions, awards ceremonies, dinners, social events, dedications, etc.

11. Represent the department before official bodies and at public functions upon the request of the Chief of Police.

12. Serve as liaison with other clergy in the community.

13. Make referrals in cases where specialized attention is needed, or in those cases beyond the chaplain's ability to assist.

14. Other services as requested by the Chief of Police or his designee.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 116

(Reviewed: 07/02/20) (Revised: 4/12/10) (Effective: 9/20/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PHYSICAL FITNESS**

PURPOSE

The purpose of this General Order is to establish guidelines for the physical fitness of sworn officers.

DEFINITIONS

Wellness Program Administrator - Qualified City employee who is available to assist and advise employees on health concerns related to fitness, nutrition, and stress management.

Wellness for Life Program - Program overseen by the Wellness Program Administrator and described in the City Employee Handbook, designed to encourage the use of City exercise facilities, and provide opportunities for employees to create and maintain a healthy and active lifestyle.

POLICY

The functions of the law enforcement profession require a level of physical fitness not demanded by many other occupations. It shall be the policy of the Highland Park Police Department to encourage all Department members to participate in the City "Wellness for Life Program," and recommends all sworn members to participate in annual physical ability testing. Regardless of participation status in the City's Wellness for Life Program, all sworn officers shall strive to maintain an appropriate level of physical fitness to perform job tasks identified for sworn employees.

A. Wellness for Life Program

All Department members are encouraged to participate in the voluntary Wellness for Life Program and use the City exercise facilities under the supervision of the Wellness Program Administrator.

B. Physical Ability Testing

1. It is recommended that all sworn members participate in annual physical ability testing.

2. Testing and assessments will be performed by contracted fitness personnel at the Highland Park Recreational Center utilizing physical fitness assessments outlined in the Wellness Incentive Program/Fitness Bonus Hours section of the Employee Handbook.

3. Testing results will be forwarded to the Wellness Program Administrator who shall assess if the results qualify the employee for the award of Fitness Bonus Hours.

4. As participation in the Fitness Bonus Program is voluntary in nature, testing and assessments will performed by personnel during off-duty hours.

5. Records of the testing results shall be maintained with the Wellness Program Administrator.

C. Physical Fitness Goals

1. Sworn members are encouraged to perform in at least the 50th percentile during physical ability testing as established by the normative data provided by the Wellness Program Administrator. (See Attachment A)

2. No sworn member will be disciplined for failure to perform in at least the 50th percentile as long as a good faith effort is made as determined by the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Fitness/Bonus Hours/Police-Fire Annual Testing Normative Data

TEST	%	20-29		30-39		40-49		50-59		60-69	
		M	F	M	F	M	F	M	F	M	F
Body Comp.	**50**	15.9	22.1	19	23.1	21.1	26.4	22.7	30.7	23.5	30.9
	75	10.6	18.2	14.9	19.1	17.3	22.4	19	25.8	19.3	26.7
	100	2.4	5.4	5.2	7.3	6.6	11.6	8.8	11.6	7.7	15.4
Bench Press	**50**	1.06	.65	.93	.57	.84	.52	.75	.46	.68	.45
	75	1.26	.77	1.08	.65	.96	.60	.87	.53	.79	.53
	100	1.64	1.02	1.36	.83	1.21	.78	1.06	.69	.95	.73
Sit-Ups	**50**	40	35	36	27	31	22	26	17	20	8
	75	46	42	42	33	37	28	33	22	28	15
	100	56	52	52	43	48	39	44	31	40	29
Cardio.	**50**	1.50	1.29	1.45	1.25	1.37	1.17	1.29	1.10	1.19	1.03
	75	1.62	1.41	1.57	1.35	1.53	1.29	1.41	1.20	1.30	1.17
	100	1.95	1.79	1.90	1.67	1.86	1.62	1.78	1.49	1.72	1.56
Flexibility	**50**	17.5	20	16.5	19	15.3	18	14.5	17.9	13.5	16.4
	75	20	22	19	21	18	20	17	20	16.5	18
	100	23.1	24.1	22.1	24.1	21.4	22.9	20.6	23.1	20.1	23.1
Push-Ups	**50**	33	26	27	21	21	15	15	13	15	8
	100	100	70	86	56	64	60	51	31	39	20
Pull-Ups	**50**	4	4	3	3	2	2	1	1	1	1
	100	14	14	12	12	10	10	8	8	8	8

Body Fat Measurements		
Men:	**50th**	**75th**
20-22	56	40
23-25	56	37
26-28	55	37
29	55	37
30-31	65	50
32-34	64	49
35-37	62	47
38-39	61	46
40	68	55
41-43	67	53
44-46	67	52
47-49	67	50
50-51	70	56
52-55	67	55
56-58	67	53
59	65	53
60-61	68	53
62+	67	53
Women	**50th**	**75th**
<22	56	46
23-27	55	46
28-29	55	46
30-32	58	46
33-37	56	46
38-39	53	46
40-42	65	55
43-47	65	55
48-49	64	52
50-52	77	62
53-57	76	61
58-59	76	64
60>		76

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CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 117

(Reviewed: 07/02/20) (Effective: 9/20/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIME ANALYSIS**

PURPOSE

The purpose of this Order is to maximize the integration of the crime analysis function with other operational components of the Police Department.

POLICY

It shall be the policy of the Highland Park Police Department to provide current statistical data in a clear, concise format to facilitate evaluation of crime patterns, deployment of police personnel and development of crime prevention programs. The responsibility of the above function will be that of the Investigations Section of the Highland Park Police Department.

A. Crime Analysis Function

1. To collect and refine information that may be used in developing tactical enforcement strategies. Sources include:

    a. Detecting methods of operation (modus operandi), of criminals.
    b. Recognizing patterns of activity in times and locations.
    c. Analyzing data from contacts with persons made during the course of duty as well as formal arrests.

2. To anticipate future crime trends for the establishment of long-range plans and priorities. This process is accomplished by:

    a. Collecting and collating crime data
    b. Dissemination of analyzed data to appropriate command personnel
    c. Feedback analysis and program evaluation
    d. Recommendations to the Chief of Police

3. Crime analysis data may be extracted from several sources, such as:

    a. Incident Reports
    b. Field interviews
    c. Other law enforcement agencies
    d. Computer systems

(1) Law Enforcement Agencies Data System (LEADS)
(2) National Crime Information Center (N.C.I.C.)
(3) Highland Park Police Computerized Records Management System (RMS)
(4) Computer Aided Dispatch (CAD)
(5) CLEARS

4. Distinguishing factors extracted through crime analysis include:

a. Frequency and type of crime
b. Geographic/topographic factors
c. Chronological factors (time of day, month of year, seasonal)
d. Victim and target commonalties
e. Suspect/vehicle descriptions
f. Modus operandi distinctions
g. Physical evidence similarities
i. Identification of potential and actual officer safety concerns

5. Assisting operational units in developing and reviewing suspect lists

6. Consolidating incident reports that may involve offenders in custody

7. Problem orientated or community policing strategies

B. Dissemination of Crime Analysis Information

1. The Chief of Police shall be briefed on crime trends within the City as they occur or upon the Chief's request. Formal memorandums shall be used to convey this information.

2. Internal distribution to affected units shall be accomplished on a timely basis.

a. Data that is relevant to the operational and tactical plan of specific units will be directed accordingly:

(1) Deputy Chief of Patrol
(2) Deputy Chief
(3) Unit Supervisors

b. The Records Unit will be responsible for distributing computer-generated printouts that document the following information:

(1) Type of crime
(2) Crimes by area
(3) Crimes by day of week

c. The Investigations Section Commander shall be responsible for distributing bulletins on the following information:

(1) Known criminals active in our City such as burglars, auto thieves, etc.
(2) Known gang members
(3) Officer safety concerns

(4) Intelligence information received from sources external to the Department such as minutes from the Detectives' Monthly Meeting(s).

3. External dissemination of crime analysis data shall be considered, in some instances, to enhance public awareness and generate community support. It can also improve crime suppression and offender apprehension. The following methods of information dissemination shall be used to enhance public awareness and support:

    a. Crime prevention programs
    b. Community meetings
    d. Media release
    e. Freedom of Information requests approved according to FOIA guidelines
    f. E-Mail “Silent Partner Alert”

4. Case-sensitive information derived from intelligence operations shall be restricted and disseminated only with approval of the Chief of Police, Deputy Chiefs, or the Investigations Section Commander. Examples include:

    a. Known offenders
    b. Suspects
    c. Investigative leads
    d. Modus operandi

C. Feedback on Crime Analysis

In an effort to ensure the relevancy and usefulness of processed data public comment should be invited and suggestions implemented whenever feasible. Generally, this would be accomplished via:

1. Community or neighborhood meetings
2. Public opinion surveys

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

General Order 118
(Reviewed: 07/02/20) (Revised 1/1/2019)(Revised: 7/23/14) (Effective: 10/11/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EMPLOYEE GRIEVANCES**

PURPOSE

The purpose of this General Order is to establish a formal method that will allow employees to resolve grievances fairly and expeditiously.

DEFINITION

Grievance – A complaint by an employee alleging that there has been a violation or misinterpretation of the City's policies concerning the employee's terms and conditions of employment.

PROCEDURE

A. Coordination and Maintenance

The Deputy Chief of Police will be responsible for the coordination of grievance procedures and for the maintenance and control of grievance records.

B. Collective 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. Criteria for employee representation will be governed by the existing labor agreement.

C. Non-Collective Bargaining Unit Employees

Police Department non-collective bargaining unit employees will follow the grievance procedure section of the City Employee Handbook (See Attachment). In addition, the following procedures apply to those employees:

1. If a non-collective bargaining unit employee has a grievance, the employee should discuss the matter initially with their immediate supervisor, no later than seven (7) working days after the first event giving rise to the grievance, in an effort to resolve the problem through free and informal communications.

2. If the issue is not resolved informally, the employee may submit the grievance in writing to their immediate supervisor within seven (7) calendar days of the informal discussion.

a. The grievance will contain a complete statement of facts on the alleged violation or misinterpretation of the City's policies concerning the employee's terms and conditions of employment.

b. The immediate supervisor shall render a written response to the employee within (7) calendar days after the grievance is presented in writing.

3. If the grievance is not settled between the employee and the immediate supervisor, and the employee wishes to appeal the grievance, it shall be submitted in writing to the Deputy Chief of Police within seven (7) calendar days after receipt of the response from the immediate supervisor.

   a. The grievance shall specifically state the basis upon which the employee believes that the grievance was improperly denied by the immediate supervisor.

   b. The Deputy Chief of Police shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the employee and a representative from the employee's immediate work group (or other representative that the employee is legally entitled to by law) at a time mutually agreeable to the parties.

   c. If no settlement of the grievance is reached, the Deputy Chief of Police shall provide a written answer to the employee within seven (7) calendar days following their meeting.

4. If the grievance is not settled between the employee and the Deputy Chief, and the employee wishes to appeal the grievance, it shall be submitted in writing to the Chief of Police within seven (7) calendar days after receipt of the response from the Deputy Chief.

   a. The grievance shall specifically state the basis upon which the grievant believes that the grievance was improperly denied by the Deputy Chief.

   b. The Chief of Police, or designee, shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the employee and a representative from the employee's immediate work group (or other representative that the employee is legally entitled to by law) at a time mutually agreeable to the parties.

   c. If no settlement is reached, the Chief of Police, or designee, shall provide a written answer to the employee within seven (7) calendar days following their meeting.

5. If the grievance is not settled between the employee and the Chief of Police and the employee wishes to appeal the grievance, the employee shall go to the step of the City Employee Handbook grievance procedure that ensues the response of the Chief of Police. (See Attachment)

6. If a grievance is not presented by the employee within the time limits set forth above, it shall be considered waived.

7. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer.

8. The parties may by mutual agreement in writing extend any of the time limits set forth in this order.

D. Annual Analysis

The grievance procedure is a valuable method for management to discover problems. Therefore, on an annual basis, the Deputy Chief of Police shall review all grievances filed during each calendar year and complete an analysis of Departmental grievances, policies and practices. The purpose of this analysis is to identify trends and to take steps to minimize the causes of such grievances in the future.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT

CITY OF HIGHLAND PARK EMPLOYEE HANDBOOK

GRIEVANCE PROCEDURE

A grievance is a complaint by an employee alleging that there has been a violation or misinterpretation of the City's policies concerning the employee's terms and conditions of employment.

If an employee has a grievance, he should discuss the matter initially with his immediate supervisor no later than seven (7) working days of the first event-giving rise to the grievance. If the matter is not settled informally, the employee may present the grievance to his department head in writing, within seven (7) working days of the discussion with his supervisor. The department head will make a separate investigation and inform the employee, in writing, of his decision.

If an employee still feels his grievance has not been satisfactorily resolved, within seven (7) working days of receipt of his department head's response, he can send a written grievance to the Human Resources Manager. The Human Resources Manager will likewise make a separate investigation and issue a written response. If an employee is still not satisfied, the employee may refer the entire matter, in writing, to the City Manager within seven (7) working days after receiving the Human Resources Manager's response. The City Manager will discuss the matter with the employee personally and render a final written decision.

The above-noted grievance procedure is available only to non-unionized employees. Unionized employees must follow procedures outlined in their collective bargaining agreements.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 119

(Reviewed: 07/02/20) (Reviewed 3/19/19)(Revised: 6/28/10) (Revised: 2/12/10) (Effective: 9/30/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PROMOTIONAL PROCESS**

PURPOSE

The purpose of this order is to describe the promotion system for sworn personnel and its regulation by the rules and regulations of the Board of Fire and Police Commissioners, City ordinances, and state statutes.

DEFINITION

Board of Fire and Police Commissioners - Highland Park City Ordinance Chapter 33, Section 601, Article VI, and Illinois Compiled Statutes 65 ILCS 5/10 Division 1, establishes the Commission, which consists of three members whose terms are for three years. The members are appointed by the Mayor, with the confirmation of a majority of the City Council. The Commission conducts and holds all entrance and promotional examinations for all positions identified as a "Classified Position."

A. Department Role in the Promotion Process

Promotions are governed by two distinct systems.

1. The Board of Fire and Police Commissioners shall, pursuant to City ordinance and state law, and at the request of the City Manager, provide notice of examinations in order to establish and maintain eligibility lists for promotional ranks in the Classified City Service. The position is appointed by the City Manager, who chooses one of the three highest-ranking candidates from the established list.

   Promotional examinations conducted by the Board of Fire and Police Commissioners for the rank of Sergeant are governed by:

   a. Highland Park City Ordinance 33.606
   b. The Highland Park Board of Fire and Police Commissioners Rules and Regulations
   c. Illinois Compiled Statutes 65 ILCS 5/10 1-1, Civil Service in Cities

2. The Chief of Police is appointed by the City Manager (Highland Park Code 31.015a). Deputy Chiefs and Commanders are appointed by the City Manager following recommendation from the Chief of Police.

B. Authority and Responsibility

The authority and responsibility for administering the agency's role in the promotion process for sworn personnel rests with the Human Resources Manager. The Chief of Police or designee is responsible for coordinating with the Human Resource Manager those activities associated with the promotional process.

C. Promotion Procedures

1. The Board of Fire and Police Commissioners Rules and Regulations describe all components of the promotional process for the rank of sergeant.

2. Exempt rank appointments can be made with or without a formal competitive testing process. However, when a competitive test is used to make the selection, the City will establish and announce both the elements of the testing process and the requirements for applicant eligibility.

3. The Chief of Police is responsible for any selection process for the ranks of commander and deputy chief. The City Manager is responsible for any selection process for the rank of Chief of Police. Processes may include, but are not limited to:

   a. Evaluating the promotional potential of candidates
   b. Written tests
   c. Assessment Centers
   d. Conducting oral interviews
   e. Psychological testing
   f. Polygraph examinations
   g. Physical fitness testing
   h. Physical examinations

4. Lateral entry from outside the Department into the rank of the Chief of Police may be permitted at the discretion of the City Manager. Lateral entry to fill a supervisory vacancy from outside the organization, other than the Chief of Police is not permitted.

D. Promotional Appeal Process

1. Sergeant Applicants

   Appeals are handled according to 735 ILCS 5/Article III, Administrative Review.

2. Commander and Deputy Chief Applicants

   a. Candidates for the rank of Commander and Deputy Chief have the right to challenge any aspect of the selection process and may do so by filing a written request with the Chief of Police containing a complete statement of facts on the alleged violation or misinterpretation of the promotional process. All requests must be submitted within seven (7) calendar days following the announcement of final results.

   b. The Chief of Police shall review the request and will render a written decision to the candidate (7) calendar days after the request is presented.

   c. If the request is not satisfactorily resolved and the candidate wishes to appeal further, the candidate shall follow the grievance procedure outlined in the City Employee Handbook.

E. Security of Materials

Promotional testing materials are stored in a secure area when not being used.

1. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials used in the promotional process for the rank of sergeant.

2. Only those authorized by the Chief of Police have access to the materials used in the appointment process for the rank of Commander and Deputy Chief.

3. Only those authorized by the City Manager have access to materials used in the appointment process for the rank of Chief of Police.

F. Appropriateness of Evaluation Components

Promotions in the Department provide an equal opportunity for sworn personnel to be considered for promotion based upon testing components and procedures tailored to meet the needs of the Department and which are job-related and nondiscriminatory.

G. Promotion Test Announcement

A written announcement of promotional testing is to be provided to all eligible personnel. The following information is included on all notices prominently posted:

1. A description of the position/job classification for which an eligibility list will be established or for any vacancy that exists.

2. A schedule of dates, times, and locations of all elements of the process.

3. A description of the eligibility requirements for the position.

4. A description of the process to be used in selecting personnel for the vacancies.

H. Eligibility Lists

Once all eligible personnel have successfully completed all phases of testing for the position of sergeant, the Board of Fire and Police Commissioners certifies a list of eligible candidates for promotion and furnishes it to the Chief of Police and City Manager. Criteria and procedures for the development and use of eligibility lists include the following:

1. Final numerical scores assigned, computed from 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.

3. The Board of Fire and Police Commissioners certified promotional eligibility list remains in effect for one year from the date of certification however; such lists may be extended for a period of six months by order of the Board of Fire and Police Commissioners. The Board of Fire and

Police Commissioners shall not order more than two such extensions with respect to any promotional lists.

4. The City Manager selects the candidate to be promoted from the top three names on the certified eligibility list provided by the Board of Fire and Police Commissioners after they are advised that a promotional vacancy for the rank of sergeant exists.

5. Promotions are announced in a Department memorandum, stating an effective date for the promotion.

6. Re-application, retesting and re-evaluation are required for employees remaining on any list after its expiration.

7. No published eligibility list will be developed for exempt rank positions.

I. Initial Review Period

1. Following a promotional appointment, an employee shall be on probation for a period of one year.

2. During the probationary period, the newly promoted individual will be evaluated and instructed on the requirements of the position. The employee must earn a satisfactory rating on a performance evaluation in order to become a non-probationary employee for the new position.

3. A formal written City evaluation will be conducted six months following appointment.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENRAL ORDER 120

(Reviewed: 07/02/20) (Reviewed 1/1/19)(Revised: 11/5/08) (Effective: 10/29/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAFFIC ANCILLARY SERVICES**

PURPOSE

The Department will provide for the delivery of traffic-related ancillary services which have an indirect affect on vehicular and pedestrian traffic in the City. These services will include, providing public information and directions, identifying and reporting roadway hazards, and procedures for the removal and towing of vehicles.

DEFINITIONS

Abandoned Vehicle on Private Property – Any vehicle on private property in public view that has not been moved or used for seven (7) consecutive days or more and is apparently deserted, or that is unlicensed by the State of Illinois and the appropriate municipal authority.

Abandoned Vehicle on Public Property - Any motor vehicle on City property that has not been moved for twenty-four (24) hours and that is apparently deserted or in a state of disrepair rendering the vehicle incapable of being driven in its current condition.

Authorized Towing Agency - The current towing agents on the Department rotation list responsible for responding to police tow requests.

Delayed Abandoned Tow - The towing of an abandoned vehicle from the roadway after application of a twenty-four (24) hour notice tag, and the expiration of that period of time without appropriate response from the owner.

Emergency Tow - The towing of a vehicle that 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.

Inoperable Motor Vehicle - Any motor vehicle of which, for a period of at least seven (7) days, the engine, wheels, or other parts have been altered, damaged, or otherwise so treated that the vehicle is incapable of being driven under its own motor power.

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.

PROCEDURE

A. Assistance to Highway Users

1. General assistance.

a. 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.

b. Disabled Vehicles

Disabled vehicles on the roadway present a hazard to the stranded motorists and to other roadway users. For this reason, field personnel will offer reasonable assistance at all times to motorists who appear to be in need of aid.

c. Push-Bars

To ensure the safe and unobstructed movement of traffic, police vehicles equipped with push-bars may be used to push a disabled vehicle from the roadway, subject to the following limitations:

(1) Prior to removal, the officer shall inform the operator of the lack of power-assisted brakes and steering, and where the vehicle will be pushed.

(2) Emergency lighting will be activated.

(3) Vehicles shall only be pushed to the closest safe location that would minimize the hazard.

(4) Crossing lanes of traffic may require the assistance of additional personnel.

(5) Vehicles will not be pushed over curbs.

(6) The disabled vehicle must be moveable; all four (4) tires must be able to rotate freely; and the steering mechanism must work.

(7) Vehicles stuck in snow or mud or on a soft shoulder will not be pushed.

(8) Vehicles will not be push started.

(9) In the event of any damage occurring, a supervisor will respond to the scene and the appropriate report will be initiated.

(10) If there is doubt about utilizing the push-bars, a tow truck should be called.

(11) In all cases, an incident will be initiated documenting vehicle registration and driver identification, if available.

d. Transportation

Field personnel may transport stranded motorists to the nearest convenient location where assistance may be obtained.

2. Mechanical Assistance, Towing Service and Vehicle Lock-Outs.

a. Officers encountering motorists experiencing mechanical or other difficulties will make a reasonable effort to obtain appropriate assistance for the motorist.

(1) Officers will not use Departmental equipment to make repairs to disabled vehicles.

(2) Police Department vehicles will not be utilized in any manner to "jump start" a disabled vehicle.

b. 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, the next tow from the authorized tow list will be requested. (See General Order 7 – Requesting and Dispatching Towing Services)

c. Vehicle lockouts can be performed by Department members trained and equipped with Department approved lock-out tool kits.

(1) Before performing vehicle lock out services, members will ensure that an incident has been created for the service, relevant information is provided to the Communications Center, and that the person requesting the service is the owner of the vehicle or is an authorized user.

(2 Members performing vehicle lock-out services will complete a Department vehicle lock-out waiver form and obtain a signature from the person requesting the service prior to their attempt to gain entry into the vehicle. The Department vehicle lock-out waiver forms will then be forwarded to the Traffic Unit. (See Attachment)

3. Protection for Stranded Motorists

a. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists for factors that contribute to hazardous conditions, such as location, time of day, weather, and current priority of calls for service. 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.

b. Field personnel who assist stranded motorists will notify Communications and an incident will be generated.

c. Motorists residing within City limits may be transported to their residences.

d. Non-local motorists may be transported to the lobby of the Department or other local public place where a telephone is available.

e. During adverse weather conditions, Department personnel shall make an effort to transport or arrange for transportation for persons who are stranded.

4. Emergency Assistance

a. Officers will summon the Fire Department and render all practical assistance to users of the roadway who are in need of emergency medical or fire assistance.

b. Officers will not transport injured persons in a police vehicle.

B. Correction of Highway Hazards

1. 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:

a. Debris, damage, or defects to the roadway.

b. Defects in safety features.

c. Damaged traffic control devices and/or traffic control and informational signs.

d. Damaged or defective roadway lighting systems.

e. Roadside hazards, including vehicles parked or abandoned on or near the roadway.

f. Conditions caused by weather.

g. Engineering defects and lack of safety features.

h. A perceived need for roadway lighting, traffic control devices and/or traffic control and informational signs where none exist.

i. Any other perceived hazard.

2. Upon discovering an unsafe or hazardous condition on the roadway, Department personnel shall take appropriate action that includes, but is not limited to:

a. Notifying the appropriate agency via Communications
b. Providing traffic control as needed.
c. Protecting the scene as appropriate.
d. Immediately rectifying the situation where possible.

C. Traffic Safety Education Materials

1. The Department distributes educational materials on traffic laws and regulations, drunk driving 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.

2. The materials are available to the public in the Police Department lobby and may be distributed by personnel making public appearances.

D. Handling and Removal of Abandoned and Other Vehicles

1. Immediate Abandoned Tow

a. When an officer has located an abandoned auto, either from private property or the roadway, and has determined it to be an immediate health or safety hazard, the officer will:

(1) Check LEADS/NCIC for wanted/stolen status.

(2) Attempt to determine the owner of the vehicle and, if possible, obtain a disposition of the vehicle from the owner.

b. If the vehicle owner cannot be contacted, the officer will:

(1) Obtain permission from the shift supervisor if the vehicle must be removed from private property.

(2) Notify Communications to contact the next available authorized towing agency on the rotation tow list.

(a) Communications will enter the vehicle on the vehicle tow log.

(b) Communications will enter the vehicle into LEADS as a Towed/Impounded vehicle and will provide the LEADS number to the officer.

(3) Inventory the vehicle's contents and fill out a vehicle impoundment sheet. (See General Order 8 – Inventory of Impounded Vehicles)

(4) Remain at the scene until the vehicle has been removed for relocation to the towing agency's storage area.

(5) Complete an Abandoned Auto Case Report.

2. Delayed Abandoned Tow

a. Pursuant to the Illinois Revised Statutes, ILCS 625, Section 5/4-203, when a vehicle is abandoned on a highway in an urban district ten (10) hours or more, its removal by a towing service may be authorized by a law enforcement agency having jurisdiction.

b. When an officer has located an abandoned auto on the roadway that is not a health or safety hazard, and not on private property, the officer will:

(1) Check LEADS/NCIC for wanted/stolen information on the vehicle.

(2) Attempt to determine the owner of the vehicle and, if possible, obtain a disposition of the vehicle from the owner.

c. If the vehicle owner cannot be contacted, it will be the officer's responsibility to:

(1) Affix a twenty-four (24) hour notice tag to the door handle or other conspicuous place.

(2) Generate an Abandoned Auto incident (to be updated to a case report upon police removal of the vehicle).

(3) Turn the Department copy of the tag into Communications for entry into LEADS as a "Tagged Vehicle" and entry into a physical file.

d. In the event the vehicle has not been removed after twenty-four hours, the officer will check again with LEADS/NCIC for wanted/stolen status and follow the procedure outlined in Section D-1b of this order for removal.

3. Abandoned Vehicle on Private Property – Owner's Responsibility

a. The owner of the property is responsible for removal of the abandoned vehicle and is responsible for notifying a towing service.

b. Pursuant to the Illinois Revised Statutes, 625 ILCS 5/4-203, the towing service shall within 30 minutes of completion of such towing removal, notify the law enforcement agency having jurisdiction of such towing or removal and give the make, model, color, and license plate number of the vehicle

c. Once the Department has been informed that the vehicle has been towed, a Vehicle Relocation Incident will be generated by Communications, documenting the reported information.

4. Inoperable or Abandoned Vehicle on Private Property – City Responsibility

a. Pursuant to the City of Highland Park Local Ordinance 95.120, the Police Department of the City of Highland Park shall notify the owner of any inoperable or abandoned motor vehicle in writing that such vehicle has been declared a public nuisance and must be removed and/or disposed of within seven (7) days after receipt of such notice. In the event such vehicle is not removed or disposed of within such time, the Police Department is authorized hereby to remove or to cause the removal of such vehicle or parts thereof and the owner shall be responsible for any costs incurred in connection

b. Reports of vehicles falling into this category will be referred to the City of Highland Park Community Development Department.

c. If the vehicle(s) have not been removed after Community Development has given proper legal notice, the Police Department will be requested to have the vehicle removed and the shift supervisor will be notified.

d. The assigned officer, after determining that Community Development has given proper legal notice, will follow the procedure outlined in Section D-1b of this order for removal.

5. Emergency Tows

When a disabled vehicle is found in the roadway and the driver cannot be contacted within a reasonable period of time, or after a reasonable period of time the owner/driver has not made

arrangements for a tow, the officer will have the vehicle removed following the procedure outlined in Section D-1b of this order and complete a Vehicle Relocation Case Report.

6. Other Vehicle Removals

   In all other vehicle removals such as arrests, impoundments, recovered stolen vehicles, evidence processing, and seizures, the officer will have the vehicle removed following the procedure outlined in Section D-1b of this order and:

   a. Have the vehicle removed to the towing agency's storage area, unless circumstances dictate that the vehicle be removed to a City storage area with the approval of a supervisor.

   b. Document the removal on the case report for the original incident rather than on an Abandoned Auto Case Report.

   c. When the vehicle is towed to a City storage area, the vehicle keys, impoundment sheet, and tow bill are to be left in Communications for filing.

7. Releases from City Storage Areas

   When the vehicle is to be released, Communications personnel will:

   a. Complete the release information portion of the vehicle impoundment sheet and obtain the responsible party's signature.

   b. Ensure the tow bill has been paid prior to release.

   c. Cancel the vehicle from LEADS.

   d. Forward the vehicle impoundment sheet to Records for attachment to the case report.

8. Disposal of Unclaimed Vehicles

   a. Vehicles Removed to Towing Agency Property

      The towing agency will be responsible for disposing of unclaimed vehicles pursuant to the Illinois Revised Statutes, ILCS 625, Sections 4-208 and 4-209.

   b. Vehicles Removed to City Property

      (1) If the last registered owner or lien holder of a vehicle removed to City property does not claim the vehicle within 10 days after it is eligible for release, they will be sent a notice via registered mail giving them thirty (30) days to claim the vehicle before it is disposed of in accordance with the law.

      (2) If the vehicle is not claimed after the expiration of the thirty-day notice, it will be removed to the property of the original towing agency, which will be responsible for disposing of the vehicle pursuant to the Illinois Revised Statutes, ILCS 625, Sections 4-208 and 4-209.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Highland Park Police
1677 Old Deerfield Rd
Highland Park, Il 60035

RELEASE AGREEMENT

Report # _____

I, _____, hereby grant permission to and request that an employee of the City of Highland Park Police Department attempt to open the below-described vehicle door lock(s).

I warrant that I am the owner of the below-described vehicle or have been entrusted with the possession of the vehicle by the vehicle’s lawful owner.

In consideration of this attempt to unlock the vehicle’s door locks, I hereby agree to indemnify, hold harmless and forever release and discharge the City of Highland Park and its agents from all liability, damages, claims, demands or causes of action, including court costs and attorney’s fees, now or that may arise in the future, resulting from all actions taken by agents of the City of Highland Park and the Highland Park Police Department to unlock the below-described vehicle. I further understand that if the owner of the below-described vehicle or any person or entity having an interest in the below-described vehicle seeks to recover damages resulting from the City’s attempt to unlock the vehicle, I shall indemnify the City and its agents for all damage attributed to the City and its agents and shall reimburse the City for all court costs and attorney’s fees arising out of same.

Date: _____

Signed: _____

Print Name: _____

Address: _____

Officer: _____

Vehicle Year: _____ **Make:** _____ **Style:** _____

Color: _____ **License:** _____ **State:** _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 121

(Revised 06/03/2020) (Revised 10/7/16) (Revised: 7/23/14) (Revised: 04/01/11) (Effective: 10/22/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **LEGAL PROCESS**

POLICY

It shall be the policy of the Highland Park Police Department to, whenever practical, expeditiously process and serve all outstanding arrest warrants, whether the warrant originated from the Highland Park Police Department or another law enforcement agency requesting service in the City of Highland Park.

A. Criminal Warrants

1. Accessibility

Unless approved by an immediate supervisor, all warrants obtained by officers will be turned over to the Lake County Sheriff's Office Warrant Division. Warrants retained by the County are accessible on a 24 hour basis at 847-377-4300. All warrants received and maintained by the Department, including foreign warrants, shall be accessible to members of the Department 24 hours a day, via LEADS and the Communications original warrant file.

a. Warrants Maintained at the County

(1) Upon obtaining an arrest warrant, officers shall hand carry the warrant to Lake County
Sheriff's Office Warrant Division.

(2) Officers will complete the Warrant Information Sheet provided by the Sheriff's Office, being sure to complete the "If Apprehended Please Notify" section and turn the warrant over to a deputy.

(3) Officers will obtain a copy of the warrant and submit the copy with a supplemental case report upon returning to the Department documenting the circumstances in which the warrant was obtained.

(4) The Sheriff's Office shall enter warrants into LEADS. Any warrant requiring NCIC entry must be approved by the head of Felony Review in the State's Attorney's Office.

(5) Upon being notified of the execution of any warrants by the Sheriff's Office, the officer shall complete a supplementary report to the original case indicating information listed in Section A-3 of this General Order.

(6) In the event an officer needs to interview a suspect taken into custody by the County, the officer will schedule the interview through their immediate supervisor and personnel at the Lake County Jail.

b. Warrants Maintained by the Department

For LEADS/NCIC entry of warrants brought back to the Department, officers shall follow procedures outlined in General Order 81. A copy of the warrant shall be submitted with a supplementary case report documenting the circumstances in which the warrant was obtained.

2. Record Content

a. The following supportive documentation will be recorded and updated by Records personnel in the records management warrant tracking system for each individual warrant received by the Department:

(1) Date and time received
(2) Nature and type of warrant (criminal or civil)
(3) Source of warrant
(4) Name of defendant/respondent
(5) Officer assigned for service
(6) Date of assignment
(7) Court docket number
(8) Date service due, if any
(9) Status

b. All warrants received will be accessible by cross-reference of the following:

(1) Defendant name
(2) Original case number

3. Execution and Service

a. After obtaining a warrant, whether the warrant is held at the County or the Department, the obtaining officer(s) are expected to make efforts to execute the warrant. A record on each execution or attempted service of legal process documents will be entered on a case report by the officer responsible for the service and includes:

(1) Date and time service was executed/attempted
(2) Name of officer(s) executing/attempting service
(3) Name of person on whom legal process was served/executed
(4) Method of service/reason for non-service
(5) Address of service/attempt

b. Verification

(1) Officers will verify the status of pending warrants before executing service.

(a) Local Warrants: Verify that warrant is still active and that the original warrant is located in the warrant file cabinet.

(b) Foreign Warrants: Before attempted service, officers will contact the originating jurisdiction to verity the active status of the warrant. This can be accomplished by telephone and/or a LEADS administrative message.

(2) Officers will obtain service record information, last known residence, place of employment, etc., by reviewing:

(a) Warrant File
(b) Records Management information
(c) Criminal History Record information - for caution indicators (d) Available outside agency databases

c. Service of Local Warrants in Foreign Jurisdictions

Officers performing service of warrants in foreign jurisdictions will:

(1) Notify the jurisdictional police agency of their intent to act upon the warrant within their jurisdiction.

(2) Request, when practical, assistance of a uniformed sworn officer of the agency having jurisdiction to assist in serving the warrant.

d. Only sworn law enforcement officers will execute arrest warrants.

B. Execution of Search Warrants

All search warrants will be executed within the scope and limitations outlined in the warrant issued by the court.

1. Search Warrants within the limits of Highland Park

a. Officers will verify the status of search warrants before execution.

b. A supervisor will coordinate the operational plan for the execution of all search warrants which shall be approved by the Chief of Police or designee.

c. The Chief of Police or designee will determine if the assistance of additional law enforcement agencies are necessary for the execution of the search warrant.

2. Service of Search Warrants in Foreign Jurisdictions

a. Officers will verify the status of search warrants before execution.

b. Prior to the execution of a search warrant, personnel will notify the jurisdictional police agency of the intent to act upon the search warrant.

c. When practical, a request will be made for the assistance of a uniformed sworn officer of the agency having jurisdiction to assist in serving the search warrant.

d. The Chiefs of Police or designees of applicable jurisdictions will coordinate to determine if the assistance of additional law enforcement agencies are necessary for the execution of the search warrant.

C. Arrest and Searches

See General Order 75, Arrest Procedures and Alternatives

D. Civil Process Documents

1. Members will only serve documents of civil process (subpoenas, writs, summonses, Orders of Protection) under the following conditions:

   a. Mandated Court Order
   b. As requested by the States' Attorney's Office
   c. By direction of the Chief of Police or designee.

2. Civil process documents that do not mandate service by members are to be referred to the Lake County Sheriff's Civil Division for service.

3. Civil process documents that name members of the Department in legal proceedings arising out of their employment are to be referred to the Office of the Chief of Police for review, acceptance, and service.

4. Members of the Department may occasionally receive duty related court-issued subpoenas to appear at civil proceedings.

   a. These subpoenas often include a check made payable to the member for "travel time". In these instances, the member is to endorse the back of the check and write "Pay to the order of the City of Highland Park" and forward the subpoena and endorsed check to the Deputy Chief.

   b. Members will be compensated for their attendance at such proceedings, as they would be for duty related traffic and criminal proceedings.

E. Property Acquired Through Civil Process / Vehicle, Personal Property and Real Property Seizures 720 ILCS 5/36-1 and 725 ILCS 150

1. During an incident, seek supervisory approval to initiate the seizure process. It shall be the policy that vehicle seizures will only be performed on felony arrests and when the seized vehicle does not have a lien or the value of the vehicle is significantly higher than any lien(s). The Chief of Police or his designee must authorize any seizure involving only a misdemeanor arrest.

2. When contacting the Lake County State's Attorney's Office for felony charge approval, inform the Assistant State's Attorney of the desire to seize property or vehicle(s) involved in the incident. In situations where seizures are authorized by law, officers shall seek supervisory approval to initiate seizure procedures. The supervisor shall assess the situation and determine if sufficient grounds to file for seizure exist.

3. Highland Park Police personnel will then provide written notification using the "Notice of Hearing for Preliminary Determination" (See Attachment A) supplied by the Lake County State's Attorney's Office. Blank forms are available in the report room. A copy shall be given to the offender related to the seized property or vehicle at the time of the seizure. A photo copy shall be given or delivered to any other interested parties or lien(s) holder(s) of the property.

4. The hearing date shall be set in accordance with Attachment A. Highland Park Police personnel should verify that the Monday selected for the hearing is not a court holiday.

5. If the offender or driver of the vehicle refuses to sign the form, the officer will write "refused" in the section designated "Notice Received by."

6. Highland Park Police personnel will attempt to verify vehicle record title holder and lien information prior to the Hearing for Preliminary Determination. If additional information is obtained, for example, the driver states the vehicle is paid off, then proceed with the vehicle seizure and during the next possible business day, obtain accurate information from the vehicle lender. If new information is obtained indicating a lien, the Lake County State's Attorney's Office must be contacted immediately to stop the seizure process. The vehicle driver or owner will still be required to pay for the towing of the vehicle.

7. A vehicle which is being seized shall be inventoried per guidelines in General Order 08. A record of property seized must be provided to the defendant.

8. The court will conduct a hearing to determine whether probable cause exists to continue the holding of property for forfeiture proceedings. The court will determine if the seized property or vehicle was used in the commission of, or attempt to commit, a forfeitable offense, and whether or not probable cause exists to believe that the owner of the vehicle knew or consented to use of the vehicle for such purpose.

9. At the conclusion of the hearing, the Judge will enter an order either finding probable cause for continued holding and impoundment pending initiation of a forfeiture complaint by the Lake County State's Attorney's Office or that no probable cause exists for the continued holding of the property. If probable cause is determined then an "Order Finding Probable Cause" will be issued. If it is determined that no probable cause exists for the holding of the property, the owner will be contacted and the property returned. The property must be returned within 7 days.

10. Determination of Asset Manager and Supervisor

    a. Asset Forfeiture Manager – Designated Adult Detective
    b. Asset Forfeiture Supervisor – Investigations Sergeant (or Investigations Commander when the Investigations Sergeant is unavailable).

11. The arresting officer must notify the Department Asset Forfeiture Manager and Supervisor of the seizure by email and forward the corresponding paperwork to the Department Asset Forfeiture Manager.

12. Asset Forfeiture Manager Responsibilities:

    a. Deliver to the State's Attorney's Office <u>via email</u>:

(1) A PDF copy of the signed, completed face sheet of the "Notice of Hearing for Preliminary Determination" to the Lake County State's Attorney's Office Asset Forfeiture Investigator within 48 hours. The original white copy of the "Notice of Hearing for Preliminary Determination is mailed to the State's Attorney's Office as soon as possible. In the event the Asset Forfeiture Manager is unavailable, the Asset Forfeiture Supervisor will assign a substitute to deliver the notice to the State's Attorney's Office within 48 hours.

(2) A complete copy of the report including inventory search, copies of photos, and the tow slip.

(3) A copy of the title search.

(4) A copy of the Kelly Blue Book Value under "Private Party, Fair Condition Value".

b. Ensure all "Interest Holders" receive a copy of the "Notice of Hearing for Preliminary Determination" if they have not already, via certified mail.

c. Log into the Illinois State Police Asset Forfeiture System and enter the submission. This is required for all drug asset forfeitures and forfeitures under 720 ILCS 5/36-1.

13. All property acquired through civil function will be documented by an incident report and accounted for in Property Control. (See General Order 78, Property and Evidence Control)

14. All property acquired through civil process will be disposed of according to Illinois Compiled Statutes. (See General Order 78, Property and Evidence Control)

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT A.

IN THE COURT OF THE NINETEENTH JUDICIAL CIRCUIT,
LAKE COUNTY, ILLINOIS

THE PEOPLE OF THE STATE OF ILLINOIS)
v.)
)
_____)
(Year, Make, Model of seized vehicle))
)
_____)
(VIN of seized vehicle))
)
_____) CASE NO: _____
United States Currency) (Court Use Only)
)
_____)
Description of non-vehicle seized property, include Serial Number(s))
)
_____)
Claimant's Name)
)
_____)
Name(s) of All Known Interest Holder(s))

NOTICE OF HEARING FOR PRELIMINARY DETERMINATION

Please take notice that the above listed property has been seized on; _____/_____/20_____, by law enforcement officers of the *(Seizing Agency Name)*, _____ pursuant to: *(Check one of the following)*

☐ Article 36 (720 ILCS 5/36-1); ☐ the Drug Asset Forfeiture Procedure Act, 725 ILCS 150; or

☐ Other *(please specify)* _____

A hearing concerning the preliminary determination from the Circuit Court of Lake County as to whether there is probable cause that the above listed property may be subject to forfeiture has been set for; _____/_____/20_____ *(insert date)*, **which is on the second Monday following the date of seizure** *(or the following Tuesday if the Monday falls on a court holiday)* at 9:00 am in courtroom **C-402**, Lake County Court House, 18 North County Street, Waukegan, Illinois 60085;

If you are not present, the hearing will proceed in your absence.

I, _____ under penalties provided by Section 109 of the Code of Civil
Seizing Officer's Printed Name
Procedure, certify that I have served a copy of this notice to the Claimant listed above by (select one) ☐ hand ☐ U.S. Mail and that if applicable, I will deliver a copy of this notice to any known interest holder(s) listed above who were not present at the time of seizure by (select one) ☐ hand ☐ U.S. Mail.

_____ _____
Seizing Officer's Signature Date

Notice Received by: _____
Signature of Claimant

The seizing officer must mail a copy of this Notice forthwith to any other known interest/lien holders of the above listed property who are not present at the time of the seizure.

Your agency must email a PDF copy of the original notice along with reports setting forth circumstances of the seizure and supporting documents to the Lake County State's Attorney's Office - Asset Forfeiture Section within 48 hours after the date of seizure. The original copy of this Notice must be mailed to the Lake County State's Attorney's Office - Asset Forfeiture Section as soon as possible.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 122

(Revised: 07/02/20) (Reviewed 2/28/2020)(Effective: 10/22/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **INSPECTIONS**

PURPOSE

The purpose of this order is to establish procedures for conducting inspections within all components of the Department. The purpose of an 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.

DEFINITIONS

Line Inspection: An inspection conducted by a supervisor in charge of the persons, facilities, procedures, or other elements being inspected. Line inspections 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.

Staff Inspections: An objective review of Department administrative and operational activities, facilities, property, equipment, and personnel outside of the normal supervisory line inspections.

PROCEDURE

A. Supervisors shall conduct regular line inspections so that the conditions, situations, and actions that contribute to the success or failure of police operations are identified by a careful review. The inspection process should compare the Department's formal expectations with actual performance. The inspection process is an essential mechanism for evaluating the quality of the Department's operations, ensuring the Department's goals are being pursued, and identifying the need for additional resources.

1. The following procedures will be followed when conducting line inspections:

a. Informal Line Inspections

Informal inspections, conducted in a fair, impartial and objective manner, will be accomplished as follows:

(1) Supervisors will conduct informal inspections of personnel assigned to them on a daily basis.

(2) Informal inspections include the examination of personal appearance and personal equipment, and Department equipment issued to personnel, including, but not limited to, weapons and police radios.

(3) Supervisors will randomly spot-check vehicles for cleanliness and damage. Equipment installed in the vehicle will be accounted for and checked for proper working order.

(4) The inspecting supervisor shall ascertain, through observation and questioning, subordinates' knowledge of Departmental orders and other directives, and their compliance with directives.

b. Formal Line Inspections

Formal inspections shall be conducted in a fair, impartial and objective manner. Formal inspections may include, but are not limited to:

(1) Vehicle Inspections

Vehicle inspections will be conducted weekly to include a thorough review of the general condition of the exterior and interior, and the adequacy of installed equipment and supplies. Inspection sheets will be turned into the Public Safety Mechanic for correction of deficiencies that cannot immediately be addressed. See Attachment

Whenever a marked police unit is used, members shall complete a daily vehicle inspection, submitted to their immediate supervisor. This includes use of marked vehicles for patrol, extra jobs and special assignments. The daily vehicle log helps track any vehicle problems, mileage and damage. Officers will document vehicle problems on the mechanic’s communication white board located outside the in-service room and notify his/her immediate supervisor of any new damage.

(2) Holding Facility Inspections

See General Order 37, Holding Facility Security and Control

(3) Facility Inspections

On a monthly basis, the Facility Manager will be responsible for a complete inspection of the entire facility and grounds (the Range Master will be responsible for the firing range), noting any deficiencies or problems.

(4) Property and Evidence Control Inspections

See General Order 78, Property and Evidence Control

(5) Uniforms & Equipment

Every Monday, the day shift and night shift patrol Sergeants will conduct uniform and appearance inspections documented in 911 Tech following in-service. Uniform and appearance guidelines are outlined in General Orders 15 and 17.

2. Supervisors are responsible for conducting line inspections and the correction of any deficiencies.

3. Documentation

    a. Formal inspections shall be documented in writing. The inspecting supervisor will submit a written report of any deficiency identified during the formal inspection process to the Commander of the division or a designee.

    b. Informal inspections do not need to be documented unless a deficiency is found, although exemplary performance during an inspection should be documented on an Employee Contact Form.

    c. Serious deficiencies identified during formal or informal inspections shall be documented in writing and forwarded to the Commander of the division, along with a recommendation for discipline, if applicable, and any recommendations for correction.

4. Re-inspection Procedure

    The following re-inspection procedures will be utilized when a deficiency has been identified either through an informal or formal inspection:

    a. The inspecting supervisor will notify the affected employee that a re-inspection of the deficiency will be held within a determined reasonable amount of time if the deficiency cannot be immediately corrected. Minimally, an employee contact form will be generated if the employee is responsible for the deficiency.

    b. If, upon re-inspection, the supervisor finds the deficiency has not been corrected, the supervisor will notify the Commander of the division in writing and, if applicable, make recommendations for disciplinary action and/or correction.

B. Staff Inspections

1. The Commander of Patrol and the Commander of Administrative Services will conduct an inspection of all organizational components within their divisions every three years or as assigned by the Chief of Police.

2. A written report will be submitted to the Chief of Police that will:

    a. Summarize the extent of the inspection.

    b. Identify discrepancies between Department policy and existing conditions.

    c. Identify any resource deficiencies.

    d. Identify follow-up procedures or corrective actions that have been or need to be taken to correct deficiencies, including a realistic time period in which correction is to be effected and for ensuring that the correction is made.

    e. Identifies positive aspects of the area being inspected

3. A column formula or other standard inspection check off worksheet may be developed and employed to aid the inspection process.

4. Implementation or follow-up on recommendations from an inspection will be at the discretion of the

Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

HIGHLAND PARK POLICE DEPARTMENT
VEHICLE INSPECTION

	90	91	92	93	94	95	96	97	98	99
MILEAGE:										
DRIVING LIGHTS:										
Headlights Low										
Headlights High										
Turn Signal Front										
Turn Signal Back										
Tail Lights										
Brake Lights										
4-Way Flashers										
Parking Lights										
Spot Light										
EMERG. LIGHTS:										
Rear End LED										
Light Bar-Front/Back										
Opticom										
Alley-Left/Right										
Take Down										
Front End LED										
TRUNK:										
Trunk Release										
Tape Measure										
Blanket										
Crime Scene Tape										
Fusees (#)										
Fire Extinguisher										
Road Spikes										
Life Preserver										
Jump Bag										
Traffic Cones										
Underage Party Kit										
Command Board										
Rapid Resp. Gear										
INTERIOR:										
Squad Video/Audio										
Cuffs/Flashlight										
Plate Carrier Vest										
SIG 516-Clean										
Ammo-P220/SIG 516										
Door Locks										
Window Operation										
Window Hammer										
Tuning Fork										
EXTERIOR:										
Tire Cond/Pressure										
Body Damage										
Oil										

INSPECTOR(S): _____ **DATE:** _____

SUPERVISOR: _____ ***Key** ***Leave Blank if Normal/OK***
Dash if Abnormal/Circle if Corrected

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 123

(Revised: 07/06/20) (Effective: 11/24/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **LIQUOR AND TOBACCO ENFORCEMENT**

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.

POLICY

It is the policy of the Highland Park Police Department to uniformly enforce the City of Highland Park Liquor Commission Rules and Regulations governing the sale of alcoholic beverages and tobacco products. The Highland Park 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 Liquor Commission Rules and Regulations.

DEFINITIONS

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 Highland Park 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 or his/her designee, 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 Highland Park Police Department with a controlled buy.

PROCEDURE

A. Licensee Monitoring Operations

1. A list of all alcoholic beverage and/or tobacco product licensees will be provided to the Department by the City Clerk's office.

2. The (OS) will be responsible for establishing a schedule to monitor liquor and tobacco licensees in the City.

    a. The schedule will be submitted to the Investigations Section Commander for review prior to implementation.

    b. Monitoring operations may be conducted at any time throughout the calendar year, as directed by the Investigations Section Commander.

    c. 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.

3. All monitoring operations, including controlled buys, will normally be supervised by the Investigations Sergeant. In his/her absence, another Supervisor will be designated as the Operation Supervisor.

B. Controlled Buy Operations

1. A detective 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.

    a. A copy of the Special Agent's birth certificate or driver's license shall be furnished to the Department prior to the operation commencing.

    (Liquor and tobacco enforcement agents will be between 18 and 20 years of age.

    b. 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 local check will be conducted by the detective assigned to the operation.

    c. 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.).

    d. 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.

    e. 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.

    f. Special Agents 18 years of age or older will complete a Special Agent Consent form (Attachment B).

    g. Special 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).

2. Original paperwork involving the monitoring activity will be retained by the (OS).

3. 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.

4. The Patrol Watch Commander and the Communications Supervisor will be notified prior to the commencement of the operation.

5. The OS has the authority to terminate the operation at any time for safety or integrity of the operation.

C. Operational Instructions

1. The type of licensed premise will dictate the method of execution of the controlled buy operation. Surveillance of the Special Agent will be continuous, with (OS) and type of premise dictating the location of surveillance team members.

2. The Special Agent will receive the following instructions:

   a. Upon entering the business, the Special Agent will:

      (1) Go directly to the targeted item, make a selection, and proceed directly to the check-out counter, or

      (2) Go directly to the vending machine on the premises and attempt to purchase the targeted item, or

      (3) Order an alcoholic beverage.

   b. The Special Agent will not attempt to persuade the licensee or his agent to complete the sale and will speak only as necessary.

   c. If asked about age, the Special Agent will reply with his correct age.

   d. If asked for identification, the Special Agent will present only the approved ID that has been authorized by the (OS).

   e. If a transaction is completed, the Special Agent will attempt to obtain a receipt.

   f. The success of the operation and/or the continued use of the Special Agent is not dependent upon successfully making illegal purchases.

3. 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.

4. 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 checkout counter to attempt to make the purchase.

5. 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.

D. Completed Transactions

1. Tobacco Licensees and Package Liquor Licensees

   a. 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.

   b. The OS will re-enter the store with a member of the surveillance team and ask to speak with the on-duty manager.

   c. 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.

   d. The OS will explain the violation(s) to the manager and answer any questions the manager may have pertaining to the transaction.

   e. 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. A letter explaining the violation may also be sent to the establishment.

   f. Purchased items will be handled as evidence, (in compliance with General Order# 77).

   g. If a video recording from the establishment's video system exists, and it is likely that the transaction in question was captured on the video, the OS will ask the on-duty manager to tender the video file to the Department for evidentiary purposes.

      (1) If the manager voluntarily complies, the video file will be collected and a written receipt of property will be given to the manager prior to leaving the establishment.

      (2) If the manager declines to surrender the video file, the OS may authorize the preparation of a search warrant.

      (3) Video files obtained by either method will be submitted as evidence.

2. Restaurants and Bars

   a. If served, the Special Agent will not consume any alcoholic beverage.

   b. 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, by observations and statements.

c. 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.

d. 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.

e. The OS will explain the violation(s) to the manager and answer any questions the manager may have pertaining to the transaction.

f. 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.

g. Whenever possible, a sample of the beverage will be collected as evidence, (in compliance with General Order# 77).

h. If a video recording from the establishment's video system exists, and it is likely that the transaction in question was captured on video, the OS will ask the on-duty manager to tender the video file to the Department for evidentiary purposes.

(1) If the manager voluntarily complies, the video file will be obtained and a written receipt of property will be completed and given to the manager prior to leaving the establishment.

(2) If the manager declines to surrender the video file, the OS may authorize the preparation of a search warrant.

(3) Video files obtained by either method will be submitted as evidence.

i. A member of the surveillance team will verify the display of current business license and other required notices on all establishments checked.

3. Refusal of Sale

a. If the sales clerk refuses the sale to the Special Agent, the (OS) will make contact with the sales clerk and/or management to advice of their successful actions during the compliance check.

b. If the identity of the Special Agent or the compliance check operation is discovered by the sales clerk and/or management, a member of the surveillance team will escort the Special Agent from the premises. The (OS) will then meet with the sales clerk and/or management and explain the compliance check operation.

E. Reporting

1. An official report will be completed on each controlled buy regardless of the results.

2. Copies of all reports relating to the operation will be forwarded to the City Prosecutor, City Attorney, City Clerk, and/or the City Liquor Control Commission.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

CITY OF HIGHLAND PARK
DEPARTMENT OF POLICE
1677 OLD DEERFIELD ROAD
HIGHLAND PARK, ILLINOIS 60035
(847) 432-7730

Parental Consent Form
Release and Hold Harmless Agreement

I,_____, parent/guardian of _____, do hereby give permission for my son/daughter to participate in a Highland Park Police Department controlled buy operation. I understand that my son/daughter, acting as a special agent of the department will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on behalf of myself and my son/daughter, hereby releases and holds the City of Highland Park, its Police Department, its officers and/or its employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the City of Highland Park Police Department. In addition, the undersigned intends, by executing this release and hold harmless, so waive all claims the undersigned and/or my son/daughter has or may in the future have whatsoever against the City of Highland Park, its Police Department, its officers and/or its employees.

I understand my son/daughter may be requested to appear before the City of Highland Park Liquor Commission and/or the City Administrative Hearing Court. I will cooperate in making my son/daughter available for these appearances.

_____ _____
Parent/Guardian Signature Date

CITY OF HIGHLAND PARK
DEPARTMENT OF POLICE
1677 OLD DEERFIELD ROAD
HIGHLAND PARK, ILLINOIS 60035
(847) 432-7730

Special Agent Consent Form
Release and Hold Harmless Agreement

I, _____, am voluntarily agreeing to assist the Highland Park Police Department in a controlled buy operation. I am doing this freely and not part of any plea agreement or in lieu of any other legal action.

In consideration of the foregoing, the undersigned hereby releases and holds the City of Highland Park, its Police Department, its officers and/or its employees, harmless from any and all liability, cause of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the City of Highland Park Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned has whatsoever against the City of Highland Park, its Police Department, its officers and/or its employees.

I understand that my participation in this controlled buy operation does not endow me with any police powers, and I will not take enforcement action of any kind, including, but not limited to arrest, search, seizure of property, or use of force; unless directed to do so and in the immediate aid of a Highland Park Police Officer.

I understand I may be requested to appear in administrative proceedings before the City of Highland Park Liquor Commission and/or the Administrative Hearing Court and will comply with all such requests to appear.

_____ _____
Special Agent Date

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 124
(Reviewed: 07/02/20) (Effective: 10/29/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **MEDIA RELATIONS**

PURPOSE

The purpose of this general order is to establish guidelines for the release of information to the community and the news media which are in addition to, and consistent with, the City of Highland Park Media Relations Policy.

POLICY

The Highland Park Police Department is dedicated to the principals of open and honest government. Consistent with the protection of the legal rights of individuals and considering the necessity for maintaining the confidentiality of Department records and other protected information, the Department will disseminate accurate and factual accounts of occurrences of public interest.

A. Media Relations Officer

1. The Media Relations Officer is designated by the Chief of Police and has the primary duties of assisting members of the media by providing legally releasable information requested about cases investigated by the Department, handling publicity of special Department programs, and serving as the general liaison person with the media. Specific responsibilities and functions of the Media Relations Officer include, but are not limited to:

    a. Serving as the central source of information about the Department and responding to various requests by members of the news media (including an on-scene response when necessary).

    b. Being available for on-call response to the news media for major newsworthy incidents.

    c. Preparing and disseminating news releases.

    d. Arranging for and assisting at press conferences when directed to do so by the Chief of Police.

    e. Coordinating and authorizing the release of information about victims, offenders, witnesses and suspects, as permissible by law.

    f. Assisting as media liaison during crisis situations.

    g. Coordinating and authorizing the release of information concerning confidential Department investigations and operations, as permissible by law.

h. Arranging interviews with Department members and releasing, when applicable, information regarding multi-jurisdictional efforts at the request of news media representatives or as directed by the Chief of Police.

i. Maintaining files of press releases issued by the Department and/or Department supervisors.

j. Conferring regularly with section/unit supervisors to keep abreast of cases which may be of interest to the news media.

k. Assuming a proactive role, at the direction of the Chief of Police, in contacting the news media with information that might not otherwise come to their attention.

l. Working closely with the Media Relations Officer for the Office of the City Manager (or other City department media relations officers) when applicable during events generating greater than normal media interest.

2. General release of information to the news media shall be governed by the following:

a. Frequency

Members of the news media are welcome at the Department at any time. It may, however, be advantageous for media representatives to maintain a regular schedule so the Media Relations Officer, or a designee, will be available to assist them in obtaining information.

b. Content

Media personnel will be permitted to review only those reports and/or summaries which have been approved and made available by the Media Relations Officer or a designee pursuant to the Freedom of Information Act, Illinois Compiled Statutes 5 ILCS 140 and the City Freedom of Information Manual.

c. Media Recipients

Dissemination of information to the news media will be accomplished in such a manner as to ensure its equal availability to all news media members. Generally, press releases will be faxed to the local news media and any other members of the press requesting information. In the event of a public news briefing or conference being held, the Media Relations Officer will notify all local news media representatives.

d. Internal Notifications

All press releases, publications, speeches or other official declarations concerning the operations and management of the City and the Department must be approved in advance by the Media Relations Officer for the Office of the City Manager.

3. News release authority is governed as follows:

a. On-Scene

The accurate and timely dissemination of information at the scene of an incident is important to avoid confusion. Only personnel designated by the Chief of Police, or a Deputy Chief of

Police, are authorized to release information to the news media in the absence of the Media Relations Officer.

b. Ongoing Investigations

Only the Chief and Deputy Chief of Police, the Media Relations Officer, or their designee may release information to the news media concerning an ongoing criminal investigation.

4. Release of information is governed by the following general guidelines and restrictions:

a. Any release of information shall be done in accordance with Illinois Statutes and the Freedom of Information Act, Illinois Compiled Statutes 5 ILCS 140 and the City Freedom of Information Manual.

b. 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 news media shall be as follows:

(1) Victim, complainant or witness information such as identity, address, phone number, etc., shall <u>not</u> be released for publication in the following instances:

(a) The information is part of an on-going investigation and release of such information may jeopardize successful resolution and/or prosecution of the case.

(b) The information is contained in any sex offense case or sex-related crime report or investigation.

(2) In accordance with Illinois Compiled Statutes 705 ILCS 405/1-7, Confidentiality of Law Enforcement Records, any records which 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.

(3) Other exemptions include:

(a) Identification of informants.

(b) Identity of any deceased person unless the identity has been officially confirmed or a reasonable concerted effort to notify the deceased’s immediate family has been made.

(c) Exact details of evidence and statements, made or refused to be made, by the accused should not be released, unless otherwise authorized by the Chief of Police.

(d) Any reference to results of investigative procedures, such as fingerprints, polygraph exams, ballistics tests, lab tests, or to the refusal of the accused to submit to such tests.

(e) Statements concerning the testimony or credibility of prospective witnesses.

(f) Any reference to the possibility of a plea of guilty or the possibility of a plea to a lesser offense.

(g) Personal opinions of the guilt or innocence of the accused, or to the evidence or merits of the case.

(4) Victim information in most other police reports shall be available for publication.

(5) Information available for publication shall generally include the following:

(a) Name, age, area of residence, and occupation of the accused.

(b) The general facts such as, date, time, place, any criminal charge, resistance, pursuit, use of weapons, etc.

(c) The identity of investigating/arresting officers and the length of the investigation.

(d) Any information necessary to aid in the apprehension of the accused or to warn the public of any dangers posed by the accused.

(e) A brief description of the incident.

(g) The scheduling or result of any step in the judicial process.

(6) In order to ensure that the Department's specific guidelines are met, the Media Relations Officer shall work closely with representatives of the news media for daily and routine matters concerning the release and publication of information. The news media shall not be allowed unrestricted review of all police incident reports.

(7) For incidents in which it is deemed necessary to withhold information, the reasons shall be carefully explained to the news media with an attempt to seek their understanding and cooperation.

(8) 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.

5. Incidents Involving Multiple Agencies

a. For incidents in which this Department has primary jurisdiction, information may be released in accord with the guidelines set forth in this general order and the City Media Relations policy unless such release would affect another agency in the performance of its duties.

b. For incidents in which other agencies or city departments have primary jurisdiction, information requests will be referred directly to those entities.

B. News Media Input Into Department Policy

When modifications, additions, or deletions are being considered regarding Department policies and procedures dealing with news media relations, attempts will be made, whenever possible, to receive informal input from media representatives who routinely cover the City Highland Park.

C. 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 supervisor in charge of the investigation or incident scene.

1. The supervisor may, in the absence of the Media Relations Officer, issue a statement or press release after receiving approval from the Chief or a Deputy Chief of Police.

2. Perimeters may be established to prevent persons from entering the area of a serious incident or crime. Media members may be allowed access, 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.

D. News Media Representatives

1. The Highland Park Police Department does not issue press credentials. It does, however, recognize official press identification naming the individual as a representative of a public news service. Proper identification is required before gaining 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.

2. The Department shall deny access to the scene of an incident or its files to any news media representative who:

   a. Interferes in an investigation while at the scene of an ongoing incident.

   b. Interferes with the effective operation of the Department or any of its members.

   c. Obtains or publishes restricted information.

   d. Violates these established media relations procedures.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 125

(Reviewed: 07/02/20) (Revised: 5/24/11 and combined to rescind GO 27) (Effective:10/29/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PATROL ADMINISTRATION AND SCHEDULING**

PURPOSE

The purpose of this order is to establish and describe duty cycles, policies and procedures regarding patrol operations.

PROCEDURE

A. Patrol Unit Functions

The Patrol Unit is responsible for the protection of life and property, the prevention of criminal activity, the apprehension of criminal offenders, the preliminary investigation of calls for police service, the identification and solution of problems within the community, the proactive and reactive response to community needs and continuous 24-hour directed patrol by uniformed police officers.

B. Patrol Shift Assignment Procedures

1. Shift assignments are chosen on an annual basis in the month of October of each calendar year. Assignments are based upon seniority. Officers pick the shift they will work for the following calendar year, beginning with the most senior officer and ending with the least senior officer.

2. Vacation requests will be chosen on a seniority basis. There will be no "overlapping" for yearly vacation selections. Following the yearly vacation selection process, individual vacation days may be requested while another officer is on vacation. Approval of overlapping vacation days will be considered on an "as manpower permits" basis.

3. Request for individual special days off will be considered on an "as manpower permits" basis and will not be accepted beyond 60 days of the requested day(s) off. A letter of request for any special day off shall be directed to the Chief of Police, with a recommendation from the appropriate Unit Commander or other supervisor. Special days off will include vacation, wellness, incentive, personal, compensatory and "banked" holiday time.

4. Patrol officers shall be advised of their days off for each year prior to December 1 of the preceding year. Days off will be assigned equitably on a rotational basis so that each officer has the same days off pattern as each other officer.

5. When operating under the 8-hour shift format:

a. Each daily 24-hour service period shall be divided into three shift platoons (A, B and C). The normal work day shall consist of 8-hours of regular duty and 0.25 hours of in-service training duty, which shall be paid at "straight time". In an effort to maintain available personnel on patrol during shift changes, two officers each shift will be assigned as "hour persons".

(1) A Platoon shift: 2300 hours to 0700 hours (hour persons 2200 hours to 0600 hours)

(2) B Platoon shift: 0700 hours to 1500 hours (hour persons 0600 hours to 1400 hours)

(3) C Platoon shift: 1500 hours to 2300 hours (hour persons 1400 hours to 2200 hours)

b. A duty cycle is defined as 63 days (6 days on duty and 3 days off duty, repeated 7 times over a nine-week period). This results in 42 days on duty and 21 days off duty in the 63 day period.

c. The average workweek is 37 1/3 hours based on an 8 hour shift length (three payback days per officer every duty cycle are required to achieve a 40 hour work week). These "payback" days will be scheduled on either the first or third day off, in a day off group, and can be moved within the calendar month, with supervisor approval based on the meeting of departmental objectives.

d. A forty hour fixed day off duty cycle of 5 days on duty and 2 days off duty would be repeated 9 times over a seven week period to equal the same 63 day duty cycle. This would result in 45 days on duty and 18 days off duty.

e. There are 5.8 duty cycles in each calendar year, and the rotation is continuous from one year to the next.

f. The city-granted holidays shall be scheduled by the Department in conjunction with days off to maintain the operational effectiveness of this work schedule.

g. Probationary officers in field training are assigned to different shifts at the discretion of the Field Training Unit Supervisor, for training purposes. When probationary officers are cleared for solo patrol duties, they will continue to rotate shifts monthly until their probationary period has expired. Rotation shall be forward, 1st shift, 2nd shift, 3rd shift, beginning from the shift of assignment at the beginning of solo patrol.

h. Any shift changes for Patrol supervisors and officers that rotate will be scheduled to occur after the officer's days off, near the first day or the last day of each calendar month.

i. One shift supervisor will be off Friday/Saturday and the other shift supervisor will be off Sunday/Monday.

6. When operating under the 12-hour shift format:

a. Each daily 24-hour service period shall be divided into two shifts consisting of 2 teams (A and B) for a total of 4 teams. The normal workday shall consist of 12-hours of regular duty and 0.25 hours of in-service training duty, which shall be paid at "straight time. In an effort to maintain available personnel on patrol during shift changes, two officers each shift will be assigned as "hour persons".

(1) A & B Day shift: 0600 hours to 1800 hours (hour persons 0500 hours to 1700 hours)

(2) A & B Night shift: 1800 hours to 0600 hours (hour persons 1700 hours to 0500 hours)

b. The normal work period for officers shall consist of seven (7) 12-hour workdays in each 14 day work cycle for a total of 84 hours. 80 hours shall be paid at straight time and 4 hours shall be accrued as compensatory time at the straight time rate.

c. Probationary officers in field training are assigned to different shifts at the discretion of the Field Training Unit Supervisor, for training purposes. When probationary officers are cleared for solo they will not rotate when operating under the 12-hour shift format.

C. Patrol Coverage at Shift Change

Patrol officers may be held over beyond their normal duty hours at the direction of the shift commander to meet patrol coverage needs, or to meet unforeseen circumstances. Compensation for overtime is established in the respective collective bargaining agreements.

D. Patrol Beat Rotation

The patrol shift supervisor determines beat assignments.

E. In-Service Training

1. In-Service training will be conducted by a shift supervisor during the 15 minutes immediately prior to each shift's scheduled starting time.

2. The specific activities of In-Service training will include, but not be limited to:

a. Inspections of uniforms, appearance, personal equipment, and overall readiness to assume patrol.

b. Dissemination of beat assignments, other assignments, details, lunch times, and specialized duty assignments.

c. Review of recent incidents, bulletins, unusual situations, and changes in the status of wanted or missing persons, stolen vehicles and major investigations.

d. Review of new general orders or memoranda or changes in general orders or memoranda.

e. Exchanging of ideas, suggestions or concerns on department operations between the shift supervisor and department members.

f. As needed, other department personnel may provide special briefings at In-Service training on administrative or operational plans, strategies or techniques.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 126

(Revised: 05/01/20) (Revised: 9/19/16) (Revised: 11/2/09) (Revised: 05/20/09) (Revised: 09/21/07) (Effective: 11/24/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SPECIAL PURPOSE VEHICLES**

POLICY

It is the policy of the Highland Park Police Department to provide and maintain special purpose vehicles for use in the provision of special services to the community. The Department may employ and maintain specialty vehicles as outlined below.

PURPOSE

The purpose of this order is to define objectives for the operation and use of Highland Park Police Department special purpose vehicles. This order shall provide guidelines for the authorization, including any conditions or limitations on the use of such vehicles. Additionally, the qualifications, training and equipment needed for special purpose vehicles will be outlined.

PROCEDURE

A. Animal Control Vehicle

1. The animal control vehicle will be distinctively marked and will be equipped for the particular needs of animal control personnel.

2. The vehicle will be equipped to provide for the most efficient use by community service officers assigned to animal control duties. Community service officers assigned to animal control duties will be responsible for regular inspections of the vehicle and any special equipment that may be stored in the vehicle. Special equipment includes, but is not limited to, heavy gloves, animal snares, pet carriers, leashes, collars, nets, and emergency lights and flares for traffic control duties as well as other equipment as listed on the Animal Control Vehicle inspection report (See Attachment A).

B. Police Bicycles

1. Police bicycles will only be used by sworn law enforcement officers who have been certified through an approved bicycle certification course for police officers.

2. See General Order 111, Bicycle Patrol Unit

C. Parking Enforcement Vehicles

1. Parking enforcement vehicles will be distinctively marked and will be equipped for the particular needs of the community service officers or sworn officers assigned to parking enforcement.

2. Parking enforcement vehicles will be equipped to provide for the most efficient use by the community service officers, who are responsible for regular inspections of the vehicles.

3. Parking enforcement vehicles will only be used by personnel trained in their use.

4. Equipment that may be stored in parking enforcement vehicles includes, but is not limited to, vehicle lockout equipment, vehicle immobilization equipment, traffic cones, signs, strobes, fuses and fire extinguishers, as well as other equipment listed on the Parking Enforcement Vehicle Inspection Report (Attachment C).

D. Evidence Collection Vehicle

1. The Evidence Collection vehicle will be distinctively marked and will be equipped for response to major investigation scenes.

2. Members of the Major Crimes Evidence Collection Team and members of the Fire/Bomb Investigation Team assigned to a major incident will be authorized to operate the Evidence Collection Vehicle.

3. The vehicle will be equipped to provide the most efficient use by the team members assigned to an incident.

   a. The Investigations Commander will be responsible for arranging for members of both teams to conduct monthly inspections of the vehicle and any special equipment that may be stored in the vehicle.

   b. Special equipment includes, but is not limited to, protective equipment, crime scene sketch material, measuring devices, lighting, fingerprint lifting supplies, DNA collection supplies, impression supplies, packaging supplies, hand tools, photography equipment, as well as other equipment as listed on the Evidence Collection Vehicle Inspection form (See Attachment B).

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Highland Park Police Department

Animal Control Vehicle Inspection (C79)

Lights:	**X**	**Emergency Lights:**	**X**
Turn Signals Front		Strobe bar	
Turn Signals Rear		Front Turn Signal Strobes	
4 Way Flashers		Rear Tail Light Strobes	
Headlights		Rear Directional Bar	
High Beam Lights		Right Alley Light	
Brake Lights		Left Alley Light	
Exterior:	**X**	**Interior:**	**X**
No Damage		No Damage	
Oil		Clean	
Clean			
Equipment:	**X**	**Equipment:**	**X**
Blanket		Humane Animal Traps	
Flares #		Noose Pole	
Fire Extinguisher		Cat Tongs	
Lockout Kit		Leashes	
Flashlight		Net	
Plastic Bags		Pet Carrying Cage	
Heavy Gloves		Rubber Gloves	

Inspector:_____ Date:_____

Supervisor:_____ Date:_____

Vehicle Mileage:_____

Highland Park Police Department

Evidence/Fire-Explosion Team Vehicle Inspection

Lights:	Yes	No	Emergency Lights:	Yes	No
Turn Signals Front			Front Light Bar		
Turn Signals Rear			Front Wig Wags		
4 Way Flashers			Rear Light Bar		
Headlights			Rear Strobes		
High Beam Lights			Intersector Lights		
Brake Lights			Left Flood		
Interior Dome Lighting			Right Flood		
Exterior:	**Yes**	**No**	**Interior:**	**Yes**	**No**
No Damage			No Damage		
Clean			Clean		
Oil					
Fuel					
Equipment:	**Yes**	**No**	**Equipment:**	**Yes**	**No**
Protective Equipment			Trace Collection Equipment		
Lighting Equipment			Sketching Equipment		
Measuring Equipment			Photography Equipment		
DNA Collection Equipment			Evidence Markers		
Impression Collection Equip.			Packaging Materials		
Presumptive Testing Kits			Barrier Tape		
Latent Processing Equipment			Crime Scene Tent		
Thermometer			Hand Tools		

Inspector:_____ Date:_____

Supervisor:_____ Date:_____

Vehicle Mileage:_____

Attachment C

HIGHLAND PARK POLICE DEPARTMENT
PARKING ENFORCEMENT VEHICLE INSPECTION

	71	72	73	73R				
MILEAGE								
DRIVING LIGHTS								
Headlights Low								
Headlights High								
Turn Signal Front								
Turn Signal Back								
Tail Lights								
Brake Lights								
4-Way Flashers								
Parking Lights								
Spot Light								
EMERG. LIGHTS								
Rear End LED								
Light Bar-Front/Back								
Opticom								
Alley-Left/Right								
Take Down								
Front End LED								
TRUNK:								
Lock out Kit								
Traffic Cones								
Traffic Signs/Strobes								
Vehicle Boot								
Fusees (#)								
Fire Extinguisher								
EXTERIOR:								
Tire Cond/Pressure								
Body Damage								
Oil								

INSPECTOR(S): _____ **DATE:** _____

SUPERVISOR: _____ ***Key** ***Leave Blank if Normal/OK Dash if Abnormal/Circle if Corrected***

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 127

(Revised: 07/02/20) (Revised 3/28/2018)(Revised: 9/14/07) (Effective: 11/17/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIME PREVENTION**

PURPOSE

The purpose of this order is to outline the Department's commitment to crime prevention, establish the crime prevention component and inform all employees that they play a role in the Department's overall crime prevention efforts.

PROCEDURE

A. 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 shares a strong commitment to the reduction of crime through crime prevention.

1. The Investigations Section identifies criminal activity by crime type and geographic area. Such information shall be used in prioritizing community education and crime prevention strategies to reduce the identified crime risks.

2. Programs will also be designed 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 Crime Prevention effort include the following:

   a. Business Watch

      Provides education in crime prevention strategies on crimes specific to the business community.

   b. School programs

      Crime prevention education is provided to school groups.

   c. Security Surveys

      Inspections of residential and commercial buildings for security recommendations to reduce potential criminal opportunity.

3. Crime prevention programs shall be evaluated by the Investigations Commander at least every two years with appropriate facts and recommendations forwarded to the Chief of Police for continuance, modification or termination of programs.

B. Liaison with Crime Prevention Groups

Police Beat Coordinators 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 topic to community organizations or groups. Any employee who conducts a presentation to any outside organization shall initiate an incident report number.

C. Crime Prevention Policy Input

Upon request from another City department, or at the direction of the Chief of Police, Police Beat Coordinator officers will provide a crime prevention perspective for the development and/or revision of zoning policies, building codes, fire codes, commercial and residential building permits. The crime prevention perspective will focus on enhancement of security and the reduction of criminal opportunity through planning and design.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 128

(Revised: 07/02/20) (Revised: 03/26/18)(Revised: 04/01/11) (Effective: 11/17/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COMMUNITY INVOLVEMENT**

PURPOSE

The purpose of this order is to establish the policies, procedures and components of a community involvement program.

PROCEDURE

A. Community Involvement Function

1. Personnel assigned to the Police Beat Coordinator function shall coordinate and implement the specific crime prevention, community education, crime resistance, and community involvement activities of the Department. These Personnel will coordinate department-wide community involvement including the following:

    a. Establishing liaison with formal community organizations and other community groups.

    b. Informing all personnel that they share responsibility for achieving community involvement objectives and play a vital role in the overall community involvement efforts of the Department.

    c. Developing community involvement policy that includes citizen participation with the police and other agencies to form a framework for addressing community concerns and problems.

    d. Publicizing Department objectives, problems, and achievements related to community involvement.

    e. Conveying information transmitted from citizens' organizations to the Department.

    f. Improving Department practices bearing on police-community involvement.

    g. Identifying training needs through interviews with citizen representatives and conferences with supervisors.

    h. Establishing community groups where they are needed.

    i. Organization, advertising and implementation of Citizen Police Academies, when practical.

2. Although all employees of the Department are responsible for maintaining favorable community involvement, Police Beat Coordinators will have primary responsibility for community involvement programming. The Patrol Commander and the Police Beat Coordinator supervisor will maintain overall responsibility for the Department’s community involvement programs provided through the Police Beat Coordinators..

B. Community Involvement Report

1. On an annual basis, the Police Beat Coordinator supervisor shall prepare a report regarding the Department's community involvement programs. This report is intended to be an annual review and evaluation of all community involvement programs and their applicability to current conditions in the Department. The annual evaluation shall be reviewed by the Management Staff and will assist in the development and/or modification, if necessary, of community involvement policies. Several specific points are to be covered in the report, including:

    a. The effectiveness of Department community involvement programs in terms of addressing community concerns. Measurements of effectiveness are to include feedback from a representative sampling of citizens, community groups and employees.

    b. Recommendations and suggestions for improvements

    c. Goals and objectives for the upcoming year

    d. The budget impact of any new program.

2. The Chief of Police and the management staff are strongly committed to correcting any actions, practices and/or attitudes that may contribute to community tensions and/or grievances. Corrective actions may include:

    a. Supplemental training
    b. Policy and/or procedure modifications or changes
    c. Disciplinary action where appropriate

C. Transmitting relevant information

Any Department employee who identifies or receives information relevant for inclusion in the report required by Section B shall forward such information via chain of command to the attention of the Crime Prevention supervisor for consideration in the development of the required report.

D. Citizen surveys

At least once every 2 years, the Department shall conduct a survey of citizen attitudes and opinions. At minimum, the survey shall gather information respective to:

1 Overall Department performance
2. Overall competence of Department employees
3. Citizen's 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

The Deputy Chief of Support Services or his/her designee shall compile the results and provide a written summary to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 129

(Reviewed: 07/02/02) (Effective: 10/29/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **MUTUAL AID**

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.

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

POLICY

A. City Geographic Boundaries

It is important for employees of the Highland Park Police Department to familiarize themselves with the geographical boundaries of the City of Highland Park.

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.

B. Concurrent Jurisdiction

1. Within the corporate limits of the City of Highland Park, the Highland Park 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 Highland Park Code.

2. The Highland Park Police Department maintains primary responsibility for all police duties within the corporate City Limits but does have concurrent jurisdiction, primarily with the Lake County Sheriff's Office, the State Police, and the Metra Police (on Railroad property).

   (a) 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.

   (b) Reasonable assistance from the Highland Park Police Department will be provided upon request from agencies having concurrent jurisdiction that are conducting law enforcement duties within corporate City limits.

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

   (d) As the need arises, the Chief of Police, or a designee, will take part in an exchange of information with those agencies having adjoining or concurrent jurisdiction to review and update procedures regarding jurisdictional areas of concern.

C. Mutual Aid

1. Providing Outside Assistance

   a. If a neighboring agency requests Highland Park Police assistance, the shift commander will assign the unit(s) to respond if available.

   b. If the Highland Park unit arrives at the scene first, aid shall be rendered as is necessary to protect life and property. When the appropriate agency arrives, the Highland Park unit shall be relieved of primary responsibility.

   c. Should an officer become aware of a need for police service or intervention in another jurisdiction, the officer shall:

      (1) Notify Highland Park Communications 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 Highland Park unit is closer than a unit of the agency having jurisdiction.

         (c) Any response must be approved by a supervisor when reasonably possible.

2. Mutual Aid Agreement

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

b. The Northern Illinois Alarm System Mutual Aid Plan has been approved and should only be implemented during those incidents which truly constitute an emergency. Copies of the Plan are available in Communications and have been issued to all supervisors.

c. The Northern Illinois 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.

(3) Requesting mutual aid.

(4) Identifying persons authorized to request mutual aid.

(5) Identifying persons to whom outside personnel are to report.

(6) Maintaining radio communications with outside personnel.

(7) Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources.

(8) Provisions for periodic review and revision.

3. Upon receipt of a request for mutual aid, the shift commander shall immediately determine whether the Highland Park Police Department has the available personnel and equipment necessary to respond.

a. If the necessary personnel and equipment are available, the shift commander is authorized to release personnel and equipment to the requesting agency.

b. Upon release of personnel and equipment, immediate notification will be made to the Deputy Chief of the Patrol Division.

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

a. Officers shall respond as quickly as reasonably possible in a safe manner.

b. Officers responding to another community on a mutual aid request shall immediately report to the designated officer-in-charge and shall place themselves under that officer’s 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.

c. 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.

5. 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.

D. Requesting Federal Law Enforcement or National Guard

See the Emergency Operations Plan - “Basic Plan” Section 9

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 130

(Revised: 07/28/2020) (Revised 4/4/2019)(Revised 3/27/2018)(Revised: 10/7/16) (Revised: 10/2/09) (Revised: 12/10/07) (Revised: 03/7/07) (Effective: 11/24/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **UNUSUAL OCCURRENCES**

PURPOSE

The purpose of this order is to establish guidelines to be used in the event of an unusual occurrence affecting the City of Highland Park that is beyond the capabilities of the Department's normal daily operations.

DEFINITIONS

Civil Disturbance - Result of riots, general disorder, and violence that may arise from dissident gatherings, political gatherings, and/or labor disputes, etc.

Disaster - The result of flood, tornado, earthquake, explosion, chemical/nuclear accident, or other natural calamity.

Unusual Occurrence - A situation that results from a disaster, whether natural or manmade, or a civil disturbance.

VIP - A "very important person," dignitary, famous personality, notorious person, or any other person in need of special security.

PROCEDURE

A. Unusual Occurrences Planning and Responsibility

The Chief of Police, or a designee, is responsible for coordinating the planning functions for response to unusual occurrences.

B. Natural and Manmade Disasters and Civil Disturbances

1. The Department maintains written plans for responding to natural and manmade disasters, civil disturbances and emergencies that include provisions for the following:

    a. Communications
    b. Situation maps
    c. Field command posts
    d. Chain of command
    e. Casualty information
    f. Community relations/public information (media briefing)
    g. Court and prosecutorial liaison

h. Legal considerations
i. Other law enforcement agency support (mutual aid)
j. Military support (martial law)
k. Public facility security
l. Traffic control
m. Equipment requirements
n. De-escalation procedures
o. Rumor control
p. Availability for command (order of precedence)
q. Post-occurrence duties
r. After-action reports
s. Transportation arrangements
t. Juvenile offenders
u. Arrest/confinement procedures

2. The natural and manmade disaster plans and civil disturbance plans are described in the Emergency Operations Plan. The department will utilize Incident Command System protocols to respond to emergencies, crises, and other events requiring the deployment of the Emergency Operations Plan.

3. Unusual Occurrence Situation Maps

   The Department maintains situation maps in-house in the shift supervisor's vehicle. These maps shall be available for plotting operational commitments during unusual occurrences.

4. Command Authority During Unusual Occurrence

   To provide for unity of command during unusual occurrence situations within the City of Highland Park, which may include personnel from different/neighboring 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.

5. The order of command precedence during unusual occurrence situations will be:

   a. First: Chief of Police
   b. Second: Deputy Chief
   c. Third: Patrol Division Commander
   d. Fourth: Investigations Section Commander
   e. Fifth: Shift Supervisor

6. The on-scene supervisor will retain responsibility for law enforcement efforts and will also act as a liaison for other departments and agencies involved in the operation, including local, state and federal authorities.

C. Unusual Occurrence Equipment

1. Command Board

   a. The Command Board is located in the patrol supervisor's vehicle and contains:
      (1) Critical incident worksheets
      (2) City maps
      (3) Dry eraser board

b. The Command Board is sealed and will be replenished and re-sealed after each use by the supervisor who utilized it.
c. The Command Board seal will be inspected during the weekly documented vehicle inspection. Broken seals will be reported to the shift supervisor, who will be responsible for replenishing any missing contents and re-sealing it.

2. Emergency Operations Center

a. The Emergency Operations Center is located offsite at the Firearms Training Center and contains the following equipment designed for use when necessary during unusual occurrences:

(1) Telephones
(2) Radio Equipment
(3) A network computer setup for dispatching

b. The Emergency Operations Center equipment will be inspected monthly for operational readiness by the Range Master or a designee.

3. Jump Bag

A jump bag is provided for each patrol vehicle and is to be inspected by the assigned officer each time the vehicle is used. Additionally, the bags will be inspected each week during the documented vehicle inspection. (See attachment for bag contents.)

D. Emergency Operations Plans

1. The Emergency Operations Plan is available for quick reference in the following locations:

a. Any Network Computer
b. The Chief's office
c. The Patrol Division Commander's office

2. The Deputy Chief, or designee, is responsible for the review and updating of the Department's Emergency Operations Plan.

3. The Deputy Chief, or designee, is responsible for documenting annual training on the Emergency Operations Plan for Department personnel.

4. The Deputy Chief, or designee, is responsible for conducting a full-scale tabletop exercise biennially, and providing a documented review of each exercise, which may include, but not limited to the City's government partners and other agencies.

E. Security of VIP's

1. Coordination and Supervision

Should the impending presence of a VIP within the City of Highland Park give rise to concerns regarding the safety of the VIP and/or family, a security detail will be established.

a. The Investigations Section Commander will coordinate and supervise all security measures.

b. If the VIP has personal security, the Investigations Section Commander will arrange for coordination between the security detail and the outside personal security.

2. Equipment requirements.

a. Arrangements should be made to obtain the following personnel and equipment as necessary:

(1) Body armor for VIPs and detail security officers
(2) Communications equipment
(3) Riot gear
(4) Vehicles
(5) NIPAS EST and special weapons
(6) Canine units

b. Interagency agreements should be arranged to provide any of the following deemed necessary:

(1) Aircraft
(2) Special purpose vehicles
(3) Additional SWAT units
(4) Heavy ballistic protection
(5) Bomb Disposal Unit
(6) Weapons of Mass Destruction Containment Team

3. Planning and Reconnaissance

Travel routes should be reviewed or prepared.

a. Local expertise should be used to provide suggestions to avoid potential problem areas.

b. Planned stops should be inspected to determine the unique security challenges they may present.

4. Advance Inspections

Investigations Section personnel are responsible for the advance inspection of sites and facilities.

5. Intelligence Information

Investigations Section personnel are responsible for gathering and disseminating intelligence to enhance the preparedness of the security detail.

6. Coordination of Operations

The Investigations Section Commander is responsible for designating a contact person who will coordinate all interagency assistance needed or anticipated for:

a. Fire/ambulance
b. State, county and federal law enforcement agencies
c. City, county and state transportation departments
d. Mutual aid agreement members

7. Emergency Services

Steps will be taken to ensure adequate emergency medical care.

a. Highland Park Fire Department Emergency Medical Services personnel will be briefed to provide them with the information necessary to plan their emergency response needs.

b. Highland Park 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.

8. Communications

Communication requirements will be coordinated by the Investigations Section Commander, utilizing as necessary:

a. The secondary radio frequency (non-emergency traffic).

b. The primary radio frequency (may be authorized for more efficient communications in an emergency).

c. ISPERN Radio Frequency (for communicating with law enforcement agencies not on our radio network).

d. Mobile data computer

e. Cell telephone (should be used to establish communication between the detail, VIP representatives, any personal security, and any outside agencies).

f. Secure communications will be carried out via mobile data computer or hard line telephone.

9. Identification.

All members of the security detail shall be identifiable by both radio and visual identification.

a. The Investigations Section Commander will ensure that all personnel are assigned distinctive radio call signs.

b. When necessary, a standard system of identification will be devised, consisting of distinctive identification symbols, to be worn by all non-uniformed members of the security detail and personal security.

F. Special Events

1. The responsibility for the coordination of special events rests with the designated Special Events 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.

a. Prior to each special event, the Special Events supervisor shall provide, to each affected supervisor, a report that shall contain, but not be limited to:

(1) Designation of the special event coordinator
(2) Designation of an on-scene supervisor or supervisors
(3) Written estimates of traffic, crowd control and crime problems anticipated
(4) Personnel requirements

b. The Special Events supervisor will coordinate personnel and logistical requirements with the affected Patrol Division Supervisor and, if applicable, the Investigations Section Commander.

2. The planning process will address the following:

a. Planning routes that allow normal and emergency activities to continue with minimal disruption

b. Providing for unrestricted access from at least one direction for emergency services

c. Assessing the need to provide temporary traffic control devices

d. Assessing the need to provide adequate crowd control

e. Providing for relations with the news media

f. Identifying persons working directly with the event

g. When private security services are involved, the need to review and determine the adequacy of such services for the particular event

h. Provisions for:

(1) Parking (including handicapped parking)
(2) Personnel scheduling and relief
(3) Use of temporary traffic control devices
(4) Interagency assistance and cooperation
(5) Ingress and egress of vehicular and pedestrian traffic
(6) Detour routes to alleviate congestion

3. An after-action report will be prepared by the Special Events supervisor at the conclusion of significant special events and forwarded through the chain of command to the Chief of Police.

G. Hostage/Barricaded Person Situations
(See General Order 131)

H. Relaying Intelligence/Information to the Statewide Terrorism Intelligence Center (STIC)

1. STIC is a joint initiative between the Illinois State Police and the Illinois Association of Chiefs of Police that serves as a “one-stop” resource for Illinois criminal justice agencies for both domestic and international terrorism related information.

2. Intelligence/information gathered on terrorism related suspicious activities or persons will be forwarded to STIC by calling 877-ILL-STIC.

3. Information reported to STIC will be run through a variety of databases and passed on to any appropriate agencies or task forces for further investigation and/or dissemination.

4. Information reported to and received from STIC is law enforcement sensitive and cannot be released to non-law enforcement parties.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

JUMP BAG CONTENTS:

JUMP BAG MAIN COMPARTMENT

1. **AED Kit:**
   - AED Unit with battery
   - 1 set pads in plastic case
   - 1 extra battery.
   - 1 cloth for drying skin.
   - 1 CPR Mask
   - 1 Fast response kit
2. **One Yellow Emergency Blanket**
3. **One Bleeding Package:**
   - 4 sterile 4x4 gauze pads.
   - 1 tray of 10 sterile 4x4 gauze pads.
   - 4 4x72" Roller Gauze.
   - 2 triangular bandages with safety pins.
   - 1 petrolatum (occlusive) gauze in foil pack.
   - 1 roll tape.
4. **One Airway Package:**
   - 1 Adult BVM with mask.
   - 1 infant/child BVM with mask.
   - 1 set Assorted Oral Airways (measure earlobe to corner of mouth)
5. **One Hard Case CPR Pocket Mask**
6. **One Bottle Water (in evidence bag)**

IN FRONT POCKET

7. **Two TYVEK suits rolled into evidence bag**
8. **One package hazmat gear:**
   - 1 biohazard bag.
   - 1 particulate face mask.
   - 1 gown
   - 1 set booties
   - 2 face masks with eye protection
   - 1 pair gloves
9. **One rolled upper/lower extremity SAM moldable splint**
10. **One zipper storage bag assorted BAND-AIDS and disinfectant wipes**
11. **One Israeli bandage**

IN ZIPPERED POCKET

12. **One pair Medic Scissors (seatbelts, clothing, etc.)**
13. **First Aid Gloves**

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 131

(Reviewed: 07/02/20) (Revised: 10/2/09) (Effective: 12/1/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **HOSTAGE/BARRICADED PERSON SITUATIONS**

PURPOSE

The purpose of this General Order is to establish a procedure to be followed when responding to barricaded subjects, hostage situations, and other high risk incidents of a like nature.

Release of specific operational procedures may compromise public and officer safety.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 132

(Revised: 07/02/20) (Effective: 12/1/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **UNDERWATER RESCUE AND RECOVERY**

PURPOSE

The purpose of this General Order is to establish procedures for the initial evaluation of, and response of the Highland Park Underwater Rescue and Recovery Team to incidents involving possible or imminent drowning in water or through ice.

PROCEDURE

A. Implementation

This ice/water rescue procedure will be implemented when an incident involves ice, open water, or possible imminent drowning in any of the following manners:

1. A vehicle through the ice or in the water where there is a possibility of a person being trapped.

2. A person in a river, stream, pond, lake or water retention area, whether open water or ice covered, unless the safety of the victim is positively known by the caller.

3. A person in a water storage facility, above or below ground level with the exclusion of pools, tubs, and tanks.

4. Any other condition which the Fire Department Battalion Chief feels necessary.

B. Receipt of an Incident by Communications

In addition to the usual information, the telecommunicator should obtain the following:

1. The number of victims and if they are in ice or water.
2. The amount of time that has passed since the incident began.
3. The nearest access point to the victim(s).

C. Initial Response to Ice or Open Water Rescue (other than pools, tanks, and tubs)

1. Communications will initiate the dispatch of the Fire Department and the police beat unit and notify the responding agencies per Highland Park Fire Department Dive Team protocol.

2. Throw bags are stored in protective storage bags inside the marked police vehicles and shall be inspected during regular vehicle inspections. They are provided to officers for potential use in the

event of a water emergency, prior to more advanced personnel responding. Instructions for deployment are as follows:

a. Unsnap and slightly open the draw cord opening.

b. Remove 3-4 feet of rope from the bag and grasp firmly in your non-throwing hand.

c. Ensure the victim has visual contact with the rescuer before throwing the bag and gain the victim's attention as you prepare to throw.

d. Use an underhand or side arm swinging motion to throw the bag to the victim.

e. If the throw misses the victim, pull the line in, being careful not to tangle the line and re-throw the line and bag. DO NOT REPACK.

3. Personal Flotation Devices will be placed in marked police vehicles for use by personnel on the shoreline at lakefront (or other bodies of water within Highland Park) calls for service. Vests are not intended for the performance of water rescues. Vests will be placed in protective bags inside police vehicles and inspected during regular vehicle inspections for rips, tears and holes.

a. The vests are type III personal flotation devices designed to provide a stable face-up position in calm water for a wearer floating with head tilted back.

b. Type III personal floatation devices are not intended for extended survival in rough water where the wearer's face may often be covered by waves.

D. Additional Resources

When the Fire Department Battalion Chief has been apprised of the need for additional divers, off-duty divers shall be paged. A dive box may be requested as needed. Dive Box #33-60 may be activated by the Fire Department Incident Commander upon consultation with the Divemaster or senior diver.

E. Incidents Involving Pools, Tanks and Tubs

1. Incidents involving pools, tanks, and tubs and non-human life generally will not require immediate Team involvement.

2. In an unusual incident, the Fire Department Incident Commander may order a Team response, such as a person falling into a water storage tank 20 feet deep with 50 degree water temperature.

F. Non-Emergency Response

1. Non-emergency incidents, such as the recovery of a vehicle or of evidence, should not include activation of the Team until the Battalion Chief, the Dive Team Supervisor, and the Police Department Patrol Supervisor have determined the need.

2. All Police Department Team members are required to have received training in underwater evidence recovery during Professional Organization of Diving Instructors (PADI) certification. Officers will be involved in any assignment involving the recovery of underwater evidence.

G. Mutual Aid Box Alarm System (M.A.B.A.S)

1. When the M.A.B.A.S Dispatcher activates a Divers Box for a rescue dive that includes Highland Park, all available on-duty Fire Department divers will be sent.

2. On-Duty Divers responding to a M.A.B.A.S alarm will respond with Fire Department Dive Rescue Vehicle 34 and Boat 34.

3. Off-duty divers will be paged in and will report to Fire Station 34 where the Fire Department Battalion Chief will arrange transportation to the scene.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 133

(Revised: 07/06/20) (Revised 3/3/2020)(Revised: 5/2/14) (Revised: 3/6/13) (Revised: 7/20/07) (Effective: 12/8/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **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 analysis of available services, and to establish procedures for victim/witness assistance.

PROCEDURE

A. Rights of Victims and Witnesses

Victims and witnesses coming in contact with the Highland Park Police Department will be treated 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.

B. Analysis of Victim/Witness Services

1. At least every three years, the Investigations Commander will conduct an analysis of victim/witness assistance needs and available services within the Highland Park area. The analysis shall be in report form and will include, at a minimum:

   a. An overview of the extent and major types of victimization within the Department's service area.

   b. 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.

   c. A listing of victim assistance and related community services available within the service area.

   d. Identification of all unfulfilled needs and the selection of those needs which are appropriate for the Department to meet.

2. The Investigations Commander will forward the analysis report with any recommendations, via the Deputy Chief of Police, to the Chief of Police.

C. Victim/Witness Assistance Procedures

1. Victims of Violent Crimes:

   725 ILCS 120/4 sets forth that any law enforcement agency that investigates an offense committed in this State shall provide a crime victim with a written statement and explanation of the rights of crime victims within 48 hours of law enforcement's initial contact with a victim. The statement shall include information about crime victim compensation, including how to contact the Office of the Illinois Attorney General to file a claim, and appropriate referrals to local and State programs that provide victim services. Law enforcement agencies shall also provide a crime victim with a sign-off sheet that the victim shall sign and date as an acknowledgement that he or she has been furnished with information and an explanation of the rights of crime victims and compensation set forth in the Act. To comply with this statute, case officers investigating violent crimes:

   a. Shall provide a copy of the Office of the State's Lake County State's Attorney "Written Statement and Explanation of Rights 725 ILCS 1420/4(b)" form within 48 hours of law enforcement's initial contact with a victim of a violent crime. The form shall be in both English and Spanish. The form includes information about crime victim rights and compensation, including how to contact the Office of the Illinois Attorney General to file a claim, and appropriate referrals to local and State programs that provide victim services.

   b. Shall have the victim sign and date the "Written Statement and Explanation of Rights 725 ILCS 1420/4(b)" form. The yellow copy shall be provided to the victim and the original white copy retained for inclusion with the case file.

   c. Violent Crimes include: homicide, felony assaults, felony batteries, kidnapping, sexual assault, sexual abuse, arson, domestic battery, misdemeanors which result in death or great bodily harm, stalking, driving under the influence, violations of orders of protection, civil no contact orders, stalking no contact orders, reckless conduct and hate crimes.

2. Pursuant to the Sexual Assault Incident Procedure Act, officers and/or investigators are required to adhere to the procedures outlined in the Department's "Criminal Sexual Assault Checklist" (Attachment B) and provide the appropriate forms to a victim of sexual assault or sexual abuse. The following are the sexual assault forms and reference documents:

   a. Mandatory Notice for Survivors of Sexual Assault - This form is the first form that must be filled out and issued to the victim of the incident. Officers and/or investigators have the discretion on when it is appropriate to issue the form to the victim. However, the form must be issued when it is learned that the subject involved is a victim of sexual assault or sexual abuse.

   b. If the victim consents to sexual assault evidence testing, officers and/or investigators must fill out and issue the Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing form.

   c. If the victim does not consent to sexual assault evidence testing, officers and/or investigators must fill out and issue the Storage and Future Testing of Sexual Assault Evidence form.

   d. Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction - A law enforcement agency that receives a report of an incident occurring in another jurisdiction must prepare a written report and send the report to the agency having jurisdiction, in person, by fax, or by email within 24 hours. Additionally, a receiving agency must confirm receipt of the report in person, by fax, or by email within 24 hours.

e. Illinois State Police Sexual Assault Checklist - Officers may desire to utilize the Illinois State Police Sexual Assault Checklist as a reference document for sexual assault and sexual abuse responses.

f. The Sexual Assault Incident Procedure Bulletin for Law Enforcement, pursuant to Public Act 099-0801, outlines the requirements for law enforcement agencies regarding mandatory report writing, responding officer responsibilities, management of evidence, and release of information.

g. HPPD Criminal Sexual Assault Checklist - This document outlines the responsibilities of the First Responding Officer, Evidence Technicians, and Investigators in the handling of a sexual assault and/or sexual abuse incident.

h. In all circumstances where any of the above forms are issued to the victim of the incident, the officer and/or investigator is to note the time, date and location of the victim receiving the applicable forms in their case report.

3. The following procedures have been established to ensure that the Department maintains an effective victim/witness program.

a. 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.

b. Confidentiality. Records Section personnel shall ensure the confidentiality of records and files of victims/witnesses and their role in case development to the extent consistent with applicable statutes and Department directives.

c. Public Information. The Investigations Commander will be responsible for keeping the public and media informed about Department's victim/witness services.

d. The needs of victims and witnesses will be determined and appropriate services may be offered without duplicating assistance provided by other agencies.

4. Victim/witness assistance is a shared responsibility of all Police 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 Investigations Commander will have the authority and responsibility for administering and coordinating the Department's victim/witness assistance activities.

D. Levels of Victim/Witness Assistance

1. A current list of resources can be obtained on a 24-hour basis via the Department's non-emergency telephone number.

2. The Communications Center will forward requests for information about referral service for victims and witnesses in need of counseling, medical attention, and emergency financial assistance, to an Investigations supervisor. In the absence of an Investigations supervisor, requests will be forwarded to the on duty shift commander.

3. There are a wide variety of victim/witness services available throughout the Highland Park area. The Department's role in providing victim/witness assistance is primarily referral in nature. Referrals include, but are not limited to:

a. The Lake County State's Attorney's Victim Witness Unit contacts all violent crime victims and witnesses involved in cases that come through their office. The primary function of their victim specialists are to serve as the contact persons for the victim and/or witness throughout the criminal justice process and to deliver a wide variety of other services.

b. The Crime Victim Services Division of the Office of the Illinois Attorney General offers victim programming and financial assistance.

4. The Highland Park Police Chaplain and contract Social Worker are also available on a 24-hour basis to respond and provide services to victims/witnesses, with supervisory approval. (See General Orders 115 and 154)

E. Assistance to Threatened Victims/Witnesses

1. Threats to victims or witnesses will be documented and forwarded to the case officer.

2. Appropriate follow-up assistance will be determined by the nature of the individual case and the resources available to the Department. Assistance will be commensurate with the danger faced by the victim/witness.

3. If the victim/witness is in another jurisdiction, the Department will immediately contact the appropriate agency and request that reasonable precautions be taken. The results of this contact will be confirmed by computer message during the same watch if possible.

4. The Lake County 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 will be documented in the appropriate police report and a copy forwarded to the State's Attorney's office.

F. Victim/Witness Assistance Services

Based on the analysis of victim/witness need and available services, the following will serve as a guideline governing the delivery of victim/witness assistance service:

1. Giving information to victims/witnesses about applicable services, including counseling, medical attention, emergency financial assistance, and victim advocacy.

2. Advising victims/witnesses what to do if the suspect, suspect's companion(s), or family threatens or otherwise intimidates them.

3. Informing victims/witnesses of the case incident number and explaining steps involved in the subsequent processing of the case.

4. Providing a telephone number that victims/witnesses may call to report additional information about the case, or to receive information regarding the status of the case.

G. Victim/Witness Assistance – Follow-Up Investigation

Victim/witness assistance services to be provided during the follow-up investigation by the investigating officer include, but are not limited to:

1. Periodically re-contacting the victim/witness to ensure their assistance needs are being met.

2. Explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in that prosecution.

3. Scheduling line-ups, interviews, and other required appearances at the convenience of victims/witnesses, and arranging transportation for the victim/witness, if needed, for required court appearances.

4. Prompt return of property to victims/witnesses when the case has been adjudicated, when the law permits, or when the rules of evidence have been satisfied.

5. Requesting a victim advocate, if available, to assist the victim/witness during the follow-up investigation.

6. When required, ensure that copies of incident and supplemental reports are forwarded to the Lake County State's Attorney's Office.

H. Arrest/Post Arrest Victim/Witness Assistance

When known, the investigating officer or the arresting officer will endeavor 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 E. of this order.

3. If the case is to be prosecuted by the Lake County State's Attorney's Office, the State's Attorney's Victim Witness Unit will contact them to offer assistance.

I. Domestic Violence

See General Order 33, Domestic Violence Policy.

This general order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

OFFICE OF THE STATE'S ATTORNEY, LAKE COUNTY, ILLINOIS

WRITTEN STATEMENT AND EXPLANATION OF RIGHTS (725 ILCS 1420/4(b))

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

General Rights

You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.
You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.
You can hire an attorney to represent you.
You have the right to have a translator or sign language interpreter for all court proceedings.
You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.
*You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.
You can attend court proceedings.
You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.
*You can be notified when the offender is released from custody.

After Charges Are Filed

You have a right to a prompt disposition of the charges after the arrest of the accused.
You can get information about the charges from the prosecutor.
You can get information about victim services, social services and financial assistance from the prosecutor.
The judge must consider your safety when setting release conditions for the offender.
The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.
The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.
The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.
*You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity

You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.
You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.
*You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.
*You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

After Sentencing

*If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.
*You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.
*If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.
*If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.
*You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights:
Victim's Signature: Date:

Agency Name	Agency Phone Number	Report Number	Officer Name and Number
	( ) -		

Narrative:

The Victim/Witness Assistance Division of the Lake County State's Attorney's Office was created to ensure that the rights of the victims are enforced and resources are available to you. For more information on the criminal case please call the **Lake County State's Attorney at (847) 377-3000** or email at **victimservices@lakecountyil.gov**.

Below is a list of local resources available for victim support:

A Safe Place:	(847) 249-4450	Zacharias Sexual Abuse Center:	(847) 872-7799	Automated Victim Notification System:	(866) 566-8439
Catholic Charities:	(847) 782-4000	Order of Protection Assistance(D100):	(847) 360-6471		(TTY)(877) 502-2423
L.C. Health Dept.:	(847) 478-5510	Elder Abuse Hotline:	(866) 800-1409	Illinois Attorney General's Office:	(800) 228-3368
				Crime Victim Services:	(800) 228-3368

www.lcsao.org www.facebook.com/lakecountyilsao @saolakecountyil

CITY OF HIGHLAND PARK

DEPARTMENT OF POLICE

CRIMINAL SEXUAL ASSAULT CHECK-LIST

FIRST RESPONDING OFFICER

____ **Note exact time of victim's report**

____ **Determine the exact location of the commission of the offense. Be aware of multiple scenes. Is there evidence that physical force was employed by the offender?**

____ **Secure the crime scene and contact Investigations personnel.**

**** **Do not disturb the crime scene! Evidence work should not be initiated until Investigators are present at the scene, unless exigent circumstances dictate the immediate collection because of the imminent destruction of the evidence.**

____ **Do not allow the victim to bathe prior to a medical examination**

____ **Obtain a detailed description of the offender and vehicle (if used). Transmit a local lookout, Type 3 teletype and ISPERN message containing suspect and vehicle information as soon as possible.**

____ **Conduct a thorough canvass of the area for anyone who could have seen or heard the events. Obtain names and addresses. Notify investigators immediately with any critical information.**

____ **Advise investigators if victim feels they could provide a composite drawing.**

EVIDENCE TECHNICIANS

____ **Video-tape the crime scene prior to the collection of any evidence.**

____ **All clothing worn by the victim and the suspect at the time of the assault must be collected and retained as evidence, even if the assault occurred days earlier. Each item should be packaged separately in paper packaging.**

____ **Photograph:**

- **Injuries sustained by the victim/offender**
- **Signs of a struggle at the crime scene**
- **Torn clothing**
- **Footwear or tire impressions**
- **Buttons or other items left at the scene**
- **Blood or semen stains**
- **fingerprints**

____ **The Investigator and E.T. will do a final walk-thru of the crime scene prior to releasing the scene.**

INVESTIGATORS

INVESTIGATION:

____ **Check sex offender registries for any sex offenders residing, working or attending school in the area. Do any fit the description of the offender?**

____ **Accompany the victim for a SANE nurse examination and collect/maintain chain of custody on any evidence obtained. Submit to crime lab for analysis.**

____ **Consider a SANE examination of the suspect for potential evidence.**

____ **Organize crime scene search and recovery of evidence.**

____ **Consult with States Attorney's Office to obtain search and/or arrest warrants, subpoena's, etc. when necessary.**

INTERVIEW OF VICTIM:

____ **To whom did the victim make the first report of the offense? Interview that person.**

____ **Was the victim's report made voluntarily or was it the result of persuasion?**

____ **Was the report made as soon as possible after the act took place? What reasons are given for any delay?**

____ **Does the victim know the offender? What is the victim's relationship to the accused? Were they previously acquainted? How often did they see each other? What were the typical circumstances of their meetings? Had the accused ever made advances toward the victim in the past? If so, how many times? What was victim's response to these advances?**

____ **Was a weapon used? If so, obtain a detailed description**

____ **Did the victim resist? If so, what was the nature and degree of resistance? The duration?**

____ **What if anything did the offender say at the crime scene? Compare with any witnesses. Is there voice recognition?**

____ **What if anything did the victim say at the crime scene? Did she scream? Compare with witnesses. Is there voice recognition?**

____ **How did the victim and offender get to the crime scene? What routes were taken getting there?**

____ **Determine the movements of the offender and the victim subsequent to the offense. Paths followed, roads used, places passed, persons seen, etc.**

____ **Were there any other places or persons visited by the victim and offender prior to the assault?**

____ **What are the results of the medical examination? Does it offer proof of the use of violence? Resistance? Penetration?**

____ **Is there a previous history of similar occurrences or related offenses in which the present complainant was the victim?**

____ **What is the victim's employment and marital status? What is the victim's relationship with their family? Could there be a motive for a false accusation?**

____ **Obtain written statement**

SUSPECT INTERVIEW:

____ **Develop appropriate themes for the interview**

____ **Does the suspect have an alibi?**

____ **Obtain a timeline of the suspects movements during a broad period of time, including at the time the assault occurred. Verify his statements. Does he have any documentation?**

____ **Does suspect have a criminal history? Any previous involvement in similar or related offenses?**

____ **Who does the suspect associate with? Interview them.**

____ **Obtain written statement.**

MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT*

MEDICAL AND FORENSIC SERVICES

Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now but it is important to know that critical evidence may be lost if you change clothes; take a bath, shower or douche; use the restroom; eat; smoke; or perform oral hygiene, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or until your 23rd birthday, if you are under the age of 18. You can consent to test the evidence at any time during this period.

You will NOT be billed for any services provided in the emergency room. In addition, if eligible, the hospital will give you a voucher for 90 days of follow-up care.

HOSPITAL INFORMATION

The nearest hospital which provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Hospital Address

This hospital employs a Sexual Assault Nurse Examiner: Yes / No / Unknown (Circle One)

Complete BOTH SIDES of this form.

*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

1

STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for five (5) years from today's date, _____.

If you are under 18 years of age, this evidence will be stored until your 23rd birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

A consent form for the testing of this evidence may be signed at any time during the storage period. This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

Law Enforcement Agency **Highland Park Police Department**
Address **1677 Old Deerfield Road, Highland Park, IL 60035**
Phone Number **847-432-7730**
Report Number

Rape Crisis Center **Zacharias Sexual Abuse Center**
Address **4275 Old Grand Avenue, Gurnee, IL 60031**
Phone Number **847-872-7799**

*This form shall be provided to a victim who has not signed a consent form to test evidence at the hospital, by a law enforcement officer, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 134

(Reviewed: 07/06/20) (Revised 6/6/19)(Revised: 9/13/17) (Revised: 3/10/15) (Effective: 12/8/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **DEPARTMENT RECOGNITION**

PURPOSE

The Department shall acknowledge individual and/or group acts or work performance worthy of recognition. Management may use commendations and/or the presentation of awards in recognition of commendable acts and accomplishments.

DEFINITIONS

Award Medal – A customized award medallion with corresponding-color clutch-back "drape-style" ribbon. Each Award Medal also has a corresponding enamel slide bar.

Enamel Slide Bar (Bar) – A Blackington brand rectangular, device of unique color(s), 1 3/8' x 3/8', with a gold border and ability to fit in a Blackington, 3/8' "CAB Slide Bar holder."

Extreme Risk - A condition that is highly likely to produce imminent death (e.g., an armed person has threatened to murder a police officer and then pointed a pistol at the 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).

PROCEDURE

Attachment A contains appropriate precedence and medal/ribbon/bar model numbers.

A. Valor, Honor, and Achievement Awards

1. The following awards are established for recognition of exceptional service by Department employees:

   a. Medal of Valor - Blue Ribbon Medal and Corresponding Bar

      To be awarded for an act of bravery or heroism performed under extreme life threatening circumstances or personal risk or to recognize an officer who has performed an act of bravery displaying an extreme amount of courage while knowingly facing imminent danger.

   b. Medal of Distinguished Service – White and Blue Ribbon Medal and Corresponding Bar

      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.

   c. Medal for Meritorious Service - White Ribbon Medal and Corresponding Bar

      To 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 goal of the Department.

   d. Meritorious Unit Award - Red and White Bar

      To be awarded to any identifiable 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. This award should not be used in place of individual medals if the act of one or more individuals in the unit merits 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.

   e. Meritorious Group Award - Red and White and Red Bar

      To be awarded to any group of Department employees who represent less than a full identifiable subdivision of the Department, or who are not assigned together as a subgroup, 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. This award should not be used in place of individual awards if the act of one or more individuals involved merits such award on its own.

   f. Chief's Commendation – Green Bar with Gold Star(s) (Subsequent ribbons with additional stars at employee’s expense)

      To be awarded for an act giving evidence 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. It may also be awarded to an employee(s) for an act which results in the saving of a life in which no personal risk is involved.

g. Letter of Commendation

A commendation issued to any employee or any identifiable subdivision or group of the Department by a supervisor, and approved by the Chief of Police, to acknowledge exceptional performance or the receipt of praise from a citizen.

B. Awards Board

1. Awards Review Board Design

An Awards Review Board will be established which shall consist of the Chief of Police and the Supervisory Staff.

2. Awards Review Board Responsibility

The Awards Review Board will review all nominations for employee or citizen awards, with the exception of Chief's or Supervisor's Letters of Commendation.

a. The Board shall review and discuss all facts and determine the category of award.

b. The Board shall confirm or deny the presentation of each award by a majority vote. In the event of a tie, the vote of the Chief of Police, or a designee, will be counted a second time.

c. 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 memorandum.

C. Nomination Procedure

1. 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.

2. The nomination shall be in the form of a To/From Memorandum to the Chief of Police, via the chain of command, documenting the employee's conduct.

3. The format of the awards recommendation memorandum will be as follows:

a. Synopsis of the incident
b. Facts pertinent to the recommendation
c. Recommendation
d. Chief's comment block
e. Chief of Police approval/disapproval

D. Presentation and Recording

1. 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.

2. Letters of Commendation shall be personally presented to recipients by the employee's immediate supervisor. All other awards will be presented by the Chief of Police or designee.

3. A corresponding colored uniform slide bar will be issued and may be worn by the recipient while on duty in uniform. Slide Bars will be worn on dress occasions such as, parades, funerals, ceremonies, and while attending court for trials. Slide bars will be worn in the following manner:

   a. The slide bar device will be worn on the uniform shirt or dress blouse 1/4" above and centered on the name tag. Bar(s) are not to be worn on sweaters or jackets. Additional bars are worn horizontally in appropriate metal slide holders. Enamel bars are worn no more than three per row with the highest precedence award worn on the top row, inside (closest to sternum) position (or centered if single bar in row): Medal of Valor, Medal of Distinguished Service, Medal for Meritorious Service, Meritorious Unit Award, Meritorious Group Award, Skill Bars (in precedence outlined in section E). Employees may opt to wear only the top three bars of award precedence in lieu of their entire earned "slide bar rack" at their discretion.

   b. When a recipient receives a second award of the same type, a bar with a star(s), or numeral, will be issued and worn on the uniform.

E. Skill Recognition Bars

1. A Department employee who has achieved a specific skill through a Department SPURS process or other extensive training may wear a corresponding skill bar. An employee is eligible to wear a skill bar providing they are fully trained and certified in the skill, have been active in the skill program for a minimum of two (2) years, are active participants in utilizing the skill, and receive a letter of recommendation from the team/unit supervisor. An employee meeting the qualifications may apply for bar wear through their immediate supervisor in memo format. An employee may continue to wear the ribbon upon leaving a team/skill in good standing providing the above parameters have previously been met. The following skills are recognized for slide bar wear. (After June 1, 2017 skill qualifications and other eligible ribbons will be provided by the Department. Eligible employees qualified prior to June 1, 2017 may optionally purchase these ribbons at their own expense.) (The above process also applies to employees who would have been previously eligible for the same award but has since honorably, and in good standing, left that skill per their current immediate supervisor's approval. i.e. promotion or end of fixed tenure.) Skill slide bar(s) may be worn below valor, honor, and achievement bars in the following order:

   a. U.S. Military Veteran (Must provide DD-214)
   b. NUCPS Staff and Command
   c. Investigations Unit
   d. Traffic Unit (Sworn)
   e. FTO
   f. Firearms Instructor
   g. Certified Investigator on Fire Arson Team
   h. Certified Accident Investigator on Accident Team
   i. Bike Unit
   j. Medical Training Unit Certified Instructor
   k. Drug Recognition Expert
   l. Certified Rapid Deployment and/or Taser and/or Defensive Tactics Instructor
   m. Education Achievement. Recipient of an Associate's, Bachelor's, or Master's degree from an accredited college or university.
   n. Years of Service – 5, 10, 15, 20, 25, 30, 35, 40
   o. Certified Truck Enforcement Officer
   p. Evidence Team

2. The Chief of Police may authorize any additional special awards, at any time, for any purpose via addendum to this General Order without special dissemination.

F. Citizen Recognition

1. 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:

    a. 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.

    b. 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 Police Department in carrying out its mission.

    c. 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 Police 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 Police Department.

    d. Citizen Commendation

        A letter of commendation is awarded to a private citizen for significant assistance rendered to the Police 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.

2. The nominating procedure for citizen awards shall follow the same format as that for employee nomination (Section C).

3. A citizen recognition award shall be presented personally by the Chief of Police, or a designee, at an appropriate time and place. The nominator may attend the award ceremony.

This general order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

Precedence of Awards and Blackington Model Numbers:

- Medal of Valor - Blue Slide Bar (A7140-DR6_17) (Medal A8365-RC5)
- Medal of Distinguished Service – White and Blue Slide Bar (White A7141-DR6_17) (Medal A8365-RC6)
- Medal for Meritorious Service - White Slide Bar (A7140-White) (Medal A8365-RC_20)
- Meritorious Unit Award - Red and White Slide Bar (A7141-DR4_6/White)
- Meritorious Group Award - Red and White and Red Slide Bar (A7142-DR4_6/White/DR4_6)
- Chief's Commendation – Green Slide Bar with Gold Star(s) (A7140-C through H -DR7_5, 1-7 Stars for multiple awards (Numerals for 8+)) (subsequent awards with additional stars at employees expense)

Skill Awards:

- U.S. Military Veteran (Must provide DD-214) (J206-ARM/NAV/AF/MC/CG)
- NUCPS Staff and Command (NUCPS Provided)
- Investigations Unit (A1177-A)
- Traffic Unit (Sworn) (A11177)
- FTO (J203-FT)
- Firearms Instructor (A11177-M)
- Certified Investigator on Fire Arson Team (A11416)
- Certified Accident Investigator on Accident Team (A12020)
- Bike Unit (A10341)
- Medical Training Unit Certified Instructor (J203-EM)
- Drug Recognition Expert (A12224)
- Certified Rapid Deployment/Taser/Defensive Tactics Instructor (A12231)
- Certified Truck Enforcement Officer (A12339)
- Education (A7140-Black-“A” for Associate’s, “B” for Bachelor’s, “M” for Master’s)
- Years of Service (A7142-G “5”/A7142-M “10”/A7142-P “15” /Q “20”/R “25”/S “30”/T “35”/U “40”)(White/DR6_8/White)

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 135

(Reviewed: 07/06/20) (Effective: 12/8/04)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **USE OF INFORMANTS**

PURPOSE

The purpose of this order is to establish guidelines that will provide for the efficient and effective use of all informants used by the City of Highland Park.

PROCEDURE

A. Use of Informants

1. 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 Section Commander as an operational necessity.

2. When an informant is recruited, the Investigations Section Commander shall draw a confidential informant (CI) number from the logbook. The Informant Master File logbook shall be retained by the Investigations Section Commander in a secure location.

3. 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 check of the informant
   c. Verification of residence, address, telephone and place of employment
   d. Completion of Personal History Form (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 a signed waiver (Attachment B)
   i. A debriefing statement of the informant
   j. Completion of the confidential informant checklist (Attachment C)

4. Maintenance of the informant file.

   No person shall be allowed access to informant files without the express permission of the Investigations Section Commander. Each informant file shall contain a File Review Sheet (Attachment D) detailing the time, date, reason, and person inspecting the file. The Investigations

Section Commander shall keep the informant files in a secure location within the Investigations Section.

5. Security of the informant file.

   a. The Investigations Section Commander will maintain security of the informant file and will be responsible and accountable for informant activity.

   b. Only the Chief of Police, the Deputy Chief, the Investigations Commander, and the Investigations Sergeant have direct access to the informant file.

6. Other methods to protect identity of informants.

   All informants shall be subject to the following control measures:

   a. Understanding of the amount and method of informant payments, if any.

   b. Understanding of the restrictions placed on the expenditure of advance money by the informant.

   c. Understanding of the procedures to be followed in establishing contacts and meetings.

   d. Understanding of the procedures to be followed if the informant is arrested.

   e. Understanding of the informant's testimony requirements and obligations.

   f. Understanding of the Department's limitations in protecting the identity of the informant.

   g. Understanding of the Department's future obligations to the informant once contact has been completed.

   h. A complete acknowledgment of Attachment B, the "Confidential Informant Advisement Form" 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 Highland Park Police Department.

7. Criteria for paying informants.

   The Department will <u>not</u> 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).

   a. Fees paid to informants shall be predicated upon:

      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. The informant shall sign a receipt (Attachment E) with his full real name for any payments received.

8. 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.

9. Special precautions with juvenile informants.

   Juveniles will not be used as informants unless the Chief of Police or designee grants approval and appropriate waivers are signed by parents or guardians.

10. All informants identified by the Patrol Division will be brought to the attention of an Investigations Section supervisor for enrollment in the informant master file and will be subject to the same procedures and controls.

B. Confidential Fund Control

1. Accessibility

   Disbursements of confidential funds are subject to fiscal controls, including proper receipt and record. The Investigations Section Commander shall be responsible and accountable for the funds and their disbursement. The Investigations Section Commander has authority for the disbursement of confidential funds and shall ensure that the following conditions are met:

   a. The funds are being expended to accomplish a legitimate police purpose.

   b. A receipt is obtained, and a record of each expense is prepared and filed.

   c. Filing of an expense justification 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.

   d. The confidential informant must sign the payment voucher (Attachment E) before any monies can be paid. Advance payments will not be allowed unless authorized by the Investigations Section Commander.

   e. Payouts of confidential funds in excess of $100.00 must have approval of the Chief of Police.

2. Accounting

   The Investigations Section Commander will retain a logbook detailing all money currently in use for ongoing investigations, on hand at present and having been spent.

3. Auditing

   Auditing of the confidential funds will occur on a monthly basis and will be conducted by the Deputy Chief of Administrative Services or designee. Additional or surprise audits will be conducted and documented at the direction of the Chief of Police or Finance Department Director. The Chief of Police retains the right and authority to make unannounced audits of the investigative funds to ensure:

   a. Adherence to the procedures set forth in this directive
   b. Proper fiscal control measures are being followed

C. Criteria for Use of Confidential Funds

1. The Department allocates special funds to the Investigations Unit for expenses incurred pursuant to:

   a. Informant operations
   b. Drug buys
   c. Liquor law violation investigations
   d. Gambling law violation investigations
   e. Vice investigations
   f. The use of “flash” money
   g. The use of “props”
   h. Other investigations for which formal Department purchase and expense procedures cannot be followed

2. 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 Investigations Unit Commander in a secure location.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

HIGHLAND PARK POLICE DEPARTMENT
PERSONAL HISTORY REPORT

1. C/I #:	2. Date:	3. Type of Report: Arrest ☐ Information ☐	4. Case Ofc: ID #	5. Zone/Unit:	6: Typed by:
7. CI Name:		8. Arrest #:	9. Place of Interview:		10. Time Begun:
11. Interviewed by:			12. Others Present:		

I. DESCRIPTIVE AND IDENTIFYING DATA

13. Full Name:			14. Alias/Nickname:		15. Maiden Name:	
16. Address:		17. City:	18. State:	19. How Long:	20. Telephone:	
21. Previous Address:		22. City:	23. State:	24. How Long:	25. Telephone:	
26. Sex: ☐ Male ☐ Female	27. Race:	28. Height:	29. Weight:	30. Age:	31. DOB:	Alias DOB:	32. Place of Birth:
33. Citizenship:	34. Hair:	35. Facial Hair: ☐ Beard ☐ Sideburns ☐ Mustache ☐ None	36. Eyes:	37. Glasses:	38: Build:	39. Complexion:	40. Social Security #:
41. Drivers License #: State:			42: Scars/Marks:		43: Tattoos (Type and Location):	

44. Attire:	45. Visible Injuries:
46. Automobile (Year, Color, Make, Model):	47. License (Year, State, #):
48. Automobile (Year, Color, Make, Model):	49. License (Year, State, #):

50. Employer:	51. Address:	52. Occupation:	53. Length:
54. Previous Employer:	55. Address:	56. Occupation:	57. Length:

II. CURRENT ARREST DATA

58. Date of Arrest:	59. Time of Arrest:	60: Location of Arrest: County: City:		
		Street Name and Number:		State:
61. Arresting Agents:		62. Other Officers Present:		63. Other Agency:
64. Charges:		65. Date of Offense:	66. Statute: Chapter: Section:	67. Crime Code(s):
68. Defendant Transported:		69. Transported by:		70. Time:
71. Rights Given: ☐ Yes ☐ No	72. Given by:	73. Time:	74. LEADS/NCIC Checked by:	
75. Caution Codes: ☐ Attempted Suicide ☐ Drug Use ☐ Resisted Arrest ☐ Armed with Weapon ☐ Alcohol Use ☐ Violent ☐ Medical Condition ☐ Impersonating Opposite Sex ☐ History of Admissions to Mental Facility				
76. Fingerprint Cards Submitted by:		77. FBI #: ISP #: C.P.D. IR #: Public Aid #: Alien ID #: FOID #:		
78. Gang/Organizational Affiliation:		79. Person(s) Contacted:		

THIS DOCUMENT IS THE PROPERTY OF THE HIGHLAND PARK POLICE DEPARTMENT AND ITS CONTENTS ARE NOT TO BE DISSEMINATED OUTSIDE THE AGENCY

III. PERSONAL DATA

80. Marital Status:	81. Times Married:	82. Dates Married:	83. Places Married:	84. Times Divorced:	85. Dates Divorced:	86. Places Divorced:
87. Present Spouse:		88. Maiden Name:		89. Date of Birth:	90. Occupation:	
91. Previous Spouse:		92. Address:		93: Previous Spouse:	94: Address:	
95. Father:		96. Address:		97. Mother:	98. Address:	
99. Father-in-Law:		100. Address:		101. Mother-in-Law:	102: Address:	
103. Sister/Brother:		104: Address:		105: Sister/Brother:	106. Address:	
107. Sister/Brother:		108: Address:		109: Sister/Brother:	110. Address:	
111. Children: 112. Age		113. Children: 114. Age:		115. Children: 116. Age:		
117. Children: 118. Age		119. Children: 120. Age:		121. Children: 122. Age:		
123. Military Service (Branch):	124: Dates:	125. Rank Attained:	126. Job Assignment:	127. Service #:	128. Type of Discharge:	
129. Read: ☐ Yes ☐ No	130. Write: ☐ Yes ☐ No	131. Registered Voter: ☐ Yes ☐ No	132. County:	133. Union Member:	134. Union and Local #:	
135. High School Attended:		136. Years:	137. College Attended:			138. Years:
139. Doing Business as Sole Proprietor or Partnership: ☐ Yes ☐ No Business Name:			140. Address:		141. Partners:	
142. Officer, Director, or Principal Stockholder in any Corporation: ☐ Yes ☐No Corporation Name:				143. Pay Property Tax: ☐ Yes ☐ No	144. County:	State:
145. Bank:		146. Type of Accounts:		147. Maintain Cash in Safety Deposit Box: ☐ Yes ☐ No Where:		
148. Loans Outstanding:				149. Attorney:		

IV. ARREST/DRUG DATA

150. Previous Arrest/Charge:	151. Date:	152. Co-Defendants:	153. Arresting Agency:	154. Disposition:
155. Previous Arrest/Charge:	156. Date:	157. Co-Defendants:	158. Arresting Agency:	159. Disposition:
160. Previous Arrest/Charge:	161. Date:	162. Co-Defendants:	163. Arresting Agency:	164. Disposition:
165. Addicted to Drugs: ☐ Yes ☐ No	166. Habitually Used: ☐ Yes ☐ No	167. Drugs Used:		168. Date First Used:
169. Source of Drugs:		170. Drug Associates:		
171. Addiction Cures Attempted: ☐ Federal ☐ State ☐ County ☐ Private	172. Length of Treatment:	173. Location:		174. Time Interview Ended:

HIGHLAND PARK POLICE DEPARTMENT
CONFIDENTIAL INFORMANT ADVISEMENT FORM

I, _____, the undersigned, understand that while I am a ***CONFIDENTIAL INFORMANT*** for the ***HIGHLAND PARK 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 Highland Park 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 Highland Park 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 Highland Park 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 Highland Park 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 Highland Park 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: _____

HIGHLAND PARK 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: _____

HIGHLAND PARK POLICE DEPARTMENT
CONFIDENTIAL INFORMANT FILE ACTIVITY LOG

CI NUMBER			**CI NAME**		
PHOTOGRAPH	DATE		FINGERPRINTS		
ADVISEMENT FORM			PERSONAL HISTORY		
ACTIVITY	**Date/Time**	**ID #**	**ACTIVITY**	**Date/Time**	**ID #**

HIGHLAND PARK POLICE DEPARTMENT
CONFIDENTIAL FUNDS
INFORMANT RECEIPT

DATE	CASE NUMBER	DEFENDANT NAME

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 ID# DATE FICTITIOUS NAME INFORMANT #

_____ _____
WITNESSED BY ID # DATE REAL NAME DATE

REMARKS:

Attachment F

HIGHLAND PARK POLICE DEPARTMENT
CONFIDENTIAL FUNDS
CASHIER RECEIPT/EXPENDITURE DETAIL

DATE	CASE NUMBER	DEFENDANT NAME

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 (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 _____ DIFFERENCE* _____
AMOUNT DEPOSITING _____

***IF DIFFERENCE IS GREATER THAN 0, COMPLETE THE FOLLOWING:**

EXHIBIT #	UNITS	SPECIFY AND DESCRIBE ITEM	DRUG WT. IN GRAMS	I. COST	STORAGE LOCATION

Attachment G

HIGHLAND PARK POLICE DEPARTMENT

CONFIDENTIAL FUNDS - MONTHLY STATEMENT

BALANCE FORWARD (A) $_____

II. DETAIL TRANSACTIONS

	CASE #	DATE	WITHDRAWAL AMOUNT (B)	DEPOSIT AMOUNT (C)	PURCHASE	
					AMOUNT (D)	REASON
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
		TOTALS				

BALANCE FORWARD CALCULATION:

BALANCE FORWARD (A) _____

TOTAL B **-** _____

TOTAL C **+** _____

TOTAL D **-** _____

= _____ **NEW BALANCE FORWARD**

DATE _____ **SIGNATURE** _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 136
(Revised: 07/06/20) (Att. Update: 2/9/12) (Effective: 8/12/05)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ARREST/DETENTION OF FOREIGN NATIONALS**

PURPOSE

The purpose of this General Order is to provide written policy and procedure concerning the arrest and/or detention of foreign nationals.

POLICY

It is the policy of the Highland Park Police Department to comply with all United States Government treaty obligations regarding the arrest, detention and incarceration of foreign nationals within the City of Highland Park.

DEFINITIONS

Arrest - Any arrest, detention or other commitment to custody which results in a foreign national being incarcerated for more than a few hours would trigger the consular notification requirements under this procedure. A brief traffic stop, or an arrest which results in a citation and release at the scene for an infraction or misdemeanor would not require that consular notification be provided. Conversely, requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger the consular notification requirements, particularly if the detention lasts for a number of hours or overnight. The longer a detention continues, the more likely it is that a reasonable person would conclude that the consular notification obligation is triggered.

Foreign national – any person who is not a U.S. citizen. The term foreign national and alien are used interchangeably. Resident aliens who have a resident alien registration card, commonly known as a "green card," must be considered foreign nationals for the purposes of consular notification, as are undocumented (or “illegal”) aliens.

Consular officer or consul - a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. The term "consul" should not be confused with "Counsel", which means an attorney authorized to provide legal counsel and advice.

Diplomat - an official of a foreign government assigned to an embassy in Washington, D.C. Diplomats may also perform consular functions, and should be treated the same as a consular officer.

“Special Rule” notification - arrests or detentions of foreign nationals from specific countries require notification to the consulate of the foreign national regardless of whether the foreign national desires notification be made. These countries are listed in Attachment A and can also be found on the U.S. Department of State Website at http://travel.state.gov/law/notification1.html#mandatory.

"Basic Rule" notification - if the detained foreign national is a citizen of a country not on the "Special Rule" list, the requirement is that the foreign national be informed "without delay" (Definition G) of the option to have his/her government's consular representatives notified of the detention. If the detainee requests notification, a responsible detaining official must ensure that notification is given to the nearest consulate of the detainee's country, also "without delay."

"Without Delay" – term contained in the Vienna Convention on Consular Relations generally understood to mean that there should be no deliberate delay, and that notification should occur as soon as reasonably possible under the circumstances. Nevertheless, notification to consular officials should have been made within the first 24 hours of the detention, and certainly within 72 hours.

PROCEDURE

A. Consular Notification Process

1. The notification process will begin at the time the arrested foreign national is brought to the police station for booking. The arresting officer will be responsible for implementing the notification process. (See Attachment F for a graphic of this process.)

2. Determine the foreign national's country - in the absence of other information, assume it is the country on whose passport or other travel document the foreign national travels. Absent any citizenship documentation or other evidence to the contrary, accept the foreign national's own statement as to nationality.

3. Determine whether or not the foreign national's country is on the "Special Rule" notification list (Attachment A). Once "Special Rule" or "Basic Rule" status has been determined, follow the procedures outlined below.

    a. "Special Rule" Notification

        (1) Notify the consulate of the foreign national's country via fax. Notification should occur as soon as is reasonably possible under the circumstances, but in no case longer than the end of the booking shift. Notification must be made regardless of whether the foreign national desires notification. (For phone and fax numbers – see Attachment B; this contact information can also be found on the State Department web site at http://travel.state.gov/law/notification6.html#phone).

        (2) Inform the foreign national of the mandatory notification of detention to the consulate of the foreign national's country using the "Statements to Arrested or Detained Foreign Nationals form." (See Attachment C) Attach the signed form to the incident report.

    b. "Basic Rule" Notification

        (1) Inform the foreign national "without delay" of the right to notification of detention to the consulate of the foreign national's country using the "Statements to Arrested or Detained Foreign Nationals form." (See Attachment C). Attach the signed form to the incident report.

        (2) If the foreign national requests notification, contact the nearest consulate of the foreign national's country "without delay" (for phone and fax numbers - see Attachment B).

    c. Documentation of Notification

(1) Notification by fax is strongly encouraged. The fax sheet (Attachment E) and the fax confirmation receipt can be attached to the offense report to document the notification of detention.

(2) If notification is made by telephone, the arresting officer will note on the offense report the name and location of the embassy or consulate notified, the name of the person to whom the information was given, and the date and time notification was made.

B. Facility Access/Visitation Privileges of Consular Officers

1. Consular officers and diplomats will be afforded the same access and visitation privileges as attorneys. Consular officers and diplomats will be required to adhere to the same visitation guidelines as attorneys.

2. Consular officers or diplomats must have proper identification to gain facility access. Diplomats and consular officers have identification cards issued by the Department of State (For examples and telephone numbers to authenticate - see Attachment D).

D. Death of a Foreign National

1. Death of a foreign national in the custody of the Highland Park Police Department will be subject to the guidelines outlined in General Order 37.

2. In addition to the above procedures, notification of the death must be made immediately to the nearest consulate of the national's country. The notification will be documented in the incident report documenting the death of the inmate.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

ATTACHMENT A:

The following countries and jurisdictions require consular notification as of 01-04-12:
http://www.travel.state.gov/law/consular/consular_5125.html

Albania
Algeria
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas
Barbados
Belarus
Belize
Brunei
Bulgaria
China (including Macao and Hong Kong)[1]
Costa Rica
Cyprus
Czech Republic
Dominica
Fiji
Gambia
Georgia
Ghana
Grenada
Guyana
Hungary
Jamaica
Kazakhstan
Kiribati
Kuwait
Kyrgyzstan
Malaysia
Malta
Mauritius
Moldova
Mongolia
Nigeria
Philippines
Poland[2]
Romania
Russia
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia
Tajikistan
Tanzania
Tonga
Trinidad and Tobago
Tunisia
Turkmenistan
Tuvalu
Ukraine
United Kingdom[3]
Uzbekistan
Zambia
Zimbabwe

[1]Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request. TECRO's offices are listed on pages 126-127 in the Consular Notification and Access Manual; see also footnote 128 on page 66 of the manual.

[2]Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., "green card" holders). Otherwise, upon the national's request. See the question "But since 'green card' holders are living in the United States permanently, why can't I ignore consular notification requirements for them?" on page 12 of the manual; see also footnote 18 on page 43 of the manual.

[3]The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate. For advice on how to ascertain whether an arrested or detained person is a British national, see the question "What about British nationals" on page 24 of the manual. For the U.S.–U.K. convention, see footnote 30 on page 47 of the manual.

Notification statements in various languages can be downloaded and printed at the following website: http://travel.state.gov/law/consular/consular_5126.html

ATTACHMENT B:

Foreign Embassies and Consulates in the United States

The following information provides the short-form name of the country, followed by telephone and fax numbers as currently available to the Department of State. Consular notification should be made to the listed location nearest to the place of arrest or detention. Washington, DC information is generally for embassies to the United States; numbers for other locations are for consular offices outside of Washington or, in the case of some countries without embassies or consular offices in the United States, for the country's mission to the United Nations in New York. Corrections to the listed numbers may be provided to the Department of State's Office of Public Affairs and Policy Coordination for Consular Affairs, telephone 202-647-4415; facsimile 202-736-7559. An updated version of the list below can be found on the Department of State web site at http://travel.state.gov/law/notification6.html#phone.

In a few instances an entity that is not recognized as a country is listed because aliens may be traveling in the United States on travel documents issued by that entity. In addition, some aliens may still be traveling in the United States on documents issued by the former Union of Soviet Socialist Republics (U.S.S.R.), the former Socialist Federal Republic of Yugoslavia, and the former Socialist Federal Republic of Czechoslovakia. The successor states or entities of these three former countries are as follows:

Former U.S.S.R:
Armenia
Azerbaijan
Belarus
Georgia
Kazakhstan
Kyrgyzstan
Moldova
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

Former Yugoslavia:
Bosnia and Herzegovina
Croatia
Macedonia, the Former Yugoslav Republic of
Serbia and Montenegro (Passports may indicate "Federal Republic of Yugoslavia.")
Slovenia

Former Czechoslovakia:
Czech Republic
Slovakia

Contact information for foreign consular offices in the United States can be located at the following website:
http://travel.state.gov/law/consular/consular_745.html

Phone and Fax Numbers for Foreign Embassies and Consulates in the U.S. as of 01-04-12

(Where a Chicago office is not available, an alternative office is listed)

Afghanistan
Washington, DC (202) 298-9125; fax (202) 298-9126
Albania
Washington, DC (202) 223-4942; fax (202) 628-7342
Algeria
Washington, DC (202) 265-2800; fax (202) 265-1978/265-3898
Andorra
New York, NY (212) 750-8064; fax (212) 750-6630
Angola
Washington, DC (202) 785-1156; fax (202) 822-9049 or (202) 785-1258
Anguilla (see United Kingdom)
Antigua and Barbuda
Washington, DC (202) 362-5211; fax (202) 362-5225
Argentina
Chicago, IL (312) 819-2660; fax (312) 819-2626
Armenia
Washington, DC (202) 319-1976; fax (202) 319-2982
Australia
Chicago, IL (312) 419-1480; fax (312) 419-1499
Austria
Chicago, IL (312) 222-1515; fax (312) 222-4113
Azerbaijan
Washington, DC (202) 337-5912; fax (202) 337-5913
Bahamas, The
Washington, DC (202) 319-2660; fax (202) 319-2668
Bahrain
Washington, DC (202) 342-0741; fax (202) 362-2192
Bangladesh
Washington, DC (202) 244-0183; fax (202) 244-5366
Barbados
Washington, DC (202) 939-9200; fax (202) 332-7467
Belarus
Washington, DC (202) 986-1606; fax (202) 986-1805
Belgium
Washington, DC (202) 333-6900; fax (202) 338-4960
Belize
Washington, DC (202) 332-9636; fax (202) 332-6888
Benin
Washington, DC (202) 232-6656; fax (202) 265-1996

Bermuda (see United Kingdom)
Bhutan
New York, NY (212) 826-1919; fax (212) 826-2998
Bolivia
Chicago, IL (312) 473-4138; fax (312) 650-8997
Bosnia and Herzegovina
Chicago, IL (312) 951-1245; fax (312) 951-1043
Botswana
Washington, DC (202) 244-4990; fax (202) 244-4164
Brazil
Chicago, IL (312) 464-0244/213-0293; fax (312) 464-0299
British Virgin Islands (see United Kingdom)
Brunei
Washington, DC (202) 237-1838; fax (202) 885-0560
Bulgaria
Chicago, IL (312) 867-1904/05; fax (312) 867-1906
Burkina Faso
Washington, DC (202) 332-5577; fax (202) 667-1882
Burma (also known as Myanmar)
Washington, DC (202) 332-3044; fax (202) 332-4352
Burundi
Washington, DC (202) 342-2574/75; fax (202) 342-2578
Cambodia
Washington, DC (202) 726-7742; fax (202) 726-8381
Cameroon
Washington, DC (202) 265-8790; fax (202) 387-3826
Canada
Chicago, IL (312) 616-1860; fax (312) 616-1878
Cape Verde
Washington, DC (202) 965-6820; fax (202) 965-1207
Central African Republic
Washington, DC (202) 483-7800; fax: (202) 332-9893
Chad
Washington, DC (202) 462-4009; fax (202) 265-1937
Chile
Chicago, IL (312) 654-8780; fax (312) 654-8948
China
Chicago, IL (312) 803-0095; fax (312) 803-0110
Colombia
Chicago, IL (312) 923-1196; fax (312) 923-1197
Comoros
New York, NY (212) 972-8010; fax (212) 983-4712
Congo, Republic of (Brazzaville)
Washington, DC (202) 726-5500; fax (202) 726-1860

Congo, Democratic Republic of (Kinshasa)
Washington, DC (202) 234-7690; fax (202) 234-2609
Costa Rica
Chicago, IL (312) 263-2772; fax (312) 263-5807
Côte d'Ivoire (also known as Ivory Coast)
Washington, DC (202) 797-0300; fax (202) 462-9444
Croatia
Chicago, IL (312) 482-9902; fax (312) 482-9987
Cuba
Washington, DC (202) 797-8518/19/20; fax (202) 797-0606
Cyprus
Washington, DC (202) 462-5772; fax (202) 483-6710
Czech Republic
Chicago, IL (312) 861-1037; (312) 730-5179; fax (312) 861-1944
Denmark
Chicago, IL (312) 787-8780; fax (312) 787-8744
Djibouti
Washington, DC (202) 331-0270; fax (202) 331-0302
Dominica
Washington, DC (202) 364-6781; fax (202) 364-6791
Dominican Republic
Washington, DC (202) 332-6280; fax (202) 265-8057
Chicago, IL (773) 714-4924; fax (773) 714-4926
East Timor (see Timor-Leste)
Ecuador
Chicago, IL (312) 338-1002/03; fax (312) 338-1004
Egypt
Chicago, IL (312) 828-9162; fax (312) 828-9167
El Salvador
Chicago, IL (312) 332-1393/578-5390; fax (312) 332-4446
Equatorial Guinea
Washington, DC (202) 518-5700; fax (202) 518-5252
Eritrea
Washington, DC (202) 319-1991; fax (202) 319-1304
Estonia
Washington, DC (202) 588-0101; fax (202) 588-0108
Ethiopia
Washington, DC (202) 587-1683/84/85/86; fax (202) 587-0195
Fiji
Washington, DC (202) 337-8320; fax (202) 337-1996
Finland
Washington, DC (202) 298-5800; fax (202) 298-6030
France
Chicago, IL (312) 787-5359; fax (312) 664-4196

Gabon
Washington, DC (202) 797-1000; fax (202) 332-0668
Gambia, The
Washington, DC (202) 785-1399; fax (202) 785-1430
Georgia
Washington, DC (202) 387-9153; fax (202) 387-0864
Germany
Chicago, IL (312) 202-0480; fax (312) 202-0466
Ghana
Washington, DC (202) 686-4520; fax (202) 686-4527
Greece
Chicago, IL (312) 335-3915; fax (312) 335-3958
Grenada
Washington, DC (202) 265-2561; fax (202) 265-2468
Guatemala
Chicago, IL (312) 332-1587/3170; fax (312) 332-4256
Guinea
Washington, DC (202) 986-4300; fax (202) 986-4800
Guinea-Bisau
New York, NY (917) 645-7931
Guyana
Washington, DC (202) 265-6900; fax (202) 232-1297
Haiti
Chicago, IL (312) 922-4004; fax (312) 922-7122
Holy See
Washington, DC (202) 333-7121; fax (202) 337-4036
Honduras
Chicago, IL (773) 342-8281/89; fax (773) 342-8293
Hong Kong (see China)
Hungary
Chicago, IL (312) 670-4079; fax (312) 670-4276
Iceland
Washington, DC (202) 265-6653; fax (202) 265-6656
India
Chicago, IL (312) 595-0405/1410; fax (312) 595-0416/17
Indonesia
Chicago, IL (312) 595-1777; fax (312) 595-9952
Iran
Washington, DC (202) 965-4990; fax (202) 965-1073
Iraq
Washington, DC (202) 483-7500; fax (202) 462-8815
Ireland
Chicago, IL (312) 337-1868; fax (312) 337-1954
Israel
Chicago, IL (312) 565-3300; fax (312) 565-3871

Italy
Chicago, IL (312) 467-1550/51/52/53 ext. 117; fax (312) 467-1335
Jamaica
Washington, DC (202) 452-0660; fax (202) 452-0036
Japan
Chicago, IL (312) 280-0400; fax (312) 280-9568
Jordan
Washington, DC (202) 966-2664; fax (202) 686-4491
Kazakhstan
Washington, DC (202) 232-5488; fax (202) 232-5845
Kenya
Washington, DC (202) 387-6101; fax (202) 462-3829
Kiribati
Honolulu, HI (808) 521-7703; fax (808) 542-5159 (honorary consul)
Korea, North
New York, NY (646) 674-6000; fax (212) 972-3154 (U.N. Mission)
Korea, South
Chicago, IL (312) 822-9485; fax (312) 822-9849
Kosovo
Washington, DC (202) 380-3581; fax (202) 380-3628
Kuwait
Washington, DC (202) 966-0702; fax (202) 966-8468
Kyrgyzstan
Washington, DC (202) 449-9822; fax (202) 386-7550
Laos
Washington, DC (202) 332-6416/17; fax (202) 332-4923
Latvia
Washington, DC (202) 328-2840; fax (202) 328-2860
Lebanon
Washington, DC (202) 939-6300; fax (202) 939-6324
Lesotho
Washington, DC (202) 797-5533; fax (202) 234-6815
Liberia
Washington, DC (202) 723-0437; fax (202) 723-0436
Libya
Washington, DC (202) 994-9601; fax (202) 944-9603
Liechtenstein
Washington, DC (202) 331-0590; fax (202) 331-3221
Lithuania
Chicago, IL (312) 397-0382; fax (312) 397-0385
Luxembourg
Washington, DC (202) 265-4171; fax (202) 328-8270
Macao (see China)

Macedonia
Washington, DC (202) 667-0501; fax (202) 667-2131
Madagascar
Washington, DC (202) 265-5525; fax (202) 265-3034
Malawi
Washington, DC (202) 721-0270/72; fax (202) 721-0288
Malaysia
Washington, DC (202) 572-9755; fax (202) 572-9786
Maldives
New York, NY (212) 599-6195; fax (212) 972-3970 (U.N. Mission)
Mali
Washington, DC (202) 332-2249; fax (202) 332-6603
Malta
Washington, DC (202) 462-3611/12; fax (202) 387-5470
Marshall Islands
Washington, DC (212) 983-3040; fax (212) 983-3202
Mauritania
Washington, DC (202) 232-5700; fax (202) 319-2623
Mauritius
Washington, DC (202) 244-1491/92; fax (202) 966-0983
Mexico
Chicago, IL (312) 738-2023; (312) 523-4460; fax (312) 491-9072/9237
Micronesia, Federated States of
Washington, DC (202) 223-4383; fax 202-223-4391
Moldova
Washington, DC (202) 667-1130; fax (202) 667-1204
Monaco
Washington, DC (202) 234-1530; fax (202) 244-7656
Mongolia
Washington, DC (202) 333-7117; fax (202) 298-9227
Montenegro
Washington, DC (202) 234-6108; fax (202) 234-6109
Montserrat (see United Kingdom)
Morocco
Washington, DC (202) 462-7982; fax (202) 265-0161
Mozambique
Washington, DC (202) 293-7146; fax (202) 835-0245
Namibia
Washington, DC (202) 986-0540; fax (202) 986-0443
Nauru
Honolulu, HI (808) 532-7821
Nepal
Washington, DC (202) 667-4550; fax (202) 667-5534

Netherlands
Chicago, IL (877) 388-2443; fax (312) 856-9218
New Zealand
Washington, DC (202) 328-4800; fax (202) 667-5227
Nicaragua
Washington, DC (202) 939-6570; fax (202) 939-6545
Niger
Washington, DC (202) 483-4224/25/26/27; fax (202) 483-3169
Nigeria
Washington, DC (202) 986-8400; (202) 822-1557; fax (202) 362-5684
Norway
Washington, DC (202) 333-6000; fax (202) 337-0870
Oman
Washington, DC (202) 387-1980; fax (202) 745-4933
Pakistan
Chicago, IL (312)-781-1831/33; fax (312)-781-1839
Palau
Washington, DC (202) 452-6814; fax (202) 452-6281
Panama
Washington, DC (202) 483-1407; fax (202) 387-6141
Papua New Guinea
Washington, DC (202) 745-3680; fax (202) 745-3679
Paraguay
Washington, DC (202) 483-6960/61/62; fax (202) 234-4508
Peru
Chicago, IL (312) 853-6173; fax (312) 704-6969
Philippines
Chicago, IL (312) 332-6458/59; fax (312) 332-3657
Poland
Chicago, IL (312) 337-8166; fax (312) 337-7841
Portugal
Washington, DC (202) 232-7632; fax (202) 462-3726
Qatar
Washington, DC (202) 274-1600; fax (202) 237-0061
Romania
Chicago, IL (312) 573-1315/1991; fax (312) 573-9771
Russia
Washington, DC (202) 939-8907; fax (202) 483-7579
Rwanda
Washington, DC (202) 232-2882; fax (202) 232-4544
Saint Kitts and Nevis
Washington, DC (202) 686-2636; fax (202) 686-5740
Saint Lucia
Washington, DC (202) 364-6792; fax (202) 364-6723

Saint Vincent and the Grenadines
Washington, DC (202) 364-6730; fax (202) 364-6736
Samoa
New York, NY (212) 599-6196; fax (212) 599-0797
San Marino
New York, NY (212) 465-1012
Sao Tome and Principe
New York, NY (212) 697-4211; fax (212) 687-8389 (U.N. Mission)
Saudi Arabia
Washington, DC (202) 342-3800; fax (202) 944-3113
Senegal
Washington, DC (202) 234-0540; fax (202) 332-6315
Serbia
Chicago, IL (312) 670-6707; fax (312) 670 6787
Seychelles
New York, NY (212) 972-1785; fax (212) 972-1786
Sierra Leone
Washington, DC (202) 939-9261; fax (202) 483-1793
Singapore
Chicago, IL (312) 853-7555; fax (312) 853-7036
Slovakia
Washington, DC (202) 237-1054; fax (202) 237-6438
Slovenia
Washington, DC (202) 386-6610; fax (202) 386-6633
Solomon Islands
New York, NY (212) 599-6192; fax (212) 661-8925 (U.N. Mission)
Somalia
New York, NY (212) 688-9410; 688-5046; fax (212) 759-0651 (U.N. Mission)
South Africa
Chicago, IL (312) 939-7929; fax (312) 939-2588
Spain
Chicago, IL (312) 493-0197; fax (312) 782-1635
Sri Lanka
Washington, DC (202) 483-4025; fax (202) 232-7181
Sudan
Washington, DC (202) 232-1492; fax (202) 232-1493
Suriname
Washington, DC (202) 244-7488; fax (202) 244-5878
Swaziland
Washington, DC (202) 234-5002; fax (202) 234-8254
Sweden
Washington, DC (202) 467-2600; fax (202) 467-2699
Switzerland
Chicago, IL (312) 915-0061; fax (312) 915-0388

Syria
Washington, DC (202) 232-6313; fax (202) 234-9548
Taiwan: Taipei Economic and Cultural Representative Office (TECRO)
Chicago, IL (312) 616-0100; fax (312) 616-1490
Tajikistan
Washington, DC (202) 223-6090; fax (202) 223-6091
Tanzania
Washington, DC (202) 939-6125; fax (202) 797-7408
Thailand
Chicago, IL (312) 664-3129; fax (312) 664-3230
Timor -Leste (also known as East Timor)
Washington, DC (202) 966-3202; fax (202) 966-3205
Togo
Washington, DC (202) 234-4212; fax (202) 232-3190
Tonga
San Francisco, CA (415) 781-0365; fax (415) 781-3964
Trinidad and Tobago
Washington, DC (202) 467-6490; fax (202) 785-3130
Tunisia
Washington, DC (202) 862-1850; fax (202) 862-1858
Turkey
Chicago, IL (312) 263-0644/1295; fax (312) 263-1449
Turkmenistan
Washington, DC (202) 588-1500; fax (202) 280-1003
Turks and Caicos (see United Kingdom)
Tuvalu
New York, NY (212) 490-0534; fax (212) 808-4975
Uganda
Washington, DC (202) 726-7100/7102 fax (202) 726-1727
Ukraine
Chicago, IL (312) 642-4388; fax (312) 642-4385
United Arab Emirates
Washington, DC (202) 243-2400; fax (202) 243-2432
United Kingdom
Chicago, IL (312) 970-3800; fax (312) 970-3852
Uruguay
Chicago, IL (312) 642-3430; fax (312) 642-3470
Uzbekistan
Washington, DC (202) 530-7291; (202) 887-5300 ext. 3; fax (202) 293-6804
Vanuatu
New York, NY (212) 593-0144; 661-4323; fax (212) 422-3427; (212) 593-0219
Venezuela
Chicago, IL (312) 236-9658

Vietnam
Washington, DC (202) 861-0737; fax (202) 861-0917
Yemen
Washington, DC (202) 965-4760; fax (202) 337-2017
Zambia
Washington, DC (202) 265-9717/19; fax (202) 332-0826
Zimbabwe
Washington, DC (202) 332-7100; fax (202) 483-9326

ATTACHMENT C:

Statements to Arrested or Detained Foreign Nationals

Statement 1 – "Basic Rule"

For All Foreign Nationals Except Those From List Countries

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular officers here in the United States of your situation. You are also entitled to communicate with your consular officers. A consular officer may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. If you want us to notify your consular officers, you can request this notification now, or at any time in the future. Do you want us to notify your country's consular officials? *Please circle "yes" or "no."*

Yes ***No***

Signature _____ *Date* _____ *Time*_____

Statement 2 – "Special Rule"

For Foreign Nationals From List Countries

Because of your nationality, we are required to notify your country's consular officers here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you are entitled to communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation and may contact your family and visit you in detention, among other things. Your signature below indicates that you have been informed of this.

Signature _____ *Date* _____ *Time*_____

Officer's Signature _____

*Incident Number*_____

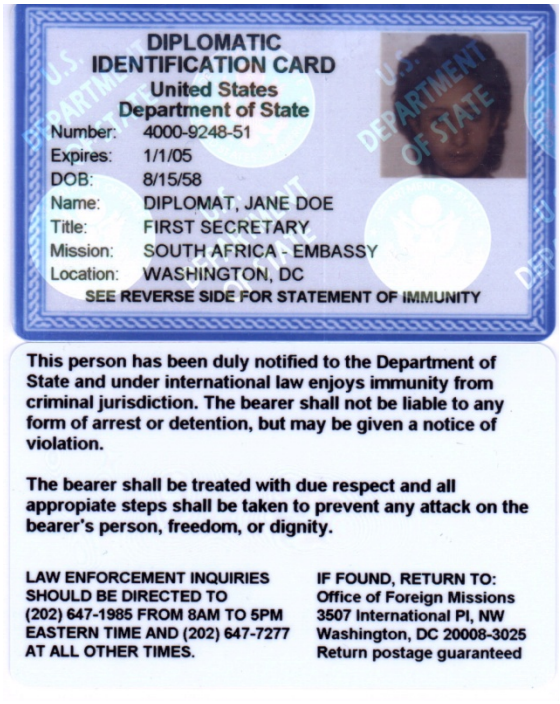
ATTACHMENT D:

Diplomatic Identification Cards

The U.S. Department of State, Office of Protocol, issues identification documents to foreign government personnel who are stationed in the United States on official business and are entitled to diplomatic or consular immunity. These identification cards can help you to identify official consular officials who may be visiting detainees at your facility.

Questions regarding an individual's status or immunity should be referred during working hours to the Office of Protocol, 202-647-1985; after hours to the Bureau of Diplomatic Security, 202-647-7277. You may order copies of the U.S. Department of State publication 10518 "Diplomatic and Consular Immunity, Guidance for Law Enforcement and Judicial Authorities" from the Bureau of Diplomatic Security by phone at 202-895-3600 or by fax at 202-895-3613.

The card shown on the left is a sample of the new identification card being phased in during 2003. The added security features should make it easier to verify the identity of diplomats stationed in the United States. The card shown on the right is the older version of the identification cards that may be used by consuls visiting your facility until they are given a new card. These cards have different colored borders depending on the type of immunity the individual holds. The newer version will no longer use this color-coded system. Both cards contain helpful information including the person's name, a photograph, the country they represent, and their title.





ATTACHMENT E:

Highland Park Police Department
1677 Old Deerfield Rd
Highland Park, IL 60035
847-432-7730 – Phone
847-433-0180 - Fax

Highland Park Police Department

Date: _____ Time: _____

To: Embassy/Consulate of _____ in _____, _____
(Country) *(City)* *(State)*

Fax: (___) _____ (see http://www.travel.state.gov/law/consular/consular_745.html for phone/fax nos.)

Subject: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

From:

Officer: _____

Dept: **Highland Park Police Department**

Street Address: **1677 Old Deerfield Rd.**

City: **Highland Park** State: **Illinois** ZIP: **60035**

Telephone: **847-432-7730** Fax: **847-433-0180**

We arrested/detained the following foreign national, whom we understand to be a national of your country, on _____, _____.

Mr./Mrs./Ms:_____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

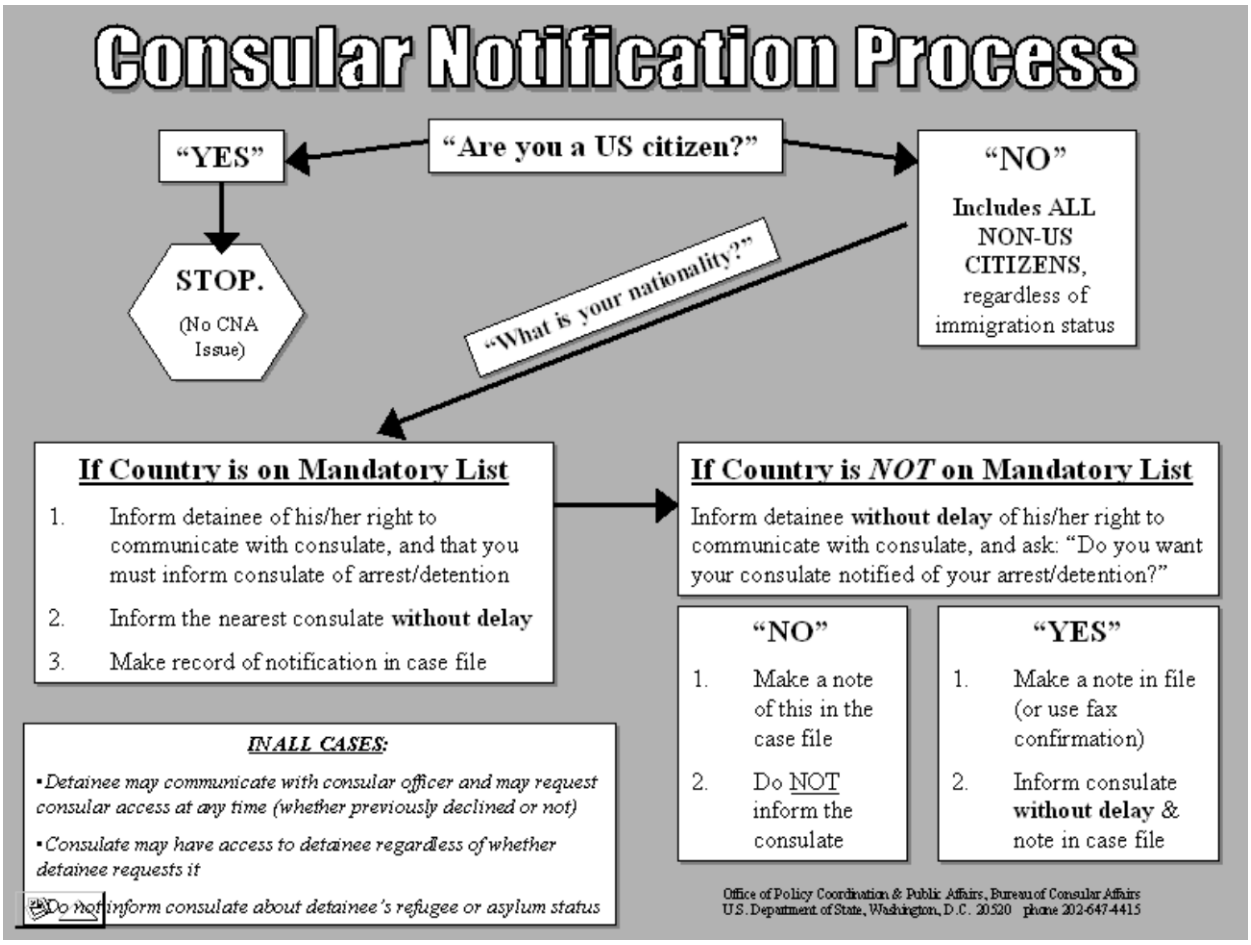
Date of Passport Issuance: _____

Place of Passport Issuance: _____

To arrange for consular access, please call **847-432-7730** at any time. Please refer to case number _____when you call.

Comments/Charges (optional):

The consular notification process



CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 137

(Reviewed: 07/06/20) (Effective: 02/12/07)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION**

PURPOSE

It is the policy of the Highland Park Police Department to ensure compliance with the Sex Offender and Child Murderer Community Notification Law and the requirements of the Sex Offender Registration Act as specified in the Illinois Compiled Statutes.

DEFINITIONS

A. Sex Offender:

Any person who is charged pursuant to Illinois law, or any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law, with a sex offense set forth in Sections II or the attempt to commit such an offense; or

1. is convicted of such an offense or an attempt to commit such an offense; or;

2. is found not guilty by reason of insanity of such an offense, an attempt to commit such an offense, or;

3. is the subject of a finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of such offense.

B. Sexually Dangerous Person:

"All persons suffering from a mental disorder, which mental disorder has existed for a period of time of not less than one year, immediately prior to the filing of a petition hereinafter provided for, coupled with criminal propensities to the commission of sex offenses and who have demonstrated propensities towards acts of sexual assault or acts of sexual molestation of children, are hereby declared Sexually Dangerous Persons." **[725 ILCS 205/1.01]**

C. Sexually Violent Person:

"A person who has been convicted of a sexually violent offense, has been adjudicated delinquent for a sexually violent offense, or has been found not guilty of a sexually violent offense by reason of insanity and who is dangerous because he or she suffers from a mental disorder that makes it substantially probable that the person will engage in acts of sexual violence." **[725 ILCS 207/5(f)]**

D. Sexual Predator:

1. Any person convicted of a violation or attempt of any of the following sections of the Criminal Code of 1961, and the conviction occurred after July 1, 1999:

    a. 11-17.1 Keeping a Place of Juvenile Prostitution
    b. 11-19.1 Juvenile Pimping
    c. 11-19.2 Exploitation of a Child
    d. 11-20.1 Child Pornography
    e. 12-13 Criminal Sexual Assault
    f. 12-14 Aggravated Criminal Sexual Assault
    g. 12-14.1 Predatory Criminal Sexual Assault of a Child
    h. 12-16 Aggravated Criminal Sexual Abuse
    i. 12-33 Ritualized Abuse of a Child

2. Any person convicted of First Degree Murder when the victim was under 18 years of age and the defendant was at least 17 years of age at the time of the commission of the offense

3. Any person found to be a Sexually Dangerous Person

4. Any person found to be a Sexually Violent Person

5. Any person convicted of a second subsequent offense, which requires registration as a Sex Offender

6. Any person convicted of an offense of federal law, Uniform Code of Military Justice or the law of another state or foreign country that is substantially equivalent to the listed offenses above

E. Juvenile Sex Offender:

Any person who is convicted as a juvenile delinquent as a result of the commission of or attempt to commit a violation set forth in any of the following qualifying offenses or a violation of any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law **[730 ILCS 150/2(A-5)]**.

PROCEDURE

A. Qualifying Offenses - Sex Offender Registration Act

1. A violation of any of the following sections of the Illinois Criminal Code of 1961:

    a. 11-6 Indecent Solicitation of a Child
    b. 11-9.1 Sexual Exploitation of a Child
    c. 11.9.2 Custodial Sexual Misconduct
    d. 11-9.5 Sexual Misconduct with a person with a Disability
    e. 11.15.1 Soliciting for a Juvenile Prostitute
    f. 11-17.1 Keeping a Place of Juvenile Prostitution
    g. 11-18.1 Patronizing a Juvenile Prostitute
    h. 11-19.1 Juvenile Pimping
    i. 11-19.2 Exploitation of a Child
    j. 11-20.1 Child Pornography
    k. 12-13 Criminal Sexual Assault
    l. 12-14 Aggravated Criminal Sexual Assault
    m. 12-14.1 Predatory Criminal Sexual Assault of a Child
    n. 12-15 Criminal Sexual Abuse

o. 12-16 Aggravated Criminal Sexual Abuse
p. 12-33 Ritualized Abuse of a Child

2. A violation of the following sections of the Illinois Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim and the offense was committed on or after June 1, 1996.

   a. 10-1 Kidnapping
   b. 10-2 Aggravated Kidnapping
   c. 10-3 Unlawful Restraint
   d. 10-3.1 Aggravated Unlawful Restraint

3. First degree murder under section 9-1 of the Illinois Criminal Code of 1961 when the victim was a person under 18 years of age, the defendant was at least 17 years of age at the time of the commission of the offense, and the offense was committed on or after June 1, 1996.

4. A violation or attempted violation of Section 11-11 (Sexual Relations Within Families) of the Illinois Criminal Code of 1961, when the victim was a person under 18 years of age and the offense was committed on or after June 1, 1997.

5. Child abduction under paragraph (10) of subsection (b) of Section 10-5 of the Illinois Criminal Code of 1961 committed by intentionally luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than lawful purpose and the offense was committed on or after January 1, 1998.

6. A violation or attempted violation of any of the following Sections of the Illinois Criminal Code of 1961 when the offense was committed on or after July 1, 1999:

   a. 10-4 Forcible Detention, if the victim is under 18 years of age
   b. 11-6.5 Indecent Solicitation of an Adult
   c. 11-15 Soliciting for a Prostitute, if the victim is under 18 years of age
   d. 11-16 Pandering, if the victim is under 18 years of age
   e. 11-18 Patronizing a Prostitute, if the victim is less than 18 years of age
   f. 11-19 Pimping, if the victim is less than 18 years of age

7. A violation or attempted violation of the following Sections of the Illinois Criminal Code of 1961 when the offense was committed on or after August 22, 2002:

   a. 11-9 Public Indecency for a third or subsequent conviction

8. A violation or attempted violation of the "Wrongs to Children Act" Section 150/5.1, "Permitting Sexual Abuse of a Child" when the offense was committed on or after August 22, 2002.

9. The following are other criteria that qualify under the law:

   a. A felony conviction for attempting any of the above listed offenses

   b. A violation of any former law of the State of Illinois that is substantially equivalent to any offenses listed above

   c. A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed above

d. A finding or adjudication as a Sexually Dangerous Person or a Sexually Violent Person under any federal law or law of another state or foreign country that is substantially equivalent to the Sexually Dangerous Person Act or the Sexually Violent Person Commitment Act of Illinois

B. Offenses and Penalties

1. It is a Class 4 felony for a child sex offender to knowingly be present in any school building, on real property comprising any school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender is a parent or guardian of a student attending the school and the parent or guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the principal of the school of his or her presence at the school or unless the offender has permission to be present from the superintendent of the school board or in the case of a private school from the principal. The sex offender is responsible for notifying the principal's office when he or she arrives on school property and when he or she departs from school property. If the sex offender is to be present in the vicinity of children, the sex offender has the duty to remain under the direct supervision of a school official. **[720 ILCS 5/11-9.3]**.

2. Per **720 ILCS 5/11-9.3 (b-5)** it is a Class 4 Felony for a Child Sex Offender to knowingly reside within 500 feet of a school building or the real property comprising any school that persons under the age of 18 attend unless the property was purchased prior to January 7, 2000.

3. It is a Class 4 Felony for a Child Sex Offender, <u>other than a parent or guardian</u>, to knowingly be present or to loiter on a public way within 500 feet of a public park building or on real property comprising any public park when persons under the age of 18 are present in the building or on the grounds and to approach, contact, or communicate with a child under 18 years of age, unless the offender is a parent or guardian of a person under 18 years of age present in the building or on the grounds **[720 ILCS 5/11-9.4]**.

4. Per **720 ILCS 5/11-9.4 (b-5)** it is a Class 4 Felony for a Child Sex Offender to knowingly reside within 500 feet of a playground, child care institution, day care center, part day child care facility, or a facility providing programs or services exclusively directed toward persons under 18 years of age unless the property was purchased prior to January 7, 2000.

5. Per **720 ILCS 5/11-9.3 (b-6)** it is a Class 4 Felony for a Child Sex Offender to knowingly reside within 500 feet of the victim of the sex offense unless the property was purchased prior to August 22, 2002.

6. Any person who is required by law to register and fails to register or report a change of address, a change of employment or a change of name is guilty of a Class 4 Felony.

   a. **730 ILCS 150/3** Violation of Duty to Register
   b. **730 ILCS 150/6** Violation of Change of Address or Employment
   c. **730 ILCS 150/10** Violation of Change of Name

7. Any person who is required by law to register and provides false information commits a Class 3 Felony – Violation of Willfully Providing False Information **730 ILCS 150/10**.

8. **If an officer comes into contact with a person through a traffic stop or other law enforcement activity, and a records check reveals the person is a convicted sex offender who is not in compliance with the Sex Offender Registration Act, the officer shall immediately take the subject into custody. As the violation is a Class 4 Felony, the officer will contact the Lake County States Attorney's office regarding the filing of criminal charges.**

C. Jurisdiction

1. The agency of jurisdiction is the law enforcement agency where the Sex Offender resides and/or attends a school/institution of higher education, and/or is temporarily domiciled for ten (10) or more days during a calendar year.

2. If a sex offender attends or is employed at an institution of higher education, they must register in person with the jurisdiction of residence where the institution of higher education is located.

3. Any sex offender who lacks a fixed residence must report weekly, in person, with the law enforcement agency in which he or she is located. The agency will document each weekly registration to include where the person has stayed during the past 7 days.

D. Registration Procedures

1. When a Sex Offender comes in to register, the Identification Officer will run a criminal history check to ensure the individual is required to register, determine the current status of the individual and obtain the information needed to complete the Sex Offender Registration Form (attachment A).

2. The Identification Officer will meet with the individual to complete the registration form. The "duty to register" section of the form must be read to the individual. The Identification Officer will ensure that the individual reads and signs the form in the appropriate places and the offender will be provided with a copy of the completed registration form.

3. The individual must provide positive identification, as well as documentation that substantiate proof of residency at the registering address.

4. The individual will be photographed (front, left and right profile) and fingerprinted.

5. The individual shall pay a twenty dollar ($20.00) initial registration fee and a ten dollar ($10.00) annual renewal fee. These fees are forwarded to the Illinois State Treasurers office where they are deposited in the Sex Offender Management Board Fund.

6. A copy of the registration form along with a photograph of the individual will be forwarded to the Illinois State Police and Lake County Sex Offender units.

7. The Identification Officer will create an incident number with Communications personnel and place all materials in a case file which shall be maintained in the Records Section.

8. Communications personnel will enter the individual information into LEADS within 72 hours of the registration and forward a copy of the entry to the Identification Officer.

9. When a Sex Offender comes in to register as an attendee and/or employee at an institution of higher education within Highland Park, including satellite campus sites, the Identification Officer will run a criminal history check to ensure the individual is required to register, determine the current status of the individual, obtain information as needed to complete the Institutions of Higher Education Employment/Student Information Form (Attachment B) and determine if the victim is

under the age 18. The procedures in 2-4 will then be followed, with the exception that only the Institutions of Higher Education Employment/Student Information Form will be completed.

10. All sex offender files will be subject to an annual inspection by the Investigations Section Commander or designee. A status report will be forwarded through the chain of command to the Chief of Police.

11. Sex offender residency verification shall be completed minimally on a twice yearly basis. The process will be initiated by the Investigations Commander, who will generate a Sex Offender Residency Verification form (Attachment C) for each listed sex offender.

    a. The home visits conducted by officers will verify the registration information.

    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. Officer will contact the sex offender in person and:

        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

    d. Officers shall record all attempts to visit the sex offender on the Sex Offender Residency Verification form with the date, time, officer's name, employee number and the result of the attempt.

    e. If it is determined that the sex offender no longer resides at the listed residence, information is fictitious, or the officer has been unable to make contact with the offender after a reasonable number of attempts, the following procedures shall be followed:

        1) A complaint will be generated and the Lake County States Attorney's office will be consulted regarding the issuance of an arrest warrant.

        2) The sex offender shall be entered into the LEADS computer system as "Address Unknown" which is a violation of the Sex Offender Registration Act.

        3) If the offender is on parole or probation, the parole or probation officer assigned to that individual shall be notified.

E. Address Change

1. A registered sex offender is required by law to report their change of address, employment, personal vehicle or school status in person within five (5) days to the agency having jurisdiction.

2. If the change of address is to another state, the offender must report in person to the current agency and make notification of their intended out-of-state residence or place of employment at least 10 days prior to establishing that residence or employment. The Identification Officer will contact the Illinois State Police within 3 days of such reporting and make contact via telephone with the out-of-state law enforcement agency having jurisdiction, advising them of the circumstances. Notification to the out-of-state law enforcement agency will also be made via certified mail.

F. Registration of Sexually Dangerous or Sexually Violent Persons

1. Persons who have been found to be a "Sexually Dangerous Person" or a "Sexually Violent Person" will register in the same manner as other sex offenders, with the exception that they are required to re-register every ninety (90) days for natural life.

2. Persons who have been adjudicated a "Sexual Predator" will register in the same manner as other sex offenders, with the exception that they are required to re-register every year for natural life.

G. Renewals, Termination and Contacts with Sex Offenders

1. Persons registering as sex offenders are required to re-new their registration in person, once a year for a period of ten years, unless they fall under the provisions of the "Sexually Dangerous Person" or "Sexually Violent Persons" requirements. These requirements are not in effect if the individual is confined to a penal institution, hospital or other facility. For these individuals, the ten year requirement begins when they are released from the institution.

2. **When a member of this Department has any contact (to include arrest) with an individual who is identified in LEADS as a Registered Sex Offender, the officer will document the contact on an offense report and the following information will be included at a minimum:**

   a. Date and time of contact
   b. Specific location of the contact
   c. Reason the contact was made (Traffic Stop, Arrest, Suspicious Activity, etc.)
   d. Vehicle description
   e. Name, age and address of the other occupants of the vehicle (if any)
   f. Other miscellaneous information that may be deemed important

3. The completed report will be submitted for approval and forwarded to the Communications Supervisor for entry into LEADS.

H. Community Notifications

1. The sheriff of the county will disclose to the following institutions, the name, address, date of birth, employment/institution of higher education information, and the offense or adjudication of all sex offenders required to register in accordance with the law:

   a. School boards of public school districts and the principal or other appropriate administrative officer of each non-public school and institution of higher education located in their county.

   b. Child care facilities located in the county where the sex offender resides or is employed

2. The Investigations Section will make contact with School District 112 and 113 annually, or at such time as any new sex offender's register with the Department and advise them of all sex offenders residing within their respective school districts.

3. In addition, the Investigations Section will do the following:

   a. When a registered sex offender moves to any location within the City, a reasonable effort will be made to alert neighbors that a registered sex offender has moved into their neighborhood, directing them to the Illinois State Police or Lake County Sex Offender web site for additional information.

b. Maintain the locations of all school bus routes and stops within Highland Park on an annual basis, or at such time as any new sex offender's register with the Department and make notification to the school district and the school bus company of any known sex offender residing within 1000 feet of any particular school bus stop.

c. Maintain a list of all current school crossings where a school crossing guard is utilized and make notification to the designated crossing guard as well as the school where the students attend, of any known sex offenders residing within 1000 feet of said crossing.

4. The Investigations Commander or his designee will prepare an active list of the Registered Sex Offenders who reside in Highland Park. Pursuant to **730 ILCS 152/120 et seq.**, the Highland Park Police Department will release sex offender information in the following manner.

   a. The following information will be made available to the public:

      1) The name, address and date of birth of the offender
      2) Employment information of the offender in the event it is used to protect the public safety
      3) The offender's photograph or other such information that will help in their identification
      4) The offense for which the sex offender was convicted
      5) Adjudication as a sexually dangerous or sexually violent person may also be disclosed

   b. This information must be made available for public inspection to any person who requests it in person, in writing, or by telephone. Availability must include giving the inquirer access to a facility where the information may be copied in the inquirer's own handwriting.

   c. The Highland Park Police Department may publish the photographs of sex offenders. These photographs may be published in any newspaper, magazine, television or on the internet.

   d. Sex offender information regarding attendance at an institution of higher education can only be released to the public at that institution of higher education (campus satellite sites included).

   e. Juvenile sex offender information is not disseminated to the general public unless public safety may be compromised for some reason related to the juvenile sex offender. Juvenile sex offenders who reach adult status are still treated as juvenile offenders with regard to their sex offender registration status.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

☐ Juvenile Delinquent
☐ Sex Offender
☐ Sexually Dangerous/Violent
☐ Sexual Predator
☐ Murder, victim under 18

ILLINOIS SEX OFFENDER REGISTRATION ACT REGISTRATION FORM

Photo Required
(Please type or print using black ink)

Initial Registration: ☐	Annual: ☐	Quarterly: ☐	Homeless Weekly: ☐	Change of Address: ☐	School: ☐	Employment: ☐

Last Name:	First Name:	Middle Name:	
DOB:	Sex:	Race:	POB:
Resident Address:			Apartment #:
City:	State:	ZIP:	County:
Telephone:		SSN:	
Scars/Marks/Tattoos:			
Hgt:	Wgt:	Hair:	Eyes:
Aliases:			DNA: ☐ Yes ☐ No
FBI:	SID:	LEADS #:	
DOC #:	Chgo IR #:	Misc #:	
DLN:	State:	Expiration Date:	
Vehicle Make:	Model:	Year:	
License Plate #:	VIN#:	Color:	
Date of Conviction / Adjudication:		Age of Victim(s):	
County of Conviction:		State of Conviction:	
Offense:		Statute:	
Citation Code:		Sentence:	

EMPLOYMENT INFORMATION

Employer's Name:		Employed Since:	
Employer's Address:		Employer's Phone Number:	
City:	State:	ZIP:	County:

SCHOOL / INSTITUTION OF HIGHER EDUCATION INFORMATION

School/Institution of Higher Education Name:		Date Enrolled:	
School Address:			
City:	State:	ZIP:	County:

Additional Information:

Registering Official's Signature _____ Date _____

Signature of Registrant _____ Date _____

Registration is not valid until Page 2 is completed. Sex offender must sign both page 1 and 2.

Page 1 of 2
ISP 4-84 (12/05)

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.

— You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expungement date. If you have been convicted of a violation of this Act after July 1, 2005 you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement.

— If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life.

— If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.

— Failure to comply with the provisions of the Sex Offender Registration Act is a Class 3 felony. A second or subsequent conviction for violation of this Act is a Class 2 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.

— The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.

— You must register within 5 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconfinement due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department, or if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.

— Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 5 days after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within 48 hours after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.

— If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 5 days of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within 5 days of change.

— If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 5 days of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within 5 days of changes with both agencies of jurisdiction.

— An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must register within 5 days of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.

— Within 5 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 5 days of changing your address, register in person with the police department or if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 5 days in a calendar year require you to register your new address.

— You must register your employment or school information within 5 days of obtaining employment or attending a school. All changes to employment or school status must be registered within 5 days of the change.

— If you move to another state, you must register with that state within 5 days. You must notify the agency with whom you last registered in person of your new address, at least 5 days before moving.

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

If you are a child sex offender, you understand that according to Illinois law, you may not reside within 500 feet of a school, park, or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER ON OR BEFORE _____ . All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the ISP SOR Unit at 217/785-0653 or mail correspondence to the address listed below.

Signature of Registrant _____ **Date** _____

Sex offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name (Print) _____

Registering Agency: _____

Address: _____

City, ZIP, County: _____

Registering Official's Signature: _____

Fingerprints should be taken at the initial registration and any subsequent registration in a new jurisdiction.

For additional information: Illinois State Police, SOR Unit, 400 Iles Park Place, Suite 300, Springfield, IL 62703-2978 or by phone (217)785-0653

One copy to Sex Offender One copy to Illinois State Police Retain Original for your files

(Attachment B)

ILLINOIS SEX OFFENDER REGISTRATION ACT

INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM

(For those offenders attending or working at an Institution of Higher Education)

(Circle one)

Sexually Dangerous
Adjudicated Juvenile Delinquent
Sexually Violent
Sex Offender

(PLEASE TYPE OR PRINT - BLACK INK)

Changes of Employment/School Status
(Check One)
☐ **Commencement**
☐ **Termination**
☐ **Other** _____

NAME OF OFFENDER: _____ **DOB:** _____

NAME OF INSTITUTION OF HIGHER EDUCATION ATTENDING: _____
DATE(S) OF ENROLLMENT: _____

NAME OF INSTITUTION OF HIGHER EDUCATION EMPLOYED BY: _____
DATE(S) EMPLOYED: _____

ADDRESS OF INSTITUTION OF HIGHER EDUCATION:

_____

_____

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH

____ Completion of this form does not constitute an annual registration. You must register, in person, annually with the law enforcement agency of jurisdiction in which you reside. Those offenders found to be sexually dangerous or sexually violent must register, in person, every 90 days with the law enforcement agency of jurisdiction in which you reside.

____ You must, within 10 days of beginning employment at an Institution of Higher Education, notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher Education.

____ You must, within 10 days of enrolling at an Institution of Higher Education, notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.

____ You must, within 10 days of changing your employment or student address information, and/or changing your status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes), notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.

____ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education, within one year from the date of your most recent registration until your expungement date.

____ Failure to follow these provisions can result in criminal prosecution.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.

SIGNATURE OF REGISTRANT: _____ **DATE:** _____

Agency:
Keep one copy for your records
Send one copy to the Institution of Higher Education
Send one copy to ISP at the address listed below within 3 days

Illinois State Police
Criminal Intelligence Bureau
Sex Offender Registration
400 Iles Park Place, Suite 140
Springfield, Illinois 62718-1002
(217) 785-0653

NOTIFYING OFFICIAL NAME: _____
(PLEASE PRINT)

NOTIFYING AGENCY: _____
(PLEASE PRINT)

NOTIFYING OFFICIAL SIGNATURE: _____

(Attachment C)

HIGHLAND PARK POLICE DEPARTMENT

Sex Offender Residency Verification Program

IR# _____

NAME: _____

SEX/RACE: _____

DOB: _____

LEADS #: _____

BEAT: _____

ADDRESS: _____

TX: _____

OFFENSE: _____

CHILD OFF.: _____

PHOTO OF SEX OFFENDER

OFFICER TO FILL OUT BELOW INFORMATION:

	ATTEMPT #1	ATTEMPT #2	ATTEMPT #3	ATTEMPT #4
CONTACT DATE				
CONTACT TIME				
OFFICER				
RESULT				

EMPLOYER: _____

EMPLOYER ADDRESS: _____

VEH MAKE: _____ MODEL: _____ COLOR: _____

LIC. PLATE: _____

COMPUTER (Y OR N): _____ E-MAIL ADDRESS: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 138

(Reviewed: 07/06/20) (Revised: 7/23/14) (Effective: 6/26/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **I-PASS TRANSPONDER USE**

PURPOSE

The purpose of this general order is to establish guidelines for the use of I-Pass Transponders obtained for use in Highland Park Police Department Vehicles.

POLICY

Police vehicle operation upon the Illinois Toll & Highway system while utilizing I-Pass transponders will be for travel and transportation circumstances deemed only as "authorized official business".

PROCEDURE

A. I-Pass Use

1. The use of Police Department I-Pass transponders is limited to emergency and non-emergency travel to and from locations to conduct authorized official business.

2. At no time is personal usage permitted.

3. I-Pass transponders issued to the Police Department are to be used in official police vehicles only.

B. I-Pass Monitoring

1. Monitoring the usage of Police Department issued I-Pass transponders is the responsibility of the Deputy Chief of Police.

2. Procedures for monitoring usage of I–Pass transponders include the following:

    a. Examining invoice statements and comparing to former periods.
    b. Comparing I-Pass issuance and usage history with on-duty schedules and assigned vehicles.
    c. Reporting any discrepancies and remitting any associated payments to the Toll & Highway Authority.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 139

(Reviewed: 07/06/20) (Revised: 5/24/11) (Revised: 3/9/09) (Effective: 12/19/06)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SICK LEAVE**

PURPOSE

The purpose of this general order is to establish guidelines for the use of sick time for Highland Park Police Department personnel.

POLICY

Sick leave is granted to personnel as a benefit and shall not be considered as a right to be used at one's discretion. It is to be used pursuant to the City of Highland Park Employee Handbook and the collective bargaining agreements when applicable.

PROCEDURE

A. Inability to Report for Duty

1. Personnel who are unable to report to work because of illness or injury will notify an on duty shift supervisor (or their own immediate supervisor if on duty) no less than one hour prior to their scheduled reporting time, and indicate if it is an employee illness or an illness to a specific family member.

    a. If no on duty shift supervisor is available, the employee will leave the information with Communications personnel along with a telephone number where they can be reached. A supervisor may return the call upon becoming available.

    b. The same procedure applies to employees scheduled to appear in court or any other scheduled assignment.

2. If the illness/injury extends beyond one day, the employee will notify an on duty shift supervisor no less than one hour prior to regular duty each day that sick leave is necessary, unless the leave has been approved in advance by the Chief of Police or a designee.

3. Employees sick or injured using sick leave for more than two consecutive days must present written documentation from a licensed physician, indicating they are fit for duty, prior to their return, and Family Medical Leave Act forms must also be filled out.

4. Employees will not establish patterns of absenteeism utilizing sick leave.

    a. Employees establishing a pattern may be subject to counseling or discipline.

b. After counseling, employees may be ordered to present written documentation from a licensed physician, indicating they are fit for duty, prior to their return from any future absences fitting the pattern.

B. Supervisor Responsibilities

1. Supervisors receiving notice of sick leave use will determine if the reason stated meets the criteria established in the Employee Handbook before giving approval.

2. Once sick leave use is approved, the supervisor will document it on the schedule and in payroll software. Additionally, a call for service will be generated in CAD.

3. If the employee is a police officer scheduled to work a Patrol Shift, the supervisor will determine if the shift meets minimum staffing. If not, the supervisor will arrange to extend the tour of duty for an officer on the shift currently working and/or arrange for an officer to be called in early from the following shift.

   a. When operating under the 12-hour shift format, holdovers and early starts will be handled according to the "Patrol Division Shift Plan" per the side letter agreement between the City and the patrol officer's collective bargaining unit.

   b. When operating under the 8-hour shift format, officers on the current shift will be offered the assignment by seniority. If there are no volunteers from the on-coming shift, officers on the "volunteer call-in list" will offered the assignment by seniority. Officers assigned to Patrol will be called first, followed by officers in Support Services. If there are no volunteers, the least senior officer will be assigned. Low seniority officers will not be assigned more than 3 times over a six or seven day workweek. In this case, the next least senior officer will be assigned.

   c. If an officer is needed from the following shift:

      (1) The supervisor will contact on-coming shift personnel by seniority.

      (2) The assignment will be offered to the first officer volunteering to accept the assignment.

      (3) If there are no volunteers from the on-coming shift, officers on the "volunteer call-in list" will offered the assignment by seniority. Officers assigned to Patrol will be called first, followed by officers in Support Services. If there are no volunteers, the least senior officer will be assigned.

   d. Supervisors may also use discretion in assigning the least senior officer, such as not requiring he/she to start early and then stay late.

4. Officers shall not be scheduled to work more than 18 hours in any given 24 hour period.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 140

(Reviewed: 07/06/20) (Effective: 09/21/07)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **IDENTITY THEFT INVESTIGATION**

PURPOSE

The purpose of this Order is to establish procedures for the investigation and handling of reported identity theft.

POLICY

It shall be the policy of the Highland Park Police Department to thoroughly investigate, and to accurately document cases of reported identity theft.

DEFINITION

Identity Theft - When anyone knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a violation of Federal law, or that constitutes a felony under any applicable State or local law.

PROCEDURE

A. Taking Identity Theft Reports (720 ILCS 5/16G-30)

1. The Highland Park Police Department will take a report from a Highland Park resident who has learned or reasonably suspects that his or her personal identifying information has been unlawfully used by another, and begin an investigation of the facts.

2. The officer receiving the initial report will provide the victim with a copy of the Federal Trade Commission Identity Theft Information packet (or similar packet approved by the Chief of Police) which provides the victim with additional information on how to minimize future identity theft victimization and to mitigate the damage from the current incident.

3. Initial report taking personnel will provide the victim with the incident report number and refer them to the Records Section if they wish to obtain of copy of the report record, pursuant to Freedom of Information Act requirements.

4. Initial report taking personnel will continue to conduct the investigation unless the case is reassigned or it is determined the Department has no jurisdiction. If the suspected crime was committed in a different jurisdiction, the investigating officer will refer the matter to the law enforcement agency where the suspected crime was committed for an investigation of the facts.

5. All identity theft reports will be reviewed by an Investigations supervisor, who may re-assign the case to an investigator.

B. Follow-up Investigation

1. Follow-up investigations of identity theft reports shall follow the policy and procedures identified in General Order 90, Section C.

2. The assigned officer shall coordinate the investigation with other applicable agencies as determined through the follow-up investigation. This shall be documented via Department supplementary report forms.

C. Providing Public Information

The Highland Park Police Department will provide public information on the prevention of identity crime through, at a minimum, the following means:

1. Information Pamphlets will be available in the Police Department lobby.

2. Identity Theft victims will be provided with a copy of the Federal Trade Commission Identity Theft Information packet, or similar packet approved by the Chief of Police.

3. Crime Prevention Officers will conduct presentations on Identity Theft.

4. The dissemination of information to the press to warn the public about identity thefts if we have a pattern or string of related offenses.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 141

(Revised: 7/9/2020) (Revised: 12/28/16) (Revised: 3/10/15) (Revised: 12/29/14) (Revised: 2/6/14) (Effective: 05/20/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ELECTRONICALLY RECORDED INTERROGATIONS/INTERVIEWS**

PURPOSE

The purpose of this Order is to establish guidelines and procedures for the recording of interviews and custodial interrogations. The electronic recording of custodial interrogations is a powerful tool to protect the public's interest in honest and effective law enforcement, all persons engaged in the interview process, and the individual interests of police officers wrongfully accused of improper practices. Additionally, electronic recordings can aid judges, jurors, trial courts, and reviewing courts to justly review case facts and circumstances of criminal prosecutions.

DEFINITIONS

Custodial Interrogation – Means any interrogation during which:

1. A reasonable person in the subject's position would consider himself or herself to be in custody; and

2. During which a question is asked that is reasonably likely to elicit an incriminating response.

Place of Detention – Means any building, police station or police vehicle that is a place of operation for a municipal police 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.

Electronic Recording – Means motion picture, audio, video or digital recording.

PROCEDURE

A. General Guidelines

   1. This directive shall not mandate or prohibit the electronic recording of a specific interview, except those that are mandated per Illinois statutes, based solely on the type of crime and its penalty. The offenses that require mandatory electronic recording of interrogations are outlined in section D. Issues regarding location, situation and circumstances of a specific investigation will dictate the availability and use of electronically recorded interviews. This order does not prohibit or require the use of electronically recorded interviews of witnesses and/or victims during a given investigation.

B. Pre-Recording Monitoring

   When a person is placed in a Highland Park Police Department interview room equipped with cameras,

they may be subject to video monitoring. The purpose of this monitoring is the security and safety of both the subject being interviewed and the officer(s) conducting the interview.

C. Electronically Recorded Interviews/Interrogations

1. The Police Department interview rooms contain the minimal equipment necessary to conduct an interrogation. Generally, chairs and a small table are all that is necessary. Marked police vehicles equipped with audio/video recording equipment could also become locations for an interview or interrogation depending on the circumstances involved. Portable cameras with audio/video features can also be utilized for off-site locations or times when technological impasses arise.

2. Before beginning an electronically recorded interview or interrogation that does not meet the criteria as defined in 725 ILCS 5/103-2.1; the primary interviewer shall obtain:

   a. A signed Authorization for Video/Audio Recording Waiver (Attachment A).

   b. After the Authorization for Video/Audio Recording Waiver is signed, the interviewer should read the waiver while audio/video recording, indicating the date and time it was read. The person being interviewed should verbally provide his/her consent to be electronically recorded. Should a waiver form not be available for any reason, the officer may verbally obtain consent from the individual. This consent will also be documented on the recording at the start of the interview.

   c. The Miranda Rights and Waiver (Attachments B or C), if applicable, should also be read on tape with the subject verbally waiving the rights.

3. When resuming an interview/interrogation after any break, the interviewer should announce the date and time that the interview is being resumed.

4. Electronic recording shall continue until the conclusion of the interview, even if the interviewer(s) and/or the subject interviewed temporarily leave the interview room.

5. At the conclusion of the interview/interrogation, the interviewer should state that the interview is being concluded and note the date and time of termination.

6. Depending on the length of the interview, all persons shall be provided the opportunity to use the restroom and consume water or a beverage to maintain personal comfort during the interview.

D. Mandatory Recording of Certain Interrogations

1. Per Illinois statutes, custodial interrogations **must** be electronically recorded and preserved with regards to the following offenses:

   a. First Degree Murder (720 ILCS 5/9-1)
   b. Intentional Homicide of an Unborn Child (720 ILCS 5/9-1.2)
   c. Second Degree Murder (720 ILCS 5/9-2)
   d. Voluntary Manslaughter of an Unborn Child (720 ILCS 5/9-2.1)
   e. Involuntary Manslaughter (720 ILCS 5/9-3)
   f. Reckless Homicide, including traffic accidents (720 ILCS 5/9-3) (625 ILCS 5/11-501 (d)(1)(F))
   g. Involuntary Manslaughter and Reckless Homicide of an Unborn Child (720 ILCS 5/9-3.2)
   h. Drug-Induced Homicide (720 ILCS 5/9-3.3)
   i. Predatory Criminal Sexual Assault of a Child (720 ILCS 5/11-1.40)
   j. Aggravated Arson (720 ILCS 5/20-1.1)
   k. Aggravated Kidnapping (720 ILCS 5/10-2)
   l. Home Invasion (720 ILCS 5/18-4)
   m. Aggravated Vehicular Hijacking (720 ILCS 5/19-6)

n. Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30)
o. Armed Robbery (720 ILCS 5/18-2)
p. Aggravated Battery with Discharge of a Firearm (720 ILCS 5/12-3.05)

2. The recording requirement also applies to custodial interrogations of persons who at the time of the commission of the offense were under 18 years of age, and is suspected of committing any felony offense or misdemeanor sex offense.

3. Per statute 705 ILCS 405/5-170, any juvenile under the age of 15 years, at the time of the offense, must be represented by counsel throughout the entire custodial interrogation for the offenses of homicide and sex offenses. (See General Order 60.)

4. No consent to electronically record is required during interrogations of suspects in the above listed offenses as mandated by Illinois Compiled Statutes.

5. Any oral, written, or sign language statement of an accused (adult or minor) 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 above in section D, subsection 1(a-g) of this General Order unless:

   a. An electronic recording is made of the custodial interrogation; and
   b. The recording is substantially accurate and not intentionally altered; or
   c. It complies with the exceptions contained in 725 ILCS 5/103-2.1(e) and 705 ILCS 405/5-401.5(e), if applicable.

E. Equipment

1. Seven interview rooms located in the Highland Park Police Department are equipped with video cameras and audio microphones. Monitors and audio/video recording equipment is located in the Investigations Section Technology room.

2. Original recordings of interrogations conducted in Police Department video/audio equipped interview rooms will be automatically recorded to a secure server. Evidentiary copies will be obtained through the Property Custodian or authorized designee.

3. When an interview or interrogation is conducted at a location other than the Highland Park Police Department, the use of portable audio/video cameras or in/car cameras should be utilized whenever practical.

F. Recording Control

1. All recordings shall be considered confidential and exempt from public inspection and copying, as provided under Section 103-2.1(g) of the Code of Criminal Procedure, 725 ILCS 5/103-2.1(g), and the information shall not be transmitted to anyone except if disclosure is permitted or required by law.

2. Every electronic recording required per this Order and State Statute must be preserved intact and unedited in its original state until such time as the defendant's conviction or minor's adjudication 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.

G. Responsibilities

1. The Deputy Chief of Police, or designee, will ensure that the interview rooms designated for electronically recorded interrogations are properly equipped to comply with the State statute.

2. The Deputy Chief of Police, or designee, will ensure supervisory personnel have been trained in the set-up, operation, and monitoring of the recording equipment.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

HIGHLAND PARK POLICE DEPARTMENT

AUTHORIZATION FOR AUDIO/VIDEO RECORDING

I, _____ , do hereby
(Subject's Name)

consent to the Audio and Visual recording of this interview conducted on _____
(Date)

by _____ in connection with

an investigation conducted by the _____
(Agency Name)

Agency Case # _____ I understand the recording made of

this interview will only be available to persons or agencies which are deemed by the investigating Agency to have a legitimate need to know and legal right to the content of the interview.

SIGNATURE:_____ DATE:_____ TIME: _____

WITNESS: _____ DATE: _____ TIME: _____

WITNESS: _____ DATE: _____ TIME: _____

Attachment B

HIGHLAND PARK POLICE DEPARTMENT
1677 OLD DEERFIELD ROAD, HIGHLAND PARK, ILLINOIS 60035

MIRANDA WARNING

AFTER EACH PART OF THE FOLLOWING WARNING, THE OFFICER MUST DETERMINE WHETHER THE SUSPECT UNDERSTANDS WHAT HE / SHE IS BEING TOLD.

Initial

_____ 1. You have the right to remain silent.

_____ 2. Anything you say can and will be used as evidence against you in court.

_____ 3. You have the right to consult with a lawyer and to have a lawyer present with you while you are being questioned.

_____ 4. If you want a lawyer but are unable to pay for one, a lawyer will be appointed to represent you free of any cost to you.

_____ 5. You may stop talking to me at any time and you may also demand a lawyer at any time. Knowing these rights, do you want to talk to me without having a lawyer present?

ADDITIONAL JUVENILE WARNINGS - For Subjects Under 18
(If Applicable)

_____ 6. As a juvenile, you must be aware that you may consult with your parents or legal guardian before any questioning begins and *you* may also have them present during any questioning if you so desire.

_____ 7. As a juvenile, you must be aware that anything you say can and will be used against you in subsequent criminal proceedings if the case is transferred from the Juvenile Court to adult criminal proceedings after appropriate hearings in Juvenile Court.

_____ 8. Additional advisement for persons 17 years of age: For offenses committed prior to 01/01/2014, if the alleged offense being investigated is charged as a felony, proceedings may be held in the adult court system.

ACKNOWLEDGMENT AND WAIVER OF RIGHTS

The above statement of my rights has been read and explained to me and I fully understand what my rights are. I am ready and willing to answer questions or to make a statement without first consulting with a lawyer or without having a lawyer present during questioning.

In waiving my right to remain silent, I wish to state that no promises or threats have been made to me and no persuasion or coercion has been used against me.

Subjects signature: _____

_____ Date: _____
Subjects name - printed

Time: _____

Officer: _____

Witness: _____ Inc. #: _____

Attachment C

HIGHLAND PARK POLICE DEPARTMENT

1677 OLD DEERFIELD RD, HIGHLAND PARK, IL 60035

JUVENILE MIRANDA WARNING

Per 705 ILCS 405/5-401.5 & 725 ILCS 5/103-2.1 , All *custodial* oral, written or sign language statements of a minor, who at the time of the commission of the offense was under 18 years of age, is presumed to be inadmissible if provided to a law enforcement officer, State's Attorney, juvenile officer, or other public official or employee prior to the officer, State's Attorney, public official, or employee **continuously reads to the minor in its entirety and without stopping for purposes of a response from the minor or verifying comprehension**, the following statement:

"YOU HAVE THE RIGHT TO REMAIN SILENT. THAT MEANS YOU DO NOT HAVE TO SAY ANYTHING. ANYTHING YOU DO SAY CAN BE USED AGAINST YOU IN COURT. YOU HAVE THE RIGHT TO GET HELP FROM A LAWYER. IF YOU CANNOT PAY FOR A LAWYER, THE COURT WILL GET YOU ONE FOR FREE. YOU CAN ASK FOR A LAWYER AT ANY TIME. YOU HAVE THE RIGHT TO STOP THE INTERVIEW AT ANY TIME."

Officer must ask the following questions and wait for the minor's response:

		Initial
A. DO YOU WANT TO HAVE A LAWYER?	YES NO	_____
B. DO YOU WANT TO TALK TO ME?	YES NO	_____

Juvenile Signature: _____

_____ Date: _____

Printed Name

Officer: _____ Time: _____

Witness: _____ Inc #: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 143
(Revised: 07/06/20) (Effective 02/12/07)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CRIME SCENE PROCESSING – DIGITAL PHOTOGRAPHY**

PURPOSE

The purpose of this policy is to provide guidelines in respect to the capture and preservation of digital photographs used for evidentiary purposes.

DEFINITIONS

Capture - The act of gathering images using a digital camera.

Digital Camera - A device that stores images digitally to an internal or external memory device such as a flash card.

Digital Image - Any image stored in a numerical form. For purposes of this general order, the terms Digital Image and Digital Photo are interchangeable.

Identification Officer - A designated Evidence Technician who is trained in downloading and securing digital images.

Evidence Technician - Any Department member who has received specialized training in evidence collection and who has been designated as an evidence technician by the Chief of Police or a designee. Digital photographs may be taken by officers or civilians who are not trained in evidence collection at the direction of a supervisor.

Storage Media - Digital storage devices such as flash cards or other items used to store images captured via a digital camera.

PROCEDURE

A. Evidence Technicians or designated photographers responding to incidents should capture images pertaining to but not limited to the following:

1. Death Investigation
2. Sexual Assault
3. Arson
4. Armed Robbery
5. Battery/Domestic Battery
6. Recovered stolen auto
7. Burglary/Theft from Motor Vehicle
8. Criminal Damage to Property
9. Motor vehicle crash involving fatalities or injuries likely to result in fatality
10. Motor vehicle crashes involving City of Highland Park vehicles

B. Digital Camera Settings

1. The Resolution setting on the camera should always be set at the highest resolution.

2. Digital images may be reviewed using the camera, but should not be transferred to any computer or other device that allows for editing of the image.

3. Poor quality images caused by being out of focus, flash failure, blocked lens, blurring due to movement, etc. may be deleted from the camera at the scene, at the discretion of the photographer and re-taken as needed.

4. It is allowable to have multiple cases recorded on one storage media provided that the photo ID card depicting the case number is photographed at the beginning of the series of photographs related to that case.

C. Chain of Evidence for Storage Media

1. Digital images shall be handled and protected with the same care as any item of evidentiary value.

2. When the storage media is full or the photographer decides no additional photographs will be stored on it; the storage media shall be removed from the camera and placed into a protective media case designed for that media. The media case will be placed in an evidence envelope along with a photograph log completed by the photographer and placed in the evidence room for retrieval by the Identification Officer. The images may also be stored into the Department's digital evidence folder maintained by the Identification Officer and backed up by the City's server.

D. Long Term Storage of Images

The Identification Officer or designee will be responsible for the downloading and storage of images. The images shall be stored in the following manner:

1. Images will only be downloaded and stored by the Identification Officer.

2. Images will be stored digitally.

3. Upon request for court purposes, a written to a write-once CD (CD-R). One CD-R will be used for each case.

4. Once written to a CD-R, the images will also be downloaded into a secured evidence photo directory located on the City computer network.

5. Images will be printed by the Identification Officer when requested.

6. Digital images may be enhanced for investigative purposes or court presentation. The original image will be maintained undisturbed and only a copy of the image will be enhanced.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 144

(Reviewed: 07/06/20) (Reviewed 1/1/19)(Effective 08/30/07)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **INTERVIEW/INTERROGATION ROOM PROCEDURES**

PURPOSE

The purpose of this order is to establish policies and procedures for the security and control of the Highland Park Interview and Interrogation Rooms

POLICY

It shall be the policy of the Highland Park Police Department that the interview and interrogation rooms shall be secure and safe environments for officers and civilians during the interview/interrogation process while maintaining every individuals civil and constitutional rights.

PROCEDURE

A. Secure Holding Facility Interrogation Rooms #1 and 2

1. All officers shall adhere to the security measures detailed in General Order #37, Holding Facility Security and Control, when in the secure detention/booking room area.

2. In addition to any search conducted as part of the arrest process, a second pat down search shall be conducted on all in-custody individuals prior to placement in the interrogation room.

3. Under normal circumstances, no more than two law enforcement officers will be present in the interrogation room during an interrogation. More personnel may be allowed under exceptional circumstances such as a physical confrontation.

4. Officers will carry either a radio and/or telephone with them while in the interrogation room, with a suspect, to be used in the event the officer requires assistance.

5. Every individual will be monitored by a sworn police officer while placed in an interrogation room. When an officer leaves an interrogation room for any reason, another officer must be summoned to monitor the room until his or her return.

6. When officer(s) are conducting an interrogation, communications personnel shall visually monitor the interrogation in the event the officer(s) need assistance.

7. Furniture and items that may be kept in the interview/interrogation room are a small table, chairs, covert audio/visual recording/monitoring equipment, tissues, pen and paper and telephone.

8. The subject being interrogated will be allowed access to a restroom, water and comfort breaks on an as requested or necessary basis. Subjects will be escorted by an officer to a men's or women's holding cell depending on their gender. Meals will be provided for subjects in custody during normal mealtime periods.

B. Patrol Interview Rooms #3 and 4

1. Prior to entering patrol interview rooms # 3 or 4, officers will secure their duty firearms in the security locker located outside the holding facility. Less than lethal weapons are not required to be secured.

2. Interview rooms # 3 and 4 should only be used for interviewing victims, witnesses or suspects who are not in-custody. Patrol officers who are interrogating in-custody suspects should use interrogation rooms # 1 or 2 located in the secure holding facility.

C. Investigations Section Interview and Interrogation Rooms # 5-6-7-8

1. Prior to entering the interview/interrogation rooms, officers will secure their duty firearms in the lockbox located in the Investigations Section main office. Less than lethal weapons are not required to be secured.

2. In addition to any search conducted as part of the arrest process, a second pat down search shall be conducted on all in-custody individuals prior to placement in an interview/interrogation room.

3. Under normal circumstances, no more than two law enforcement officers will be present in the interview/interrogation room during an interview or interrogation. More personnel may be allowed under exceptional circumstances such as physical confrontation.

4. Officers will carry either a radio and/or a telephone with them while in the room with a suspect that can be used in the event the officer(s) need assistance.

5. Every individual will be monitored by a sworn police officer while placed in an Interview/Interrogation room. When an officer leaves an interview/interrogation room for any reason, another officer must be summoned to monitor the room until his or her return. There must be a minimum of two officers present in the Investigations Section main office when any in-custody interrogation is in session. In-custody interrogations should only be conducted in interview/interrogation rooms 5 and 6.

6. Furniture and items that may be kept in the interview/interrogation room is a small table, chairs, covert audio/visual recording/monitoring equipment, tissues, pen and paper and telephone.

7. The subject being interviewed/interrogated will be allowed access to a restroom, water and comfort breaks on an as requested or necessary basis. Subjects will be escorted to the public restroom located off the second floor lobby by a sworn police officer who will stand by outside the restroom door and afterwards escort the subject back to the interview/interrogation room. The restroom will be checked for contraband/weapons prior to allowing the person to use it. In-custody suspects will be transported handcuffed to the secure holding facility to use a restroom.

8. Suspects who are in police custody will be hand-cuffed behind the back when transported from the interview/interrogation room to the processing/lock-up facility and also when they are taken from the lock-up to the interview/interrogation room for further questioning.

9. In-custody individuals who display any degree of aggression, appear to be a physical threat to officers, or who have a history of violence, shall only be interrogated in interrogation rooms # 1 or 2 located in the secure holding facility, where all procedures listed in section A above will be adhered to.

D. Lobby Citizen Report Rooms

The first and second floor lobby Citizen Report Rooms are designed for Police Department personnel to take police reports or complaints from citizens. They are not to be used for investigative interviews or interrogations. Officers are not required to secure their duty firearms when utilizing these rooms for that purpose; however officers are encouraged to maintain officer safety awareness at all times.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 145

(Revised: 07/9/2020) (Effective 08/30/07)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **UNDERAGE DRINKING ENFORCEMENT**

PURPOSE

The purpose of this order is to establish guidelines for the enforcement of state and local under age drinking laws.

POLICY

It shall be the policy of the Highland Park Police Department to thoroughly investigate underage drinking complaints. It shall also be the policy of this agency that offenders of underage drinking laws should be charged with the appropriate offense for which there is probable cause. At the same time, this agency recognizes that there are situations when it is more appropriate to take other action. In all situations, law enforcement officers are expected to properly document every incident and the action taken. This agency further recognizes that a major component of reducing youth access to alcohol in the community is to identify those individuals who furnish alcohol to minors and/or juveniles and furnish a place for them to consume alcohol. It is therefore essential that officers make every effort to determine the source of the alcohol when investigating these incidents.

DEFINITIONS

Adult – A person 21 years of age or over

Alcohol – The substance known as ethyl alcohol, hydrated oxide of ethyl or spirit of wine, which is commonly produced by the fermentation or distillation of grain, starch, molasses, sugar, potatoes or other substances. For purposes of this order, the word “alcohol” and “liquor” are interchangeable.

Guardian – A person lawfully invested with the power and charged with the duty, of taking care of the person and managing the property and rights of another person, who, because of age, is considered incapable of administering their own affairs.

Juvenile – Any person who has not attained 18 years of age

Legal Custodian – A person who has legal custody of a juvenile

Minor – Any person who has not reached 21 years of age

Parent – A natural or adoptive parent of a juvenile or minor

PROCEDURE

A. Illegal Possession/Consumption or Transportation of Alcohol by a Minor/Juvenile

When an officer encounters a minor or juvenile who is in possession of alcohol, the officer shall take the following steps:

1. Seize any alcohol. Depending on the court venue, the following action is required:

    a. Administrative Hearings: A photograph of the alcohol container and officer observations will suffice.

    b. Local Branch Court: If the alcohol is contained in an identifiable container commonly used in the sale of alcoholic beverages, only a photograph and the officer's observations are required. However, if the suspect alcohol is located in a non-descript container or a container commonly used for liquids other than an alcoholic beverage, such as water or soda, a sample shall be obtained and submitted to the Northeastern Illinois Regional Crime Laboratory for analysis.

    c. State Court: A photograph of the alcohol will be taken and a sample of the suspected alcohol shall be obtained from any open containers and submitted to the crime laboratory for analysis.

    d. Unless exigent circumstances are present, the original containers of alcohol and their contents will not be submitted into evidence and shall be disposed of properly. Samples submitted to the crime laboratory for analysis will be placed in a small plastic vial used for that purpose.

2. Attempt to identify the minor or juvenile through a valid form of identification.

3. Should the minor or juvenile exhibit signs of intoxication; establish whether or not medical assistance is warranted.

4. Officers should consider requesting the underage person voluntarily submit a breath sample on a Portable Breath Tester (PBT) to assist in determining alcohol levels.

5. Determine whether the possession of alcohol is within the minor's scope of employment or as part of a valid religious ceremony.

6. Conduct a thorough investigation to determine the source of the alcohol. This should include interviewing all known witnesses.

7. In the case of a juvenile, make a diligent effort to contact his or her parent(s) or legal guardian(s). Taking into consideration a minor's age and the circumstances regarding the incident, their parent or guardian may be contacted at the discretion of the shift supervisor.

8. Individuals determined to be in violation of any local ordinance or state statute should be cited appropriately. Officers who utilize their discretion and take other action shall document that decision in their incident report.

9. Per 235 ILCS 5/6-20(i), an officer may not charge or otherwise take a person into custody based solely on the commission of an offence that involves alcohol and (i) the delivery, acceptance of delivery, or the possession of alcohol, or (ii) the consumption of alcohol by any person under 21 years of age, if the officer reasonably believes that:

a. the officer has contact with the person because the person requested, or acted in concert with not more than 3 others who requested, medical assistance for an individual who reasonably appears to be in need of medical assistance due to alcohol consumption;

b. the person provided his or her full name and relevant information to the officer;

c. the person remained on the scene until emergency medical assistance personnel arrived;

d. the person cooperated with emergency and police personnel at the scene.

B. Investigation of Underage Drinking Parties

Underage drinking parties are defined as situations where a group of minors and/or juveniles have gathered and where many of those present are consuming alcohol. This agency may become aware of these parties through citizen initiated complaints or proactive law enforcement patrols. Citizens may make the agency aware of a planned underage drinking party in advance, an underage drinking party in progress or one that has occurred in the recent past.

1. Planned Underage Drinking Party

a. Should this agency become aware of a planned underage drinking party to take place sometime in the future, the following information should be obtained from the informant if possible.

(1) Source of the informant's information;
(2) Date, time and location of the planned party;
(3) Person(s) responsible for the party;
(4) Person(s) responsible for the property where the party is to be held; and
(5) Where will the alcohol be obtained, if known.

b. The department employee who has been notified of a planned underage drinking party will notify their immediate supervisor of the information. If their immediate supervisor is not available, the on-duty patrol shift supervisor shall be informed. The supervisor will ensure that:

(1) An officer is assigned to conduct an investigation;

(2) The person responsible for the property is notified of the information and is made aware of all applicable liquor enforcement laws;

(3) Every effort is made to locate and seize the alcohol intended for the party; and

(4) There is a general law enforcement presence at the time and general location of the impending party.

2. Underage Drinking Party in Progress

In the event this agency receives a complaint of an underage drinking party in progress, the responding officers shall make every effort to ensure the well being and safety of the minor

and/or juveniles. A supervisor will be notified of the incident and respond to evaluate if additional officers may be needed to safely disperse and investigate the party. Responding officers shall:

a. Establish who is the sponsor of the party.

b. Identify the person(s) responsible for the property where the party is being held.

c. Attempt to determine individual levels of alcohol consumption through voluntary submission of a breath sample on the PBT, sobriety tests, physical observations, etc.

d. If juveniles are present, every attempt should be made to contact the juvenile's parent(s) or legal guardian(s).

e. Ascertain where the minors and/or juveniles obtained the alcohol.

f. Issue citations to any minors or adults in violation of applicable alcohol ordinances or statutes.

g. Complete juvenile history cards on juveniles in violation of applicable alcohol ordinances or statutes.

h. Should evidence indicate that a minor or juvenile purchased alcohol from a licensed liquor establishment, investigate and take appropriate action. If the liquor establishment is located in Highland Park, a To/From letter indicating the circumstances regarding the establishment, any enforcement taken, and the applicable case number will be forwarded, via Chain of Command, to the Chief of Police in a timely manner.

i. Should this agency become aware of an underage drinking party in another jurisdiction, this agency will contact the law enforcement agency responsible for that jurisdiction and provide them with the information. An "Assist Other Agency" incident will be created and a disposition provided by the officer making notification to the other agency.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 146
(Reviewed: 07/06/20) (Effective: 05/20/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EXPOSURE CONTROL**

PURPOSE

The purpose of this order is to establish guidelines for the prevention and control of exposure to bloodborne pathogens involving Highland Park Police Department personnel.

POLICE DEPARTMENT POLICY

It shall be the policy of the Highland Park Police Department to follow the current Exposure Control Plan developed and in use by the Highland Park Fire Department.

PROCEDURE

See the Highland Park Fire Department Exposure Control Plan (Attachment).

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

EXPOSURE CONTROL PLAN

POLICY

The Highland Park Fire and Police Departments are committed to providing safe and healthful work environments for the entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist the organizations in implementing and ensuring compliance with the standard, thereby protecting the employees. This ECP includes:

*Determination of employee exposure

*Implementation of various methods of exposure control, including:

Universal precautions
Engineering and work practice controls
Housekeeping

*Hepatitis B vaccination

*Post-exposure evaluation and follow-up

*Communication of hazards to employees, and training

*Recordkeeping

*Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The medical officer for each department is responsible for the implementation of the ECP. The medical officer will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: 433-3110 – Fire Dept.
  432-7730 – Police Dept.

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- The medical officer will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The medical officer will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: 433-3110 – Fire Dept. 432-7730 – Police Dept.

- The medical officer will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: 433-3110 – Fire Dept.
  432-7730 – Police Dept.

- The medical officer will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: 433-3110 – Fire Dept.
  432-7730 – Police Dept.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

JOB TITLE	DEPARTMENT LOCATION
All sworn staff members	Fire and Police Departments

In addition, there may be times when non-sworn members have exposure, as well.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions and shall comply with Highland Park Hospital EMS System Policy IFC-10.

Exposure Control Plan

Employees covered by the Bloodborne Pathogens Standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the medical officer. If requested, the employer will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The medical officer is responsible for reviewing and updating the ECP annually, or more frequently if necessary, to reflect any new or modified tasks and procedures which affect occupational exposure, and to reflect new or revised employee positions with potential occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Sharp shuttles for IV needles
- Sharp containers in all ambulances

Sharps disposal containers are inspected and maintained or replaced by the medical officer every week or whenever necessary to prevent overfilling.

The Fire Department identifies the need for changes in engineering control and work practices through quarterly safety committee meetings and weekly inventories.

The EMS System evaluates needed procedures or new products by holding medical officer meetings at Highland Park Hospital.

Fire Department medical meetings are conducted twice a year, which ensures effective implementation of these recommendations made.

Personal Protective Equipment (PPE)

PPE is provided to employees at no cost to them. Training is provided by the medical officer in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

Biohazard bags, sharp shuttles, sharps containers, biohazard suits, and safety glasses.

PPE for the Fire Department is located in the ambulances and in the Station 33 medical equipment room, and may be obtained through the medical officer. PPE for the Police Department is located in the police car first aid kits.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE may be disposed of in red biohazard bags and brought to Highland Park Hospital Emergency Room.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces: replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- Utility gloves may be decontaminated for reuse if their integrity is not compromised: discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Dispose of in Highland Park Hospital Emergency Room biohazard barrels

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling **sharps disposal containers**: Once full, bring them to Highland Park Hospital Emergency Room's biohazard barrels.

The procedure for handling **other regulated waste**: Put the material in red biohazard bags and dispose of the bags at Highland Park Hospital Emergency Room's biohazard barrels.

Contaminated sharps are to be discarded immediately, or as soon as possible, in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available in all department ambulances and in the Station 33 medical equipment room.

Bins and pails (e.g., wash or emesis basins) are to be cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware, which may be contaminated, is to be picked up using mechanical means, such as a brush and dustpan.

Laundry

The following contaminated articles will be laundered by The City:

Uniforms
Turn-out gear

Laundering will be performed by Lake City Cleaners of Highland Park.

The following laundering requirements must be met:
- handle contaminated laundry as little as possible, with minimal agitation

- place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red biohazard bags for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry:

  Gloves, safety glasses, and TB mask.

Labels

The following labeling method(s) is/are used:

EQUIPMENT TO BE LABELED	LABEL TYPE (size, color, etc.)
All contaminated equipment or clothing	red biohazard bags very large and small bags are available

The Highland Park Fire and Police Departments will ensure warning labels are affixed or red bags are used, as required, if regulated waste or contaminated equipment is brought into the facilities. Employees are to notify the medical officer if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

The Highland Park Fire and Police Departments will provide training to employees on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost, after training, and within 10 days of initial assignment, to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form (Attachment A). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the employee's personnel file.

Vaccination will be provided by Lake Forest Hospital Occupational Health Services.

Following Hepatitis B vaccinations, the health care professional's written opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, Highland Park Fire Department SOG 0-332 (Exposure to Bodily Fluids), and Highland Park Hospital EMS System Policy IFC05 (Direct Exposure to Blood & Body Fluids) shall be followed. Police employees will immediately report the incident to their supervisor.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Highland Park Fire and Police Departments are to ensure that health care professional(s) responsible for an employee's Hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's Bloodborne Pathogens Standard.

The Highland Park Fire and Police Departments will insure that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The Highland Park Fire and Police Departments will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Highland Park Fire and Police Departments will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, incident scene, etc.)
- procedure being performed when the incident occurred
- employee's training
- corrections or remedies which may be implemented

If it is determined that revisions need to be made, the Highland Park Fire and Police Departments will ensure that appropriate changes are made to this ECP.

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the Highland Park Fire or Police Departments.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of this ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used by the Fire and Police Departments
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available from the medical officer.

RECORDKEEPING

Training records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the medical officer's files.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions

- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the medical officer.

Medical records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."

The Highland Park Fire and Police Departments are responsible for maintenance of the required medical records. These **confidential** records are kept in the personnel records for at least the **duration of employment plus 30 years.**

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the medical officer.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the medical officer.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. All incidences must include at least:

-the date of the injury
-the type and brand of the device involved
-the department or work area where the incident occurred
-an explanation of how the incident occurred

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year that it covers. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 147

(Reviewed: 07/06/20) (Effective: 04/01/11)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **TRAINING ROOM USE**

PURPOSE

The Police Department Training Room is designed for training and meeting purposes for the Police Department and other City departments. The room may also be used by community organizations or groups meeting certain criteria. This policy sets forth the terms and conditions upon which community organizations outside the City governmental organization may reserve and use the facility.

POLICY

The first priority for use of the Police Department Training Room shall be for Police and other City department training and meetings. Community organizations or groups may use the room with the approval of the Chief of Police when certain criteria set forth in this policy are met.

PROCEDURE

A. Usage Criteria

The following criteria must be met by an organization in order to utilize the Police Department Training Room:

1. The organization must be not-for-profit and must have a significant relationship to the City of Highland Park community. A significant relationship with the City can be demonstrated by meeting one of the following:

    a. Having a membership of which the majority resides within the corporate limits of the City.

    b. Having a charter or other official recognition by a parent state or national organization that designates it a Highland Park chapter.

    c. Being an organization that provides a recreational service within the City.

    d. Being an organization of Highland Park businesses whose purpose is to support and encourage business within the City.

2. Approval or disapproval may not be based on the political or religious affiliation of the group or individual; however approval will be denied to groups:

a. Meeting for the purpose of campaigning, endorsing or raising funds for a particular political candidate or party.

b. Meeting for the purpose of conducting a for profit business.

3. The occupancy capacity for the training room is 76 people with tables and 163 without tables. The number of persons in attendance shall not exceed the occupancy capacity.

4. The facility may be used only for business meetings or scheduled programs of the organizations. It shall not be available for use as a child care, baby-sitting or waiting area for organization members or their families while programs are in progress elsewhere.

5. Federal, state, and local government agencies may also request to use the room.

B. Parking

Use of the room may require special parking arrangements, particularly if a meeting is scheduled during a work day. The Chief of Police, or designee, will discuss parking requirements prior to scheduling the use.

C. Scheduling

1. The Chief's office will maintain a reservation list for use of the room.

2. Use by outside organizations and groups may be scheduled up to three months in advance however, police and other City departments take precedence over other uses.

D. Usage

1. Alcoholic beverages may not be served at any function in the Police Department.

2. The Police Department is a smoke-free building; smoking of cigarettes or other smoking materials is not acceptable anywhere within the building or within 25 feet of any entrance.

3. When an event involves minor children under the age 14, adequate adult supervision over the age of 21 must be provided.

E. User Responsibilities

1. Organizations using the facility are responsible for the immediate reporting of any damages. Organizations will be invoiced for any damage caused by their member(s).

2. Garbage and refuse items shall be properly disposed of in refuse containers provided.

3. The City of Highland Park is not responsible for loss, theft, damage to any equipment, or personal belongings of participants during the event.

4. Training room tables, chairs and other non-secure furniture items may be moved during room usage however, all moved items shall be returned to their original configuration prior to completion of usage.

5. Materials presented or displayed shall not contain any matter, in writing or in a depiction that when considered as a whole, predominantly appeals to prurient interests (obscenity prohibited).

6. Upon acceptance of a reservation, an individual representing the organization will be required to sign a document agreeing to the terms set forth in this general order and waiving City liability for personal injury to persons attending the function while on the premises.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 148

(Revised: 07/01/20) (Revised 9/30/19)(Effective: 2/25/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

PURPOSE

The purpose of this order is to establish guidelines for the Community Emergency Response Team (CERT).

POLICY

It is the policy of the Highland Park Police Department to utilize CERT members as a volunteer support unit to supplement and enhance police and fire emergency management during special events, emergencies and other public safety incidents where appropriate.

PROCEDURE

A. Authority

1. The Highland Park Citizen Corps Council, as appointed by the CERT Coordinator and approved by the Chief of Police, is the local administrative body that oversees the Highland Park CERT organization and ensures its compliance under federal and state regulations for grantees.

B. Primary Duties and Responsibilities

1. CERT members are intended to be utilized as a volunteer, supplemental workforce for police and fire services in situations that don't require sworn personnel or full-time employees.

2. Primary intended uses and duties of CERT members includes, but are not limited to:

   a. Aid in traffic control and direction

   b. Aid in crowd control and other functions associated with festivals, parades, marathons, celebrations or other special events that typically result in the gathering of large crowds

   c. Assist in instances of natural or man made disasters

   d. Clerical and record keeping functions

   e. Performance of well being checks of "At Risk" persons during and after extreme weather.

f. Other duties or tasks that would assist the Department in realizing organizational goals or missions and would not necessitate the services of a sworn officer.

C. CERT Members

1. CERT members are citizen volunteers who shall either live or regularly conduct business within the City limits of Highland Park.

2. CERT members are volunteers and do not receive financial compensation or personal benefits due to participating in CERT related activities.

3. Approval, selection, and retention of CERT members are at the discretion of the Chief of Police or his/her designee.

   a. Persons interested in participating as a CERT member shall submit a completed application (attachment A) and completed hold harmless agreement (attachment B) to the Chief of Police or his/her designee.

   b. Volunteers may be subject to a selection process, which includes, but is not limited to an application review and background investigation.

4. CERT members are not commissioned as sworn law enforcement officers and do not have the authority to make custodial arrests. CERT members are not authorized to carry or use weapons while performing services as citizen volunteers.

5. The CERT program shall be overseen by the CERT Coordinator appointed by the Chief of Police.

6. Upon approval of the Chief of Police or his/her designee, activation of the CERT can be made by Departmental supervisors of the rank of Sergeant or above, or by the CERT coordinator.

7. CERT members shall accept direction from any sworn police officer assigned to supervise them consistent with the needs of the Department.

D. Training

1. Generally, CERT members shall receive less training than sworn officers or full-time employees.

2. Prior to being utilized for service, CERT members shall receive adequate training to allow him/her to effectively and efficiently carry out anticipated duties and responsibilities.

3. CERT members will be provided with instruction which includes, but is not limited to:

   a. 20-hour mandatory CERT curriculum sanctioned by the U. S. Department of Homeland Security and the Illinois Emergency Management Agency.

   b. FEMA Introduction to CERT IS-317 online course

   c. FEMA Introduction to NIMS IS-100 online course

   d. CPR Training

   e. AED Training

f. Traffic Control

g. Crowd Control

h. Familiarization with the City Emergency Operations Plan

i. Familiarization with the Police Department Organizational Structure

E. Uniforms

1. Trained CERT members shall be provided with a uniform that is clearly distinguishable from other sworn police personnel and full-time employees.

2. The CERT uniform shall consist of the following:

   a. Green "T" or "Polo" shirt with CERT logo and insignia
   b. Green baseball cap with CERT logo and insignia
   c. Reflective vest or similar outer wear with CERT logo and insignia
   d. Highland Park Police Department "Civilian Volunteer" identification card with lanyard

3. It is the responsibility of every CERT member to maintain issued uniforms and equipment in a manner as such to present a good appearance before the public at all times.

4. While providing volunteer services on behalf of the City, identification cards shall be displayed on the outermost garment by use of the issued lanyard.

5. Reflective vests shall be worn as the outer most garment during all instances in which a CERT member will be on or near public streets or right of ways.

F. Conduct

1. CERT members will comply with all federal and state laws, as well as the ordinances of the City of Highland Park or of any other jurisdiction they may reside in or pass through.

2. CERT members shall follow ordinary and reasonable rules of good conduct and behavior.

3. CERT members shall carry out their assigned duties in a manner that would not bring reproach, discredit, or embarrassment to the City or Police Department.

4. In the performance of their assigned duties, CERT members 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 characteristics.

5. CERT members shall maintain in confidence, and not divulge any information learned intentionally or unintentionally in his/her volunteer assignment. CERT members shall not reveal the identity of individuals coming into contact with the Department.

6. CERT members shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their assigned duties.

7. CERT members shall not abandon their assigned duty unless properly relieved or dismissed by an appropriate supervisory authority or their personal safety would otherwise be jeopardized.

8. With the exception of his or her personally assigned equipment, no CERT member shall remove Departmental, City-owned or controlled equipment without authorization.

9. CERT members shall not make purchases or authorize repairs for the City without prior approval and/or instructions from an authorized police supervisor.

10. CERT members should not utilize their private vehicles or equipment for official purposes unless directed or authorized by an authorized police supervisor.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

(11) Date of last tetanus shots: _____

(12) Do you have personal transportation (car)? Yes / No

(13) Are you willing to do physical labor: (e.g. filling sandbags?)

(14) Do you have competency in language other than English? Level?

(15) Do you have any licenses or professional certifications? If yes, please explain:

Professional Background:

(16) Education, please describe:

(17) Computer Skills:

(18) Prior of current emergency services experience or training: (e.g. military, first aid, search and rescue, humanitarian assistance, etc.)

(19) Prior Disaster Relief Experience:

(20) *Additional skills and experience:

I certify that the above information is complete and true. I understand that references may be contacted and a background check processed. I understand that the City of Highland Park is not obligated to assign me if, in the City's professional judgment, it would not be in my best interest or the best interest of the city.

I have read, reviewed with the CERT coordinator, understand, and will abide by Highland Park Police Department General Order 148. I understand that CERT volunteers are not commissioned as sworn law enforcement officers and do not have the authority to detain, arrest, or carry or use weapons while performing services as citizen volunteers.

Applicant's Signature: **Date:**

Attachment B

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 150

(Reviewed: 07/07/20) (Revised: 11/1/14) (Effective: 7/20/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **RAPID DEPLOYMENT OPERATIONS- ACTIVE THREATS**

PURPOSE

Because acts of violence are increasing in the workplace, religious facilities, and both public and private schools, the Highland Park Police Department has developed a policy for a tactical response in these situations. The Police Department recognizes however, that ***active violent threats*** may require on-duty officers to engage one or more suspects to terminate the violence. Highland Park officers will in certain situations, be expected to form and deploy Contact and Rescue Teams in an attempt to end the violence, protect innocent persons and rescue victims or the injured. The purpose of this policy is to provide guidelines and direction to Department personnel responding to emergency calls for service involving an on-going, life threatening, active threat situation.

POLICY

It is the policy of the Highland Park Police Department to maintain a rapid deployment plan for the swift deployment of police personnel to on-going, life threatening, active threat situations where delayed deployment could otherwise result in death or great bodily harm to innocent persons. In general, it is the intent of this policy to first preserve life and property. Tactics focus on the use of containment and resolution techniques which place priority minimizing the risk to life.

DEFINITIONS

Active Violent Suspect(s): One or more suspects who threaten or participate in random or systematic acts of violence and are actively demonstrating their intent to immediately or continuously harm others with the use of a weapon.

For the purposes of this policy, the term "Suspect" will also include anyone who uses any deadly weapon (knife, club, explosives, combustible fluids, etc.) to systematically or randomly inflict death or great bodily harm.

Barricaded Suspect: A subject who is armed, or potentially armed, in any location, whether fortified or not, who is refusing to comply with police demands for surrender.

Contact Team: A Contact Team is best comprised of four police officers (minimum of two) working together in a cover formation however there may be circumstances where a single officer should act in order to save lives. The Contact Team will function, when possible, with a Point, Left, Right and Rear Guard. The Contact Team will move throughout the building in the immediate pursuit of the suspect. The focus of the Contact Team is to make contact and cease the actions of the suspect by any means legally permissible and appropriate.

Critical Incidents: Any situation involving (but not limited to): a barricaded subject, hostage situation, sniper, terrorist activity, armed suicidal subject, high risk apprehension, or other dangerous situation that has caused or created the possibility for loss of life or great bodily harm to innocent persons.

Containment: Incident status achieved only when the threat has been contained within the smallest spatial area possible to deny access to additional potential victims not in the immediate control of the suspect, or the threat has been eliminated through other means.

Diamond Formation: A technique which allows a force of officers to move with speed and 360 degree threat coverage. It is comprised of a point, left, right and rear guard with each position responsible for 90 degree threat coverage.

Explosive Device: Defined as, any bomb, bombshell, bottle or other container containing an explosive substance, such as, but not limited to, black powder, gasoline, or artillery projectiles.

Hot Zone: Any area in which personal safety is in jeopardy, inside or outside of a structure that is not under the control of the police.

Incident Commander: The supervisor responsible for the overall operation and deployment of personnel at the scene of a critical incident. The first responding supervisor will take charge as Incident Commander until, and unless relieved by a higher ranking supervisor, or a supervisor designated by the Chief of Police or Deputy Chief of Police as having advanced training or expertise in Rapid Deployment techniques.

Isolation: Incident status achieved after containment; when an assessment of the suspect's capability to harm has a defined threat area inside the containment area, and when a perimeter has been set to deny entry to the hot zone and persons within the hot zone have been evacuated.

Rescue Team: A Rescue Team is best comprised of four police officers (minimum of two) working together in a formation similar to that of the Contact Team. The Rescue Team moves throughout the building searching for and providing assistance to injured victims.

Safe Zone: The area within the building used as a safe location that has been cleared and is under constant control by officers, utilized as an extraction point for emergency medical personnel.

Team Leader: An officer who has received training in rapid deployment. The Team Leader will aid the Contact/Rescue Team by directing and controlling the team movements through the hot zone of a particular building.

PROCEDURES

The Highland Park Police Department recognizes that active violent suspects must be stopped before they can endanger innocent life. This shall be the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish this duty. The prioritization of such activities, in their order of importance is:

- Stop the suspect(s)
- Rescue the victims
- Provide medical assistance, when possible
- Preserve the crime scene

A. Rapid Deployment Activation

The following critical incidents may indicate the need to activate a rapid deployment response to aggressive deadly behavior:

1. The event is ongoing and the suspect(s) is actively engaged in causing death or great bodily injury.

2. The incident location is believed to contain multiple potential victims, including but not limited to:

    a. Schools and daycare facilities
    b. Crowded parks or playgrounds
    c. Sporting events
    d. High-rise structures
    e. Places of business
    f. Religious facilities
    g. Ravinia Festival
    h. Special events

3. Citizen/Officer Rescue:

    a. A citizen or police officer is gravely wounded and delayed recovery could result in their death.

    b. The suspect(s) may or may not be actively involved in an assault; however, an assault by the suspect is imminent and immediate recovery is crucial.

    c. Due to the location of the victim(s), an immediate intervention may be necessary to prevent death or great bodily harm.

B. Responsibilities of Police Personnel

1. Telecommunicators:

    a. In the event a critical incident is reported via an emergency call to the Communications Center, the telecommunicator shall:

        (1) Clear the radio channel for emergency use.

        (2) Obtain as much information as possible concerning the nature and location of the threat.

        (3) The exact location of suspect(s) i.e. room number, floor of the building, compass direction in the building, color of hallway, etc.

        (4) Number of suspect(s)

        (5) Description of suspect(s)

        (6) Types of weapons in use

        (7) Quantity and severity of injuries to the victims

        (8) Maintain contact with the caller, if possible, so that real time information can be obtained and forwarded to responding officers.

        (9) Dispatch all available Highland Park police officers to the scene

        (10) Advise the Shift Supervisor of the incident

        (11) Make notifications as requested by on-scene personnel

2. Initial Responder's Responsibility

a. The actions of the initial responders are critical and certain guidelines are to be followed.

(1) Upon arrival, the first responding officer(s) will assess the situation and attempt to gather intelligence information such as:

(a) The number of suspects, descriptions, and their last known location.
(b) Type of weapon(s)
(c) The number of victims, descriptions and their last known location.

(2) It is critical that the first responders extend every effort to confirm that there is a suspect at the scene.

(3) If a contact person representing the building/location where the incident is taking place is identified (i.e., school principal/official, building manager, etc.), that person should be directed to a specific safe location to await the arrival of secondary units and/or the Incident Commander.

(a) Officers should make every effort to gain as much intelligence information from this person as possible, before they are re-directed.

(b) Officers are to communicate the presence and location of this person to the Communications Center and the Incident Commander, if possible.

(4) Communicate all available information. To the extent they are able, arriving officers must communicate information they gather in their assessment to other responding units, supervisory personnel and the Communications Center.

(a) All responding units should limit their use of the radio to emergency traffic only and allow the officers on the scene to communicate their assessments.

(5) When determined that it is appropriate to do so, officers shall assemble a Contact Team without delay.

3. Patrol Supervisory Personnel:

a. Upon notification of a critical incident, the ranking Patrol Supervisor will immediately respond to the scene and shall:

(1) If not needed as a Contact Team member, immediately assume Incident Command, establish a Command Post and maintain command until relieved.

(2) In the event the ranking Patrol Supervisor is needed to engage as a member of a Contact or Rescue Team, the next ranking officer to arrive on the scene shall assume the role of Incident Commander until relieved.

b. The Incident Commander shall be responsible for the following duties and responsibilities including but not limited to:

(1) Requesting an appropriate level of response from the Illinois Law Enforcement Alarm System (ILEAS).

(2) Requesting an activation of the Northern Illinois Police Alarm System (NIPAS) Emergency Services Team.

(3) Activation of an “all call” page to all Highland Park Police personnel.

(4) If determined necessary, activation of additional resources, including but not limited to, bomb squads or HAZMAT response teams.

(5) Establishing safe staging areas for all responding ILEAS, NIPAS and EMS units and the designation and assignment of a staging officer to staff the positions.

(6) Maintaining communication with Contact and Rescue Teams and formulation of additional Contact or Rescue Teams as needed. Officers from other jurisdictions should only be utilized on Contact or Rescue Teams if no officers from Highland Park are available.

(7) Establishment of a safe perimeter and staffing of perimeter positions. Consideration should be given to ensuring all suspects involved in the incident are contained by covering all potential escape routes.

(8) Notification of the Patrol Commander. The Patrol Commander shall be responsible for notification of the Deputy Chief of Police who shall be responsible for notification to the Chief of Police. The Patrol Commander shall be responsible for notification of the Investigations Commander.

(9) Assist in tactical planning by obtaining information from officials directly affiliated with buildings or properties, Contact or Rescue Teams, victims and/or witnesses.

(10) Establishment of a media staging area and Public Information Officer (PIO).

(11) Coordinate the removal of innocent persons to a place of safety away from immediate danger. This may include sheltering in place until such time that is safe to move parties to a place of shelter.

4. Investigations Section Responsibilities:

   a. The Investigations Section Commander and Sergeant will respond to the scene and meet with the Incident Commander.

   b. The Investigations Section Commander will coordinate all investigative activities that such an incident will require.

   c. All available on-duty Investigations personnel will respond immediately to the scene and report to the Incident Commander or the Investigations Commander or Sergeant, if present.

   d. Only Investigators with clothing that immediately and positively identifies them as police officers will enter the location of the incident until containment has been achieved.

   e. Once Containment is achieved, Investigations personnel will coordinate witness and suspect interviews.

   f. The Investigations Section Sergeant will ensure that sufficient personnel are available to conduct the necessary investigation.

5. Public Notifications and Awareness

   a. Public address systems at the location of the incident

b. High speed telephone notifications
c. Use of media emergency broadcasts (Through established PIO)
d. Door to door communication
e. Mobile vehicle P.A. system
f. Email and text alerting
g. Social media

C. Rapid Deployment Response

1. Contact Team:

a. First responding officers will determine the legitimacy of the call.

b. Secure the radio channel.

c. A Team Leader will direct the Contact Team to the safest entrance to enter the Hot Zone.

d. The Contact Team should utilize rifles, handguns, ballistic shields, ballistic helmets, visible police identifiers and any maps for the incident location that are available.

e. The Contact Team will advise the Incident Commander of the location of entry and proceed through the building. Sounds and visual stimuli (gunshots, screams, injuries, etc.) will assist in determining the Contact Team's direction within the structure.

f. If the suspects(s) location is unknown, the Contact Team movements should be paced appropriately for the situation so that a methodical room and building search may be accomplished.

g. If the suspect(s) location is known, the Contact Team will cautiously expedite their movement to this location, remaining cognizant of the possibility of additional offenders in the building.

h. The initial Contact Team will not have the responsibilities to rescue the injured/victims. The Contact Team's primary mission is to pursue the suspect(s) and stop their actions.

i. Contact Teams will radio the command post with locations of injured victims, suspects, explosive devices as well as any information that may be beneficial to additional Contact/ Rescue Teams that may be entering the building.

j. Upon contact being made with the suspect(s), actions of the Contact Team will be determined by the actions of the suspect(s) and shall be in conformance with use of force guidelines outlined in General Order 28, Response to Resistance/Aggression Protocol.

k. Should the suspect(s) change their course of actions, such as taking hostages, barricading themselves, or surrendering, the Contact Team will notify the Incident Commander of the situation. The Contact Team may be required to set a perimeter for containment or accept the surrender of the suspect.

l. The Contact Team will continue its progress until the suspect(s) have been stopped, the Team is relieved by a Tactical Response Team, or the suspect(s) are isolated and no longer an active threat to innocent persons.

2. Rescue Team:

a. The Rescue Team will assemble in the same fashion as the Contact Team, utilizing a Diamond Formation. Additional officers can be added to the Rescue Team to assist in the removal of the injured.

b. Prior to beginning rescue efforts, a secure safe zone area should be established to be utilized as a transfer point for the exchange of victims to EMS support. Sufficient sworn personnel to ensure the safety of persons and EMS responders should staff the safe zone area.

c. The Rescue Team shall proceed through the building, clearing the area they pass.

d. If the Team encounters a person requiring assistance, the Team will form the Diamond Formation around the victim, as security. They will assist the victim up and the entire Rescue Team will escort the victim to the Safe Zone.

e. Once the victim has been removed, the Rescue Team will regroup and return into the Hot Zone to rescue additional victims.

f. If the Rescue Team encounters the suspect(s), the Rescue Team will change their mission from a rescue to a Contact Team and pursue the suspect to stop his actions.

g. Rescue Team procedures should continue in the same manner until the active violent situation is eliminated and area is determined to be safe.

D. Suppressive Fire Restrictions

In the normal course of police work, warning shots and cover fire are not permitted. However, these incidents are not routine. The discharge of firearms in the direction of the threat may be necessary to keep the actively violent suspect under control until team members can get to a safer position or one that is more tactically sound. This use of force towards an actively violent suspect may also afford officers time to remove victims to a safer location or to obtain medical attention. If the actively violent suspect has gained an advantage by height or barricade, use of deadly force may be necessary. Gunfire towards the position of the actively violent suspect should be used cautiously and avoided unless absolutely necessary and only if innocent persons are not in the line of fire. Should it be warranted, officers shall communicate their intent to utilize suppressive fire via radio communication prior to engaging in such actions for the safety of other personnel.

E. Training Program

1. The Rapid Deployment Coordinator and the Training Supervisor shall research and implement suitable tactical training required to support the implementation and maintenance of this program. At minimum, all new sworn employees shall receive Rapid Deployment training during the field training process and prior to release on solo patrol. All sworn personnel shall also receive refresher training that includes, but is not limited to the following techniques and concepts:

   a. Team movement
   b. Room entry and clearing techniques
   c. Building clearing techniques
   d. Victim/Officer rescue techniques
   e. Basic recognition of explosives and improvised devices
   f. Use of force
   g. Firearms skills

2. The Range Master and Training Supervisor will collaborate in the development of live firearm training suitable for this program.

F. Annual Review

On an annual basis, the Rapid Deployment Coordinator shall conduct and prepare a written review of active threat incidents, policies and training needs. The review shall be forwarded to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 151

(Reviewed: 07/07/20) (Revised: 11/30/15) (Revised: 1/8/15) (Revised: 12/29/14) (Effective: 11/2/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **EYEWITNESS EVIDENCE**

PURPOSE

The purpose of this General Order is to facilitate reliable identification testimony by eyewitnesses. Eyewitness evidence can be critical in identifying, charging, and ultimately convicting suspected criminals. It can also aid in eliminating innocent persons from an investigation. It is essential that members of the Highland Park Police Department obtain accurate and reliable eyewitness evidence through sound protocols and practices. An identification achieved through procedures outlined in this policy should minimize the risk of misidentification and increase the evidentiary value of eyewitness identifications.

POLICY

It shall be the policy of the Highland Park Police Department to carryout eyewitness identification procedures in a manner that is consistent with applicable rules of evidence, court rulings and state and federal laws.

DEFINITIONS

Eyewitness - A person viewing the line-up whose identification by sight of another person may be relevant in a criminal proceeding.

Fillers – A person or a photograph of a person who is not suspected of an offense and is included in a line-up.

Independent Administrator – A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the line-up is the suspected perpetrator.

Lineup – Includes a photo lineup or physical lineup.

Lineup Administrator – The person who conducts a lineup.

Photo Lineup – A procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is capable of identifying the perpetrator of a crime.

Physical Lineup - A procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime, but does not include a show-up.

Sequential Lineup – A physical or photo lineup in which each person or photograph is presented to an eyewitness separately, in a predetermined order, and removed from the eyewitnesses view before the next

person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.

Show-up – A procedure in which a suspected perpetrator is presented to an eyewitness at, or near, a crime scene for the purpose of obtaining an immediate identification.

Simultaneous Lineup – A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

PROCEDURE

A. Factors to Consider in Eyewitness Identification

1. In order to determine whether an out-of-court confrontation/identification gives rise to the likelihood of misidentification, the courts have considered the following factors:

    a. The opportunity of the eyewitness to view the criminal at the time of the crime.
    b. The eyewitness' degree of attention.
    c. The accuracy of the eyewitness' prior description of the criminal.
    d. The level of certainty demonstrated by the eyewitness at the confrontation/identification.
    e. The length of time between the crime and the confrontation/identification.
    f. Whether the eyewitness was a "casual observer" or the victim of the crime.
    g. Compliance and non-compliance with legally required practices outlined in this policy.

2. Courts consider the totality of the circumstances when determining if the confrontation/ identification was suggestive or otherwise unreliable.

B. Composing Photo and Physical Lineups

The following procedures will be utilized for the development of photo or physical lineups.

1. Only one suspect shall be used in each identification procedure. If more than one suspect exists, then an individual lineup shall be created for each suspect, utilizing different fillers for each lineup.

2. Fillers should generally fit the eyewitness description of the suspect. In the event that the eyewitness provides limited or inadequate descriptions of the suspect or when the description of the suspect differs significantly from the actual appearance of the suspect, fillers should be selected that resemble the actual suspect's features.

3. A reasonable effort shall be made to "harmonize" lineups. A consistent appearance between the suspect and fillers should be created with respect to any unique or unusual features (i.e., race, sex, age, scars, tattoos, glasses, facial hair, hairstyle, and hair color) however; absolute uniformity of features is not required.

4. A random pattern as to position of the suspect should be utilized. Suspects should be placed in different positions in each lineup, with regards to different cases and/or eyewitnesses in the same case.

5. In the event that multiple photographs of the suspect are reasonably available to the investigator or officer, the most recent available photograph should be selected that resembles the suspect description or appearance at the time of the incident.

6. If there are multiple suspects in a case and an eyewitness is being shown different lineups for purposes of identifying different perpetrators, each lineup must have different fillers.

7. For all photo lineups, a minimum of 5 fillers should be selected and displayed for each identification procedure. Any variance from this minimum shall be approved by the State's Attorney (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos). The sources of photographs should be documented.

8. For all physical lineups, when practical, 5 fillers should be selected and displayed for each identification procedure. In no event should less than 3 fillers be utilized. Any variance from this minimum shall be approved by the State's Attorney (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos). The identity of all persons utilized in a physical lineup should be documented.

9. No personal, criminal history or identification numbers should be visible to eyewitnesses. In the event that suspect photos have such information imbedded in them, the information should be blacked out. All photos in such a lineup shall have the same "blackout" appearance as to not single out any one photo from another.

10. Individuals portrayed in photo lineups shall be identified solely by a number (i.e., 1, 2, 3, 4, 5, 6).

11. Background should either be consistent in all photos or have an equally different amount of backgrounds as to not single out any one photo from another.

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

C. Eyewitness Instructions and Identification Procedures

The following procedures shall be followed in the administration of viewing a photo or physical lineup.

1. In instances involving multiple eyewitnesses, each shall be separated as soon as possible to prevent conferring with one another and instructed to avoid discussing details of a case or results of an identification with other eyewitnesses. If separation is not practical, the lineup administrator shall ensure that eyewitnesses are monitored and that they don't confer with each other while waiting to view the lineup or during the lineup.

2. Eyewitness shall view all lineups separately to avoid any degree of improper suggestiveness by other eyewitnesses. To the extent it is possible; the suspected perpetrator shall be placed in a different position in the lineup or photo array for each different eyewitness.

3. All lineups involving minors will be performed in accordance with 705ILCS405/5-410(2) (f) and Highland Park General Order 60, Juvenile Enforcement and Custody.

4. Unless it is impractical, all lineups must be conducted by an independent administrator. If such administration is impractical, the reasons why it is impractical shall be documented in the administrators report and one of the following methods utilized.

    a. Using a procedure in which photographs are placed in a folder, randomly numbered, and

shuffled and then presented to an eyewitness such that the lineup administrator cannot see or know which photograph(s) are being presented to the eyewitness until after the procedure is completed.

b. By means of an automated computer program or other device which can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph(s) the eyewitness is viewing until after the lineup is completed.

c. Any other procedure which prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after such procedure is completed.

5. There should not be anyone else present during lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law.

6. Prior to viewing any lineup, eyewitnesses shall be read instructions provided on the Highland Park Lineup/Photo-Spread Advisory Form (Attachment A). The document shall be signed by the eyewitness and submitted with the officers reports. If the eyewitness refuses to sign the form, the refusal shall be documented by the administrator by writing "refused" on the signature line where the eyewitness is supposed to sign.

7. For purposes of accurately documenting all statements made by the eyewitness and the procedures being followed, and whenever practical, the administration of any lineup will be audio and video recorded. The lineup administrator shall complete the Video Recorded Line-up Cue Card (Attachment D) and display the completed card for the camera prior to conducting displaying the lineup to the witness. Eyewitnesses will be instructed that an audio and video recording of the lineup procedure will be made. If the eyewitness refuses, said refusal will be documented on the "Request Not To Record Line-up" form (Attachment C).

8. All lineups shall be conducted using the Simultaneous Lineup as the preferred method. If an officer conducts a lineup using an alternative method, the reason for doing so will be documented in the police report.

9. If the sequential lineup format is utilized, all persons or photographs must be viewed by the eyewitness even if the eyewitness identifies a perpetrator before all persons or photographs are presented. The lineup administrator may present a person or photograph to the eyewitness an additional time, but only after the eyewitness has first viewed each person or photograph one time, AND only solely at the eyewitnesses request.

10. Administering personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.

11. In instances where an identification is made, personnel shall not report to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification.

12. Any statements made by eyewitnesses related to the identification or non-identification during a lineup will be accurately documented in a written report.

13. Upon the identification of any suspect in a photo or physical lineup, the eyewitnesses should be asked to relate their level of confidence in the identification. Investigators and officers shall

accurately document the level of confidence expressed by any eyewitness in terms of any statements, their conduct or other relevant observations.

14. When a physical lineup is utilized, all participants must be out of view of eyewitnesses prior to the lineup. Following eyewitness instruction, eyewitnesses should be allowed to view all participants. Eyewitnesses should then be removed from the viewing area before participants are removed.

15. In the event that a physical lineup is utilized, participants may be asked to perform actions such as speaking specified words/phrases or performing certain motions/actions. In such instances, all such words/phrases and motions/actions should be performed by each individual in the physical lineup.

16. When the sequential physical lineup format is utilized, all lineup participants should begin out of view of any potential eyewitnesses. Each individual should be presented separately in a previously determined random order. Even if an identification is made, all participants should be brought forth for viewing. Each subsequent participant should be removed entirely from view before the next participant is brought forward for viewing.

17. If any of the procedures are deemed impractical, then the reasons for such impracticality must be documented in the officer's reports.

D. Showup Procedures

In order to minimize potential suggestiveness, the following procedures shall be utilized in the administration of showup identifications.

1. Consideration should be given regarding time factors. Generally, showups are useful in the identification or elimination of potential suspects at the early stages of an investigation or contemporaneous with the event (measured in minutes or hours and not days).

2. Consideration should also be given as to location factors. Generally, potential suspects are located within close proximity or can be linked to the proximity of the crime scene.

3. Courts have ruled that the least intrusive investigative technique reasonably available should be utilized for showups. Absent exigent circumstances or consent, eyewitnesses should be transported in a departmental vehicle to location of a detained person for identification or elimination as a suspect. Exigent circumstances may include instances such as; the eyewitness was injured or physically unable to be taken promptly to view a detained suspect or the eyewitness was otherwise incapacitated.

4. Prior to performance of any showup, investigators and officers shall obtain and document a detailed description of the suspect.

5. When multiple eyewitnesses are involved, consideration should be given as to how many eyewitnesses should be utilized to perform a showup identification. It may be beneficial to have additional eyewitnesses perform identification through use of photo or physical lineups on an individual basis as soon as practical. Eyewitnesses should be kept separated and instructed not to discuss details of the case or identification results with other eyewitnesses.

6. Prior to viewing a detained suspect, eyewitnesses should be advised that the person(s) they will be viewing may or may not be the suspect and that they are not obligated to make an identification by reading them instructions outlined on the Showup Advisory Form (Attachment B).

7. Personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.

8. In instances where an identification is made, personnel shall avoid reporting to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification.

9. Upon the identification of any suspect in a showup, the eyewitnesses should be asked to relate their level of confidence in the identification. Investigators and officers shall accurately document the level of confidence expressed by any eyewitness in terms of any statements, their conduct or other relevant observations.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

CITY OF HIGHLAND PARK, ILLINOIS

POLICE DEPARTMENT

As a possible eyewitness, you are being asked to view a lineup or photo-spread of a number of individuals. You should not be compelled to make an identification. It is just as important to exclude innocent persons from suspicion as it is to identify perpetrators. Please note that individuals depicted in this lineup or photo-spread may not appear exactly as they did on the date of the incident. Regardless if an identification is made, the Highland Park Police Department will continue to investigate the incident. You are hereby notified that:

1. If a recording of the administration of the lineup is practical, an audio and video recording of the lineup will be made for the purpose of accurately documenting all statements made by the eyewitness. Unless a recording is refused, this recording will contain the persons in the lineup and the eyewitness.
2. The perpetrator may or may not be in the lineup or depicted in the photo-spread and you are not obligated to make an identification.
3. Either the administrator does not know suspected perpetrators identity or if he/she does, you are not to assume that the person administering the lineup or photo-spread knows which person is the suspect in the case.

I,_____, have agreed to view a lineup or
(Printed Name)

photo-spread at _____ on _____.
(Location) (Date/Time)

_____
(Signature of Eyewitness Viewing the Lineup or Photo-Spread)

_____ _____ _____
(Officer Signature and ID #) (Date) (Time)

_____ _____
(Supervisor Signature and ID #) (Date)

_____
(Report #)

By signing this form, the officer administering the lineup acknowledges that they did not provide feedback as to whether or not any person(s) selected by the eyewitness is or isn't a suspect in the case.

Attachment B

CITY OF HIGHLAND PARK, ILLINOIS

POLICE DEPARTMENT

As a possible eyewitness, you are being asked to view a subject. It is just as important to exclude innocent persons from suspicion as it is to identify a perpetrator. You should not be compelled to make an identification. Regardless if an identification is made, the Highland Park Police Department will continue to investigate the incident. You are hereby notified that:

1. If a recording of the administration of the showup is practical, an audio and video recording of the showup will be made for the purpose of accurately documenting all statements made by the eyewitness. Unless a recording is refused, this recording will contain the persons in the showup and the eyewitness.
2. The subject that you are being shown may or may not be the perpetrator and you are not obligated to make an identification.
3. You are not to assume that the person(s) administering the showup knows that the subject being shown is the actual suspect in the case.

I,_____, have agreed to perform a showup
(Printed Name)

at _____ on _____.
(Location) (Date/Time)

_____
(Signature of Eyewitness Performing Showup)

_____ _____ _____
(Officer Signature and ID #) (Date) (Time)

_____ _____
(Supervisor Signature and ID #) (Date)

_____
(Report #)

By signing this form, the officer administering the showup acknowledges that they did not provide feedback as to whether or not any person(s) identified by the eyewitness is or isn't a suspect in the case.

Attachment C

REQUEST NOT TO RECORD LINE-UP FORM
HIGHLAND PARK POLICE DEPARTMENT

Eyewitness Refusal to be Recorded Pursuant to 725 ILCS 107A-2(e)(2)

I, _____ (the eyewitness) do hereby request
(Print Name of Eyewitness)

_____, located at _____,
(Print Name of Administrator) (Location of Line-up)

on _____, _____, AM/PM, not to record any portion of the line-up I am about to view.
(Date) (Time)

I understand that there is a preference under the law (725 ILCS 107A-2(f)(10)) that this procedure is to be recorded.

No one has suggested in any way that I should refuse to have this line-up recorded.

The refusal to have this line-up recorded is my personal preference.

_____
(Signature of Eyewitness Refusing Recording)

_____ _____ _____
(Officer Signature and ID #) (Date) (Time)

_____ _____
(Supervisor Signature and ID #) (Date)

_____
(Report #)

Attachment D

Highland Park Police Department

Video Recorded Line-up Cue Card

Incident # _____

Case Type _____

Administrator _____

Viewer _____

Date & Time _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 152

(Reviewed: 07/07/20) (Revised: 9/19/16) (Revised: 8/17/11) (Effective: 11/2/09)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **ADMINISTRATIVE HEARINGS**

PURPOSE

The purpose of this policy is to establish guidelines and procedures for police personnel assigned to the function of providing services at Administrative Hearings.

POLICY

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

PROCEDURE

A. Administrative Hearing Security

1. Administrative hearings shall be held in the main Council Chambers at Highland Park City Hall. The Department shall provide one sworn officer who shall be present at each Administrative Hearing proceeding to ensure hearing security. This function shall be the responsibility of an assigned, uniformed sworn officer. Duties and responsibilities of the assigned officer include, but are not limited to:

    a. Performing a pre-hearing inspection of the facility and emergency equipment that includes:

        (1) A check and inspection of the hearing room for any suspicious or unaccounted for items.
        (2) A check and inspection of emergency fire extinguisher equipment.
        (3) A check and inspection of the functionality of telephones.
        (4) A check that emergency escape plans are posted.

    b. Maintaining order and decorum relative to the hearing process and resolving conflict that may arise.

    c. Acting as an informational resource to the Hearing Officer, Hearing Clerk, City Attorney and public.

    d. Acts as an intermediate for exchange of documents and/or evidence between hearing attendees and the Hearing Officer.

    e. Investigation of ordinance violations or criminal offenses, which may occur at the hearing process.

2. Any sworn officer assigned to the Administrative Hearing function shall be in full uniform of the day, including their department issued two-way radio equipped with an emergency identifier.

3. As this is a hearing process and not a recognized court, no persons entering the hearing room shall be screened or searched unless legal justification can be articulated and established in compliance with procedures outlined in General Order 75, Arrest Procedures and Alternatives. Officers attending hearings shall be in full uniform of the day for their respective unit. Officers shall retain possession of issued duty weapons while attending hearing proceedings.

B. Detainees

The Administrative Hearing is utilized for the adjudication of minor ordinance violations, which do not carry penalties involving incarceration. In as much, no detainees shall be brought into or out of said hearings, except that an attendee may be taken into custody for the commission of a criminal offense not related to matters pending at the hearing.

C. Procedural Review

On a triennial basis, a documented security survey will be conducted in collaboration with personnel assigned to the Administrative Hearing process to review established plans and procedures. The survey should include a review of emergency escape plans as well as general circulation patterns. Recommendations for procedural or policy changes shall be forwarded in writing to the Chief of Police.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Attachment A

ADMINISTRATIVE HEARING
PRE-HEARING INSPECTION REPORT

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

(Initials)

1. Sweep of the hearing room for any suspicious or unaccounted for items _____
2. Check and inspection of the functionality of telephones _____
3. Check that emergency escape plans are posted _____
4. Portable radio with emergency identifier operational _____
5. Check and inspection of emergency fire extinguisher equipment _____

   Expiration date: _____
6. Check in with Hearing Clerk

   Hearing Clerk name: _____ _____
7. Check in with City Attorney

   City Attorney name: _____ _____
8. Check in with Hearing Officer

   Hearing Officer name: _____ _____

Any notations:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Officer Signature: _____ **Date: _____**

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 153

(Reviewed: 07/07/20) (Revised: 3/24/17) (Effective: 12/22/10)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **CELLULAR TELEPHONE/ELECTRONIC TRANSMITTING DEVICE USAGE**

PURPOSE

The purpose of this policy is to establish procedures and guidelines for the usage of cellular telephones and other personal communication devices while operating a City vehicle.

DEFINITIONS

City Vehicle – Any motorized vehicle owned by the City, including but not limited to cars, trucks, motorcycles, all terrain vehicles and Segways.

Personal Communication Device (PCD) – A personal communication device is any wired or wireless communication device or other prescribed device that is capable of receiving or transmitting telephone communications, electronic data, email, text messages, videos or photos, internet access including but not limited to cellular/satellite telephones, pagers, personal handheld computers (PDAs) and cellular/satellite push to talk devices or similar products. For the purpose of this General Order, Department issued portable radios and vehicle mounted mobile radios and mobile data computers are not considered personal communication devices.

Cellular Communication – Any form of voice communication which is transmitted and/or received by way of a PCD that is capable of transmitting without a wire connecting the device to the telephone network.

POLICY

The Police Department recognizes the use of PCDs while operating a moving City vehicle as a distraction and/or safety concern. The safe operation of a City vehicle shall take precedence over the use of any personal communication device. However, the Police Department understands that some emergency situations require the use of such devices while operating a City vehicle. Use of these devices will be performed under the procedures and guidelines set forth in this policy. This is in accordance with Section 71.120 (Negligent Driving) and 71.010 (Exemptions to Authorized Emergency Vehicles) of the Highland Park City Code.

PROCEDURE

A. Usage of PCDs:

1. The Police Department provides City owned PCDs to certain Police Department employees and in designated Police Department vehicles where there has been a demonstrated need for such devices to facilitate business related communication. Department issued PCD's are not intended to be used as a replacement for the primary police radio frequency or to dispatch calls. These instances still must be dispatched via police radio to allow all officers to be aware of calls and properly document cases.

Squad-car issued cell-phones should only be used as a supplemental communication device, not a primary source of communication.

2. Personally owned PCDs are not required for police business and carrying said devices while on duty is considered a privilege.

3. The following features of a PCD shall not be utilized or performed by any employee while actively driving a City owned vehicle or riding a City owned bicycle.

    a. Text messaging
    b. Photographs or videos
    c. E-mail
    d. Internet
    e. Other "applications"

4. Employees shall not utilize a PCD for cellular communication while actively driving a City vehicle or riding a City owned bicycle. The following exemptions shall apply:

    a. Employees may engage in cellular communication utilizing a PCD while operating a City vehicle provided a "hands-free" device or kit is utilized that will provide hands-free communication. Such devices or kits shall be provided at the employee's expense. The usage of PCDs shall not hinder the operation of any City vehicle or the professional display of the uniform of the day. Employees shall not wear cellular phone hands-free accessories during their tour of duty. Squad-car factory equipped Bluetooth hands-free systems may be used with Department issued PCD's.

    b. A PCD may be utilized in a non-hands free mode for emergency cellular communication, including but not limited to, contacting or communicating with public safety or other emergency service providers, health care providers or operations related to in-progress calls, which threaten public safety. While making or receiving an emergency call, parking and/or directing the City vehicle to a safe non-traffic location is preferred, if possible.

5. PCD use should be reasonable and shall not interfere with the employee's normal duties or responsibilities. Under no circumstance shall an employee conduct personal non-business related communications utilizing a PCD while on a call for service, traffic stop or while conducting any other official law enforcement activity.

6. All personally owned PCDs will be placed on a silent or vibrate mode when being carried by an employee during their tour of duty.

7. PCD's (cell phones) assigned to specific Department vehicles (squad cars), as opposed to an individual, shall additionally be restricted to the following guidelines:

    a. Squad cell-phones shall not be used for personal calls except with supervisory authorization.

    b. The outgoing caller ID shall be set to the "blocked" mode at all times.

    c. Employees shall not provide the numbers of squad PCD's to members of the public. Business-related returned calls shall be directed to the main dispatch number, 847-432-7730. The dispatch center will retain the ability to "transfer" calls to squad cell-phones.

    d. Squad cell-phones shall not be utilized for outgoing text messages.

    e. Squad cell-phones shall not be utilized for taking photographs.

f. Supervisory staff will audit squad car PCDs at their discretion to ensure proper usage of the devices

g. Squad cell-phones shall be checked prior to each shift as part of the standard vehicle inspection. Employees shall immediately notify their immediate supervisor if a squad cell-phone is found to be operationally deficient or missing.

B. Complaints or Violations

In cases where a violation of this order occur, the employee's supervisor or Chief of Police shall have the authority to issue standard progressive discipline as well as prohibit an employee from carrying a personally owned PCD while on duty.

This General Order is in effect as of this date and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 154
(Reviewed: 07/07/20) (Revised 3/6/19)(Effective: 3/6/13)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **SOCIAL WORKER PROGRAM**

PURPOSE

The purpose of this General Order is to establish guidelines for the Social Worker Program of the Highland Park Police Department.

POLICY

It is the policy of the Highland Park Police Department to provide adults, juveniles, and families with social services for the resolution of individual and community problems beyond the capabilities of operations personnel. The Social Worker is not an investigative, enforcement, or intelligence gathering component of the police department. Its function is the genuine concern to provide professional assistance and referrals to those in need of social services.

PROCEDURE

A. Program Supervisor:

The Investigations Sergeant shall be the supervisor of the Social Worker Program and will be responsible for the following:

1. Designing and coordinating the Social Worker's schedule.
2. Overseeing the Social Worker's progress.
3. Reviewing requests for social services and assigning the Social Worker when appropriate.
4. Ensuring the completion and quality of necessary program paperwork.

B. General Scope of Services:

Examples of situations or individuals in which the Social Worker may be beneficial, but are not limited to:

1. Domestic/Family Disputes
2. Victim and/or Witness Support
3. Substance Abuse Incidents
4. Suicide, Suicide Attempts or Death Investigations
5. Persons with Physical, Emotional or Cognitive Impairment
6. Neighbor Disputes

7. Juvenile Problems

8. Hoarding Situations

9. Homeless Situations

10. Elderly Assessment

C. Referrals:

1. Non-emergency referrals

a. When an officer or supervisor makes a determination that a citizen may benefit from, or when a citizen specifically requests non-emergency social services, the following procedures will be followed:

(1) The citizen will be provided with a business card for the Social Worker, if available on scene.

(2) The request or offer for social services will be documented in the associated incident to ensure it is reflected in the daily bulletin.

(3) An email will be generated, referencing the incident number and sent to the Social Worker, copying the Investigations Sergeant and Commander for tracking purposes.

b. When assigned, the Social Worker will initiate services at the earliest convenience**.**

2. Emergency or Crisis Situations

a. An emergency or crisis situation is defined as an incident where the individual's ability to cope with the normal activities of daily living is severely impaired as a result of a serious situation such as death, suicide attempt, sexual assault, or other serious traumatic instance.

b. Verbal requests for Social Worker response for Emergency or Crisis Situation shall be made through the Investigations Sergeant who will review the request and assign the Social Worker when appropriate. The verbal request shall be followed up with a written request as outlined under C. (1.)(a.).

c. In the event the Investigations Sergeant is unavailable, the emergency request shall be screened for approval in the following order:

(1) Investigations Commander
(2) On duty Shift Commander

D. Social Worker Reports

1. The Social Worker shall complete individual reports on casework progress. The integrity, security, and privacy of these reports shall be maintained by the Social Worker in a locked file pursuant to 740 ILCS 110/3.

2. Under no circumstances are the Social Worker's reports or records to be made a part of the Highland Park Police Department case reports and will only be made available to the criminal justice system through appropriate court action and order pursuant to 740 ILCS 110/3.

3. Without breaching the confidentiality requirements of 740 ILCS 110/3, the Social Worker shall submit a weekly summary report of services and referrals to the Investigations Sergeant. This report shall include at minimum:

    a. Referring City employee's name and associated report number
    b. Date
    c. Time
    d. Duration of time spent on the case
    e. Name of assisted person(s)
    f. Brief summary of service(s) provided
    g. Status (Pending or Resolved)

4. Upon completion of an assignment, without breaching the confidentiality requirements of 740 ILCS 110/3, the Social Worker will send a brief email to the original requesting employee summarizing the services provided.

E. Provisions for Back-up Social Services

1. The Social Worker is responsible for providing 24- hour crisis intervention services, and is responsible for coordinating back-up services during periods of unavailability.

2. The Social Worker may utilize the services of a sub-contracted Social Worker with prior approval from the City. All subcontractors are subject to the provisions and agreement between the primary Social Worker and the City.

3. The use of a subcontractor does not relieve the primary Social Worker of full responsibility and liability for the performance and provision of services.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 155

(Reviewed: 07/07/20) (Effective: 3/6/13)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **PRESCRIPTION DRUG DISPOSAL PROGRAM**

PURPOSE

The purpose of the Prescription Drug Disposal Program is to provide for a safe and secure method for individuals to dispose of unwanted medications in a lawful and environmentally responsible manner.

DEFINITIONS

Acceptable Medications: Medications acceptable for disposal include prescription and over-the-counter medications, medicated ointments and shampoos, liquid medicines in original non-leaking containers, prescription and over-the-counter inhalers, and glass thermometers containing mercury. Medications may only be brought in by residents. Pills and liquid medications bottles should be placed in zipper top plastic bags. Medications may be disposed of in their original containers, but personal prescription information should be removed from containers. Labels on medications are not required.

Drug Drop Box: A secure drop box for disposing of unwanted, unneeded or expired medications.

Program Coordinator: A member of the Police Department responsible for the overall administration of the Prescription Drug Disposal Program. The Department's Property Custodian shall serve as the Program Coordinator under the supervision of the Investigations Unit Commander and Sergeant.

Unacceptable Medications: Medications not acceptable for disposal include sharps, needles, IV Bags, bio-hazardous materials including wound dressings, radioactive medicines, and other household wastes. Medications brought from medical facilities or other businesses which distribute medications are not acceptable.

POLICY

It is the policy of the Highland Park Police Department to provide residents with a safe drop-off site for unwanted medications. Medicines unsecured in the home can cause confusion and misuse, resulting in serious health implications for adults and children. Medicines disposed of by flushing into the sewage system or placing into landfills can have serious environmental health consequences. The Prescription Drug Disposal Program is not intended to dispose of medications from medical facilities or other businesses which distribute medications.

PROCEDURE

A. The Department shall advise residents of the program by utilizing any or all of the following means:

1. City website
2. City newsletters
3. Informational pamphlets

4. Press releases

B. The Department shall maintain a secure drug drop box for unwanted, unneeded and expired medications. The drug drop box shall be positioned inside the Department's lobby to allow for 24/7 access. The drug drop box is provided for use by residents and is not intended for use by medical facilities or other businesses which distribute medications. Additional off-site locations may also be considered.

C. Any medications or property physically turned over to Department employees shall be handled according to procedures outlined in General Order 78, Property Evidence Control and may not be placed into the drug drop box.

D. Access to the drug drop box will be limited to the Program Coordinator, or in his/her absence, a designee identified by the Investigations Unit Commander or Sergeant.

E. The Program Coordinator shall be responsible for checking the drug drop box at least once per week to ascertain if it needs to be emptied. When necessary, the contents of the drug drop box will be collected in the following manner.

1. Proper body substance isolation equipment will be utilized (gloves and mask/face-shield if necessary)

2. Due care shall exercised to protect from biohazards or potential sharps or needles

3. Box contents will be secured and sealed in plastic bags

4. The sealed plastic bags shall be placed into a sealable box

5. The box and its contents will be weighed to ascertain its total weight

6. An inventory entry will be made into the property management system

7. The box will be sealed and initialed

8. Sealed boxes which are not full may be unsealed to add additional sealed plastic bags

9. Any boxes unsealed for the purpose of adding additional sealed bags will undergo steps 5-7 above

10. The box will be stored in the Department's secure evidence room until it is released for disposal

F. The Program Coordinator will be responsible for the coordination of the proper and legal disposal of all items collected in the drug drop box. The Program Coordinator will document the release and destruction of each box of disposed medications in the Department's property management system.

G. On an annual basis, the Program Coordinator shall summarize the amounts collected and submit it with any program recommendations to the Chief of Police.

This General Order is in effect as of this date and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 156

(Reviewed: 07/07/20) (Effective: 3/18/14)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **FIREARM CONCEALED CARRY ACT**

PURPOSE

In January of 2014, the State of Illinois enacted the Firearm Concealed Carry Act (430 ILCS 66/1, et al). The Act allows private citizens, who meet certain requirements, to lawfully possess firearms on their persons in most public places. The purpose of this policy is to describe procedures for Departmental personnel when encountering persons carrying concealed firearms under the provisions of the Illinois Firearm Concealed Carry Act.

DEFINITIONS

Concealed Carry License (CCL): A license issued by the Illinois State Police which provides the right to carry a concealed firearm under the guidelines of the Illinois Firearm Concealed Carry Act.

Concealed Firearm: A loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

Handgun: Any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. For purposes of this General Order and as defined by the Firearm Concealed Carry Act, a handgun does not include: a stun gun or Taser, machine gun, short barreled rifle, shot gun, pneumatic gun, spring gun, paintball gun or BB gun.

POLICY

It is the policy of the Highland Park Police Department to uphold the lawful rights of citizens in possession of legally concealed firearms, while balancing the safety and security of the general public, the officers themselves and all emergency responders. Department personnel will potentially encounter licensed persons carrying concealed firearms during the course of their duties and must be aware of the restrictions placed on CCL licensees, variances in weapons laws, and specific responsibilities of law enforcement agencies in administering the Act. Additionally, the Department will play a role in the safekeeping of firearms when needed.

PROCEDURE

A. Illinois Concealed Firearms Act

The Illinois Firearms Concealed Carry Act allows individuals in possession of a (CCL) in the State of Illinois to:

1. Carry a loaded or unloaded concealed handgun, fully concealed or partially concealed (mostly concealed from public view), on or about his or her person.

2. Keep or carry a loaded or unloaded concealed firearm within a vehicle.

B. Prohibited Places and Circumstances

Possession of a firearm in public, in and of itself, is not a violation of the law. However, the carrying of a concealed firearm with a CCL permit is prohibited in certain areas including:

1. Any building, real property, and parking area under the control of a public or private elementary or secondary school.

2. Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of pre-school or child care facility.

3. Any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government, provided that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Illinois Department of Natural Resources or any other designated public hunting area.

4. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.

5. Any building or portion of a building under the control of a unit of local government.

6. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.

7. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.

8. Any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.

9. Any building, real property, and parking area under the control of an establishment that serves alcohol on its premises, if more than 50 % of gross receipts are from the sale of alcohol.

10. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.

11. Any building or real property that has been issued a Special Event Retailer's License as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's License, or a special use permit license as defined in subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the license.

12. Any public playground.

13. Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.

14. Any real property under the control of the Cook County Forest Preserve District.

15. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.

16. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.

17. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.

18. Any building, real property, or parking area under the control of a public library.

19. Any building, real property, or parking area under the control of an airport.

20. Any building, real property, or parking area under the control of an amusement park.

21. Any building, real property, or parking area under the control of a zoo or museum.

22. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in a compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.

23. Any area where firearms are prohibited under federal law.

24. Nothing in the Act shall prohibit a public or private community college, college, or university from:

    a. Prohibiting persons from carrying a firearm within a vehicle owned, leased, or controlled by the college or university;

    b. Developing resolutions, regulations, or policies regarding student, employee, or visitor misconduct and discipline, including suspension and expulsion;

    c. Developing resolutions, regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park vehicles that carry firearms; and

    d. Permitting the carrying or use of firearms for the purpose of instruction and curriculum of officially recognized programs, including but not limited to, military science and law enforcement training programs, or in any designated area used for hunting purposes or target shooting.

25. Exceptions:

    a. A CCL licensee shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area of a prohibited area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

    b. A CCL licensee shall be permitted to carry a concealed firearm while he or she is traveling along a public right of way that touches or crosses any of the prohibited areas if the concealed firearm is carried on his or her person in accordance with the provisions of the Act or is being transported in a vehicle by the licensee in accordance with all other applicable provisions of law.

    The owner of private real property of any type may prohibit the carrying of concealed firearms on the property under his or her control. The owner must post a sign in accordance with the Act, indicating that firearms are prohibited on the property, unless the property is a private residence.

    A CCL licensee is prohibited from carrying a concealed handgun while under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code.

C. Issuance of a CCL

The Illinois State Police (ISP) is responsible for issuing Concealed Carry Licenses. To obtain a CCL, applicants must meet the qualifications as required in the Act, including but not limited to:

1. Being at least 21 years of age, and

2. Possessing a current Firearm Owner's Identification Card (FOID), if a resident of Illinois.

D. Requirements of CCL holders

A CCL licensee is required to possess a valid CCL at all times when carrying a loaded concealed firearm, absent the following exceptions:

1. A licensee is carrying or possessing a concealed firearm on his or her land or in his or her abode, or fixed place of business.

2. A licensee is carrying or possessing a concealed firearm on the land or in the legal dwelling of another person as an invitee with that person's permission.

3. When the person is authorized to carry a firearm under Section 720 ILCS 5/24-2 of the Criminal Code of 2012, except subsection (a-5) of that section.

4. The handgun is broken down in a non-functioning state, is not immediately accessible, or is unloaded and enclosed in a case.

E. Investigatory Stops

During investigatory stops, including but not limited to traffic stops, the driver and any passengers who are CCL holders and carrying a concealed handgun, and upon the request of the officer, must:

1. Disclose to the officer that they are in possession of a concealed firearm under the Firearm Concealed Carry Act.
2. Identify the location of the concealed handgun.
3. Present the CCL.

F. Violations of the Illinois Firearms Concealed Carry Act

Violations of provisions of the Illinois Firearms Concealed Carry Act are not violations of UUW statute itself. Licensees found in violation of the restrictions set forth in the Act may be charged under the specific section of the Act. Such violations include, but are not limited to:

1. Not carrying a CCL on his/her person while in possession of a firearm (430 ILCS 66/10g)
2. Failure to disclose license or firearm upon request by police (430 ILCS 66/10h)
3. Possession of a firearm while under the influence of drugs and/or alcohol (430 ILCS 66/70d)
4. Carrying a concealed weapon in a prohibited area (430 ILCS 66/65)
5. Failure to conceal the firearm (430 ILCS 66/70e)
6. Failure to notify address change within 30 days (430 ILCS 66/55a) – Note: Petty Offense
7. Failure to notify of lost CCL within 10 days (430 ILCS 66/55b) – Note: Petty Offense

Personnel investigating violations of provisions of this Act should assess the totality of the circumstances of such violations. Department personnel will have the discretion, based on situational circumstances, of resolving minor issues or making an arrest for violation of the CCL law. The Departmental non-traffic complaint form will be utilized for violations of the CCL law.

Whenever a person is arrested and charged with a violation of the Illinois Concealed Carry Act or Firearm Owner Identification Card Act, the involved firearm will be secured, packaged and retained as evidence. All evidence packaging and storage procedures relating to firearms and ammunition shall apply. Firearms should not be immediately returned to licensees determined to be under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code until such time that the licensee is deemed not to be impaired.

G. Safekeeping of Firearms

Situations may arise where non-law enforcement outside agencies may encounter a firearm possessed by a CCL licensee. These situations may include, but are not limited to:

1. Medical emergencies involving Highland Park Hospital
2. Highland Park Fire Department transports
3. Private ambulance service transports
4. Funeral homes
5. Local medical offices

The Department shall assist in these situations upon request by taking temporary custody of the firearm and ammunition. Any items not immediately returnable to the original licensee at the conclusion of the encounter will be placed into evidence for safekeeping. All evidence packaging and storage procedures relating to firearms and ammunition shall apply. If it is anticipated that the items

may be retrieved within 24 hours, the temporary lockers in the in-service room may be utilized following procedures outlined in General Order 78, Section J(5)(j). Firearms not returnable within 24 hours must be submitted to the property room. CCL licensees may retrieve items which have been taken for safekeeping by contacting the Property Custodian and providing a current CCL license and valid FOID card. In cases involving the death of the CCL licensee, the licensee's heirs or executor may retrieve the items by providing proof of death and a valid FOID card, and/or an order of Court.

Prior to the return of any such firearm, personnel shall verify the existence of a valid CCL and FOID card and conduct a check of the firearm's serial number through LEADS/NCIC.

H. Encounters with Licensees in Possession of Firearms

The right to bear arms is a constitutionally protected right. During street encounters, Department personnel must be cognizant of personal safety, scene safety and the safety of other persons. Department personnel must weigh a person's right to bear arms against maintaining personal safety, scene safety and the safety of other persons. Scenarios of encounters are abundant. When coming in contact with a licensee legally in possession of a firearm, personnel should assess the totality of the circumstances when deciding the best course of action to take for the duration of the encounter. Options for the encounter may include:

1. Leaving the firearm in the possession of the licensee with specific instruction from police personnel as to what the licensee should and should not do for scene and officer safety.

2. Having the licensee secure the weapon in a safe area until completion of the encounter with specific communication to the licensee as to reasons for the request.

3. Temporarily securing the weapon from the licensee for safety with specific communication to the licensee as to reasons for temporarily securing the firearm and communication that the firearm will be returned immediately upon conclusion of the encounter, provided there are no relevant violations of law.

4. Securing/seizing the firearm as the result of a violation of law.

   In instances where personnel determine it necessary to take temporary protective custody of a firearm from a licensee, personnel should be in a position to articulate reasonable facts to support the action. Such articulated facts may include, but are not limited to: apparent alcohol and/or drug impairment, apparent diminished mental capacity, direct or implied threats, agitated state of involved persons, officer's ability to control the scene, number of involved persons vs. number of police personnel, etc.

I. Non-Custodial Transports of Armed CCL Holders

No persons shall be transported by a Department member while armed with a firearm. If the subject to be transported is a CCL holder, they shall be required to surrender their firearm to the transporting officer for temporary safe keeping.

1. The officer will take temporary protective custody of the firearm. If possible, the firearm should be left in a secured method of carry (holster, case, purse, etc.) in the condition received from the CCL holder or secured in a manner to protect the weapon from unintentional discharge and/or damage during transport. The firearm shall be transported in an area within the squad which inaccessible by the transported person.

2. The firearm and method of carry will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from

lawfully carrying the firearm.

3. If the firearm cannot be lawfully possessed by the CCL holder at the conclusion of the transport, it shall be retained for safe-keeping, transported to police headquarters and secured in evidence. All packaging and storage procedures relating to firearms and ammunition shall apply

4. Civilian personnel shall not provide transportation to an armed CCL holder.

J. Objection Process

The Illinois State Police maintains a database of CCL applicants and licensees. The database is available to all federal, State, and local law enforcement agencies, State's Attorneys, the Attorney General, and authorized court personnel. In accordance with the Firearm Concealed Carry Act, any law enforcement agency may submit an objection to a license applicant based upon a reasonable suspicion that the applicant is a danger to himself or herself or others, or a threat to public safety. Agencies have 30 days in which they may review and respond to the ISP with any objections. The objection process will be administered as follows:

1. On a weekly basis, the Records Supervisor or his/her designee, will login to the ISP database and check for applicants currently residing within, or previously residing within Highland Park.

2. The Records Supervisor or his/her designee shall conduct a thorough internal records check regarding any new applicants.

3. Any incidents or cases involving the new applicant which may give rise to a reasonable suspicion that the applicant is a danger to himself or herself or others, or a threat to public safety shall be immediately reported to the Chief of Police or his/her designee.

4. All objections submitted to the ISP must be authorized by the Chief of Police (or his/her designee) and must include relevant information to support the objection.

5. The Records Supervisor will maintain a log of all CCL applicants reviewed and materials utilized to support any filed objections.

K. Civilian Employees

Civilian employees who obtain a CCL shall not carry a firearm while in uniform or on duty. Civilian employees may travel to and from work in their personal vehicles with their firearms according to the Act, but may not travel in municipal-owned vehicles with a firearm.

L. Clear and Present Danger Reporting Requirements

Per 430 ILCS 65/8.1(d)(2) of the Firearm Owners Identification Act and 430 ILCS 66/105 of the Firearm Concealed Carry Act, law enforcement officials and school administrators are required to report to the Illinois State Police (ISP), within 24 hours, any individual determined to pose a clear and present danger to themselves or others. A clear and present danger is defined in the FOID Act as a person who "demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a law enforcement official". Upon determination of a person posing a clear and present danger, Department personnel shall:

1. Print, prepare and sign an "Illinois State Police - Person Determined to Pose a Clear and Present Danger" form from the ISP website.

2. Completed forms will be reviewed by the shift supervisor. Be sure to list specific behaviors and statements leading to the determination that the person poses a clear and present danger.

3. Upon approval of the shift supervisor, the form shall be submitted to the ISP Firearm Services Bureau via faxing to (217) 782-9139.

Completed original forms will be retained and submitted with a case report. A copy will be forwarded to the Chief's office.

This General Order is in effect as of this date and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 158

(Reviewed: 07/07/20) (Effective: 2/25/15)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **MILITARY DEPLOYMENT AND REINTEGRATION**

PURPOSE

The purpose of the policy is to provide procedures for employees' military deployment and reintegration to the Department. This policy shall apply to military employees who are expected to be absent from the Department for a period of 90 days or longer. This shall apply to any branch of military service covered under the Uniformed Services Employment and Re-employment Rights Act (USERRA), and shall be in addition to any benefits provided by the City of Highland Park as outlined in the Personnel Handbook or in any applicable collective bargaining agreements. The City will grant all employees leaves of absence to fulfill military service obligations in accordance with the requirements of applicable law.

DEFINITIONS

Military Support Officer (MSO) - A Department member who has been identified by the Department and military employee to serve as a liaison between the deployed employee and the Department during his/her absence. The MSO will serve to assist in the care and oversight of the employee's family and personal matters should the need arise during the employee's deployment. This shall not be construed as giving the MSO any legal authority to act in the employee's stead unless it has been otherwise provided for in proper legal documentation.

PROCEDURE

A. Pre-Deployment Procedures

1. Any employee seeking a military leave of absence must provide the City with advance notice of their intent to take a military leave unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

2. The employee will complete the City's Leave of Absence Request forms and submit a copy of their military orders to the office of the Chief of Police as soon as possible along with written notification to include the following:

    a. Anticipated date(s) of mobilization;
    b. Unit name and identification;
    c. Commanding Officer's name, telephone number and e-mail address;
    d. Immediate military supervisor's name, telephone number and e-mail address;
    e. Name of the military ombudsman (or equivalent) telephone number and e-mail address.

3. The Department and employee will identify a member of the Department to act as the Military Support Officer (MSO).

4. The Human Resources Manager will serve as the City's point of contact and together with the Chief of Police or designee, will meet with the employee prior to deployment to ascertain information regarding:

    a. Employee benefits;
    b. Salary continuation;
    c. Any other relevant information which may aid in later reintegration.

5. The Human Resources Manager and Chief of Police or designee, will provide oversight over the deployment of military employees during an exit interview.

6. Prior to their deployment, the employee shall turn in their Department issued badges, IDs, keys/fobs, and weapons to their immediate supervisor. Clothing and other equipment may be stored in employee's assigned, secure locker during their deployment.

7. The City's IT department shall suspend the employee's email and computer accounts.

B. Deployment Procedure

1. During the deployed employee's absence, the Department shall provide support to the employee and their immediate family through the MSO and Human Resources Manager.

2. The MSO shall:

    a. Keep up-to-date status on the employee and provide the information to the employee's immediate supervisor for dissemination up the chain of command. Information shall include current status, active needs, and family needs.

    b. Provide the deployed employee's current e-mail and address information to the Human Resources Manager.

3. The Training Coordinator shall maintain a current file on the deployed employee, including the status of any certifications or mandatory training missed while deployed.

4. Department members are encouraged to maintain active contact with the deployed employee. Send Department events, newsletters, promotion opportunities, and other information to assist the deployed employee in maintaining an active link with their co-workers.

C. Reintegration Process

1. Any employee on a military leave of absence, upon completing their military service obligation, must return to work in a timely manner as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on the military leave can result in termination of the leave of absence and/or discipline, up to and including termination of employment.

2. Prior to returning to full duty, the returning employee will meet with the Human Resources Manager and the Chief of Police or designee, for a reintegration interview.

3. An employee returning from a military leave of absence will be reinstated in accordance with and as required by applicable laws. With some exceptions, an employee returning from a military leave of absence typically will be reinstated without loss of seniority, status or pay and return to either his/her prior position or the position in which the employee would have been employed had their continuous service not been interrupted by the military leave. Under certain circumstances,

the City may require an employee to provide documentation demonstrating their eligibility to return to work.

4. Dependent on factors related to the deployment (duration, combat operations, etc.), the returning employee may be required to undergo evaluations as deemed necessary by the Chief of Police and Human Resources, at no cost to the employee.

5. Upon return to work, the employee must provide appropriate documentation regarding the amount of military pay received during the leave, the amount of time served, and documentation indicating the type of duty performed.

6. Returning employees shall be reissued all equipment. The employee shall contact their immediate supervisor as soon as notice to return to work is received and request re-issuance of all required equipment.

7. The Department will provide updated copies of any new or revised policies and procedures for the employee to acknowledge understanding.

8. Information Technology will reinstate any City/Department email or computer accounts.

9. The returning employee will meet with the Training Coordinator to determine what missed training or certifications must be completed. A schedule will be made to accomplish all required training tasks. The returning employee will be required to complete a short term assignment with a Field Training Officer for refresher training per guidelines established in Section B(8) of General Order 54; Field Training Program.

10. The returning employee will be required to complete weapons qualifications with a Range Officer.

11. The Military Post-Deployment Checklist (Attachment) will be completed by all applicable Department members.

This General Order is in effect as of this date and will remain in effect until further notice.

Lou Jogmen
Chief of Police

HIGHLAND PARK POLICE DEPARTMENT

Military Post-Deployment Checklist

✓	ITEM	CONTACT	DATE
☐	Notification of return to employee's supervisor		
☐	Military documentation turned in to Human Resources Manager		
☐	Re-issue of weapons		
☐	Re-activation of City email and/or computer sign ins		
☐	Completion of short term assignment with FTO		
☐	Review of training certifications and schedule completion		
☐	Weapons qualifications		
☐	Review of new or revised Department and City policies and procedures		
☐	Re-issue of badges and IDs		
☐	Re-issue of Department keys/fobs		

Comments: _____

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CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 159

(Reviewed: 07/08/2020) (Effective: 4/28/16)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **AUTOMATED VEHICLE LOCATION SYSTEM**

PURPOSE

The purpose of this directive is to establish guidelines for the operations of the Automated Vehicle Location (AVL) vehicle tracking system.

DEFINITIONS

For purposes of this policy, the following definitions apply:

History Playback - A replay of events from the event database. The system will allow authorized users to replay historical events. Data will be purged on a regular basis per the data retention policies of the Department's dispatch provider.

Automated Vehicle Location Unit - Digital GPS transceivers coordinated by a laptop and the Automated Vehicle Location system, utilizes the system's transmitter and receiver with an attached antenna that can send and receive digital messages.

POLICY

A. The Highland Park Police Department recognizes that the Department should take every precaution to help ensure officer safety, reduce the risk of squad car theft, reduce chances of injury or death to innocent civilians, and improve the chances of recovering or locating a Police vehicle if it is stolen or missing. Most of the Department's squad cars are equipped with mobile computers, assault rifles, ammunition, video cameras, police radios, ticket books, and other misc. police equipment, which, in the hands of the wrong people, could be a deadly combination.

B. The Highland Park Police Department also recognizes that the Automated Vehicle Location system may also be utilized as a supervisory tool to monitor the Department's equipment and resources. It can also be used to help clear employees of false allegations, and if needed, it could be used as evidence to confirm allegations of employee misconduct.

PROCEDURE

A. Accessibility to system. The following personnel will have access to the information contained in the Automated Vehicle Location system:

1. Chief of Police
2. Deputy Police Chief
3. Commanders
4. Sergeants
5. On-Duty Communications Personnel

B. Affected Vehicles. All Department vehicles with an installed laptop and actively logged onto the New World system are subject to vehicle location tracking. Employees operating marked police vehicles are required to be logged onto the New World system while in duty or extra-duty capacities.

C. Capabilities. The Automated Vehicle Location system is capable of the following:

1. Vehicle history playback for a period set by the system administrator.
2. Locating all vehicles
3. Locating specific vehicles
4. Determining vehicle speeds and direction of travel

The Automated Vehicle Location system accomplishes this by utilizing GPS technology.

D. Equipment. Each Automated Vehicle Location equipped vehicle has a (GPS) digital transceiver installed inside the vehicles laptop and is only active when the laptop is installed in the vehicle mounting bracket. Employees are not permitted to tamper with, remove, or cause the transceiver to become inoperable. Any repair, modifications, replacement, or removal of the GPS will only be completed by authorized personnel. The New World AVL system is independent from the Panasonic Arbitrator dash camera system and is not linked to any other Department system other than New World.

E. Monitoring**.** Authorized personnel have the authority to locate, monitor, or playback the history of any Police vehicle that has the Automated Vehicle Location system installed. Supervisors may randomly utilize the Automated Vehicle Location System as a supervisory tool to help ensure officer safety, and to monitor the Department's equipment and resource allocation.

F. Theft of Squad. If a Department vehicle is stolen, upon notification, the shift supervisor should, as soon as possible, issue an ISPERN broadcast and utilize dispatch to monitor the vehicle's location in an attempt to locate the stolen vehicle. The location of the stolen vehicle should be given to the appropriate law enforcement agency for enforcement action. The supervisor and dispatch personnel should continue to monitor the stolen vehicle and relay any updated information to the appropriate law enforcement agency.

G. Missing Squad/Officer. If a Department vehicle is missing, for example, if Dispatch and fellow officers are unable to contact or locate a co-worker by conventional means, communications personnel should access the Automated Vehicle Location system to locate the missing vehicle and immediately notify the shift supervisor. Once the vehicle is located via the AVL system, the closest officer and supervisor should immediately respond to that location to check on the missing officer. The shift supervisor shall investigate the circumstances of the missing squad/officer as soon as practicable.

H. Discipline. The Automated Vehicle Location system may be randomly monitored or accessed as the result of a complaint by authorized Department supervisory personnel. Any City policy or Department General Order violations that are discovered may be investigated, and if sustained may result in appropriate disciplinary and/or corrective action. All requests for historical data must be pre-approved by the Chief of Police, Deputy Chief of Police, the Commander of Patrol, or the Commander of Support Services (see attachment A).

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

New World AVL Historical Data Request

DATE: _____

TO:

FROM: _____

VIA: _____

I request the specific AVL Data Files listed below be provided for internal use.

REASON:

☐ AR / CR Circle One: AR CR

☐ OTHER- explain

_____

_____

_____

_____

Officer Involved _____

Car # _____

Incident # (if applicable) _____

Incident Type _____

Date _____

Times Requested _____ AM/ PM to _____ AM / PM

Respectfully Submitted,

_____

Supervisor Approved: Intls. _____

Denied: Intls. _____

Request Completed By: _____ Date Completed: _____

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 160

(Revised: 07/08/20) (3/28/2018)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **JOB DESCRIPTIONS**

PURPOSE

To establish guidelines for the proper management and review of job descriptions within the department.

PROCEDURE

In order to facilitate the proper management of job descriptions for sworn and non-sworn personnel within the department, the following guidelines have been established:

A. Maintaining Job Descriptions

1. Job descriptions will be maintained in a current manner and available for all personnel to review and reference.

    a. Each job description will contain, at a minimum, information that complies with the Americans with Disabilities, Equal Employment Opportunity, and other current laws as they pertain to employment.

    b. Job descriptions will include the job title, department, purpose, supervisory responsibility, essential duties and responsibilities, work environment, tools and equipment used, physical demands, required minimum qualifications, salary range, and any additional relevant information.

2. Job descriptions will be updated when necessary to ensure that the duties and responsibilities of each employee remains current and accurate.

B. Review and Modification

1. A documented review of all job descriptions will occur at least once every four years by the Deputy Chief of Police, or a designee.

    a. The review should examine the accuracy, applicability, and status of the following job descriptions:

        (1) Chief of Police
        (2) Deputy Chief of Police
        (3) Commander (Administrative, Patrol, Investigations)
        (4) Detective (Investigations, Juvenile)
        (5) Identification Officer/Evidence Custodian

(6) Police Officer
(7) Public Safety Mechanic
(8) Records Clerk (Court, Parking, Reports)
(9) School Resource Officer
(10) Secretary (Records)
(11) Supervisor (Records)
(12) Executive Assistant
(13) Sergeant
(14) Management Analyst
(15) Community Service Officer
(16) Community Policing Aide
(17) School Crossing Guard
(18) Community Emergency Response Team (CERT) Volunteer

b. Upon completion of each job description review, the Deputy Chief of Police, or designee, will provide a completed report to the Chief of Police regarding recommendations for modifications of job descriptions.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 161

(Reviewed: 07/08/20) (Revised: 7/17/19) (12/26/2018)

FROM: POLICE CHIEF L. JOGMEN

TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **UNMANNED AIRCRAFT SYSTEM**

PURPOSE

The purpose of this directive is to provide guidelines and procedures governing the utilization of the City's unmanned aircraft system (UAS).

POLICY

Privacy:

The use of the UAS is to enhance law enforcement and public safety operations. Use of the UAS shall be done while exercising the utmost care to preserve the privacy and civil liberties of the public. To that end, the UAS policy was created using best practices, including but not limited to applicable law: Freedom from Drone Surveillance Act (725 ILCS 167) and also supports the American Civil Liberties Union's recommendations listed in their Protecting Privacy from Aerial Surveillance - Recommendations for Government Use of Drone Aircraft publication.

Definitions:

Digital Multi-media Evidence (DME): Digital recording of images, sounds, and associated data.

Small Unmanned Aircraft (sUAS): an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Unmanned Aircraft (UA), Drone, or Unmanned Aerial Vehicle (UAV): an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft. For purposes of this policy, UAS may also include UAS.

UAS Flight Crewmember: A pilot, visual observer, payload operator, or other person assigned duties for a UAS for the purpose of flight or training exercise.

Unmanned Aircraft Pilot: A person exercising control over a UA/UAV/UAS during flight.

PROCEDURE

In order to facilitate the proper management and use of the UAS, the following guidelines have been established:

A. Deployment Requirements

1. The Highland Park Police Department (Department) shall obtain applicable authorizations, permits, or certificates required by the FAA, prior to deploying or operating the UAS, and these authorizations, permits, and certificates shall be maintained and current.

2. The UAS will be operated only by Unmanned Aircraft Pilots who have been trained and certified in the operation of the system, and authorized by the Chief of Police or designee.

3. Only certified personnel shall inspect and test UAS equipment prior to each deployment to verify the proper functioning of all equipment, and the airworthiness of the device.

4. The UAS equipment is the responsibility of UAS Flight Crewmembers and will be used with reasonable care to ensure proper functioning.

    a. Equipment malfunctions shall be brought to the attention of the UAS Coordinator.

5. The UAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

6. All flights will be documented in an applicable written report, and all flight times shall be accurately recorded.

    a. Each deployment of the UAS shall include information regarding the reason for the flight, the time, date, and location of the flight.

    b. The name of the supervisor approving the deployment and the staff assigned; and

    c. A summary of the activities covered, actions taken, and outcomes from the deployment.

7. Except for those instances where officer safety or investigation could be jeopardized, and where reasonably possible and practical, the Department will notify the public in the general area of the deployment. In addition, general public communication may be issued when the UAS is used including but not limited to notification via the City of Highland Park web site and social media.

B. Unmanned Aircraft Systems Coordinator (UASC)

1. The maintaining and renewing of any FAA Certificate of Authorization (COA) shall be the responsibility of the UASC.

2. The UASC shall ensure that officers equipped with UAS devices utilize them in accordance with policy and procedures defined herein.

3. The UASC will audit flight documentation at regular intervals.

    a. The results of the audit and any changes to the flight time counter will be documented by memorandum.

4. The UASC will be responsible for conducting semi-annual inspections of the equipment and report any damage, missing equipment, and the need for maintenance or replacement parts.

5. The UASC shall report, in writing, on an annual basis and by April 1 of each year, to the Illinois Criminal Justice Information Authority, of the number of UAS that it owns (725 ILCS167/35). The report shall also be provided by the City Manager no later than April 1 of each year to be shared with the City's Corporate Authorities.

C. Deployment Procedures

1. All deployments of UAS must be specifically authorized by the Chief of Police, the Chief's designee, or a sworn supervisor. The City Manager will be notified as soon as it is practicable. Training flights conducted in accordance with Section G do not require authorization or notification.

2. The UAS will operate in accordance with the Freedom from Drone Surveillance Act (725 ILCS 167) and shall be deployed and used only to support official law enforcement and public safety missions. However, in the event that this policy differs from the Freedom from Drone Surveillance Act, this policy will prevail.

3. In accordance with the Freedom from Drone Surveillance Act (725 ILCS 167), the use of the UAS to *gather information* is prohibited unless it meets one or more of the following criteria:

   a. To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is that risk.

   b. The Department has first obtained a search warrant based on probable cause issued under 108-3 of the Code of Criminal Procedures of 1963.

      1) The warrant must be limited to a period of 45 days, renewable by a judge upon showing of good cause for subsequent periods of 45 days.

   c. The Department possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, or to forestall the imminent escape of a suspect or the destruction of evidence. The use of a UAS is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a UAS, the Chief of Police must report, in writing, the use of a UAS to the local State's Attorney.

   d. To assist in missing persons investigations, AMBER alerts, Silver alerts, and is not undertaking a criminal investigation.

   e. To assist the Department with crime scene and traffic crash scene photography but only if a visual observation by the Department is not possible or limited. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences.

      1) The use of a UAS under the paragraph (e), on private property requires either a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedures of 1963, or lawful consent to search.

      2) The use of UAS on lands, highways, roadways, or areas belonging to the State or political subdivisions of this State does not require a search warrant or consent to search.

      3) The Department shall make every reasonable attempt to only photograph the crime scene or traffic crash scene, and avoid other areas.

f. The Department is using a UAS during a disaster or public health emergency, as defined by Section 4 of the Illinois Emergency Management Agency Act.

1) The use of UAS does not require an official declaration of a disaster or public health emergency prior to use

2) The Department may use a UAS to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts.

3) The use of a UAS is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.

4) After each use of the UAS, the Deputy Chief or the Chief's designee, will review the usage of the UAS, including but not limited to, the digital multi-media recordings and associated data, to ensure compliance with this policy.

D. Federal Aviation Administration (FAA) Operational Limitations.

1. Operations will be conducted in accordance with 14 C.F.R. Part 107, unless a Certificate of Waiver or Authorization (COA) is obtained from the Federal Aviation Administration (FAA). Only the Chief of Police or Chief's designee, may authorize seeking a COA from the FAA.

2. Flight operations shall be visible line of sight (VLOS) only. At all times, the UAS must remain close enough to the operator or visual observer to see the aircraft with vision unaided by any device other than corrective lenses.

3. The UAS may not operate over any person(s) not directly involved in the operation.

4. The UAS must yield the right of way to other aircraft, manned or unmanned.

5. Daylight operations (official sunrise to official sunset) are authorized. Nighttime operations are authorized only by those UAS Flight Crewmembers that have been specifically trained in nighttime UAS operations and has received a Certificate of Course Completion (or an equivalent) for UAS Night Operations.

6. The use of a visual observer is authorized, but not required.

7. First person view camera cannot satisfy "see-and-avoid" requirement, but can be used as long as requirement is satisfied in other ways.

8. The UAS shall not exceed a maximum airspeed of 100 mph (87 knots)

9. The UAS must remain below an altitude of 400 feet above ground level.

10. The UAS shall only operate when the minimum weather visibility is 3 miles or greater from the control station.

11. No UAS Flight Crewmember may operate more than one unmanned aircraft operation at one time.

12. A preflight inspection of the small unmanned aircraft by a UAS Flight Crewmember is required before flight.

13. UAS Flight Crewmembers must stay out of airport flight paths and restricted airspace areas, and obey any FAA Temporary Flight Restrictions (TFRs) (http://tfr.faa.gov/tfr2/list.html or 1-800-WX-BRIEF).

E. Restrictions

1. The UAS shall not be operated in an unsafe manner, in violation of the Freedom from Drone Surveillance Act (725 ILCS 167), and/or FAA rules..

2. The UAS shall not be equipped with weapons of any kind.

3. The UAS shall not be modified in any manner from the manufacturer's specifications or fitted with additional equipment without the authorization of the Chief of Police or the Chief's designee.

F. Digital Multi-media Evidence (DME) Retention and Disclosure

1. Retention

a. All DME shall be securely downloaded at the completion of each mission. The UAS certified operators will record information for each file that shall include the date, time, location, and case report numbers, and identify the UAS operators involved in the mission.

b. If the Department uses a UAS, the Department shall destroy all information gathered by the UAS within 30 days, except that a supervisor my retain particular information if:

1) There is reasonable suspicion that the information contains evidence of criminal activity, or

2) The information is relevant to an ongoing investigation or pending criminal trial 9725 ILCS 157/20).

2. Disclosure

a. If the UAS is used, the Department shall not disclose any information gathered by the UAS, except that a supervisor may disclose particular information to another government agency, if:

1) There is reasonable suspicion that the information contains evidence of criminal activity, or

2) The information is relevant to an ongoing investigation or pending criminal trial 9725 ILCS 157/20).

3. All DME shall be inventoried and secured in accordance with General Order 85, Records.

4. UAS DME shall not be edited, altered, duplicated, copied, shared or otherwise distributed in any manner, without prior written authorization and approval of the Chief of Police, or the Chief's designee.

G. Training

1. Personnel who are assigned UAS must complete a Department approved training program to ensure proper use and operations.

a. All training flight operations will take place on public property, and the recording of any flight data shall be for the sole purpose of gaining an understanding of the features of the UAS.

2. Additional training may be required at periodic intervals to ensure the continued effective use and operation, proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

3. All Department personnel with UAS responsibilities shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of the UAS.

H. Oversight

1. The UASC shall provide an annual report to the Chief of Police outlining the number of deployments in the field, locations of the incidents, applicable case report numbers, and any unusual circumstances surrounding the deployments during the preceding calendar year. The report shall be provided by the City Manager no later than April 1 of each year to be shared with the City Council.

2. Any proposed changes to this General Order shall be brought to the City Manager and the City Council for review and approval, prior to implementation.

3. The UASC shall establish a safety management system to track accidents, incidents, or mishaps (collectively, "events") involving department sUAS, determine the root cause of such events, develop procedures to mitigate adverse occurrences, and communicate the findings and procedures to Department UAS Flight Crewmembers.

I. Accident Reporting

1. Immediately after a mishap, incident or accident involving an Unmanned Aircraft, the Pilot in Command must provide initial notification to the UASC. Mishaps, incidents, and accidents may require notification of the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB), or both.

   a. FAA notification should be made via the FAA DroneZone website, https://faadronezone.faa.gov/#/, or such other website as the FAA may use for reporting in the future.

   b. Certain accidents also require notification to the National Transportation Safety Board (NTSB) via call to the agency's 24-hour Response Operations Center.

2. See Appendix A, Accident/Incident Notification Procedures, for instructions on reporting criteria and notification requirements to the FAA and NTSB.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

General Order 161 - Appendix A

UAS Accident/Incident Notification Procedures

Certain accidents involving Unmanned Aircraft require reporting to the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB), or both.

1. Should an accident occur during operation of a Department of Police sUAS, notify the UASC immediately, or as soon as safely practical.

2. Review the guidelines below addressing both FAA and NTSB notification requirements.

3. If it is believed that notification of the FAA or NTSB is required, notify the Chief of Police or the Chief's designee.

FAA Notification

1. No later than 10 calendar days after an accident, notify the FAA of all accidents/mishaps involving UAS operations where any of the following occur:

    a. At least serious injury to any person or any loss of consciousness.

    b. Damage to any property, other than the sUAS, unless:

        i. The cost of repair (including materials and labor) does not exceed $500; or
        ii. The fair market value of the property does not exceed $500 in the event of total loss.

2. The FAA accident report must be made within 10 calendar-days of the operation that created the injury or damage. The report may be submitted via the FAA DroneZone website, https://faadronezone.faa.gov/. Be prepare to provide the following information:

    a. sUAS remote PIC's name and contact information;
    b. sUAS remote PIC's FAA airman certificate number;
    c. sUAS registration number issued to the aircraft, if required (FAA registration number);
    d. Location of the accident;
    e. Date of the accident;
    f. Time of the accident;
    g. Person(s) injured and extent of injury, if any or known;
    h. Property damaged and extent of damage, if any or known; and
    i. Description of what happened.

3. The following accidents, while not reportable to the FAA, are to be reported to the UASC.

    a. Any incident/mishap that results in an unsafe/abnormal operation including but not limited to

        i. A malfunction or failure of the unmanned aircraft's on-board flight control system (including navigation)
        ii. A malfunction or failure of ground control station flight control hardware or software (other than loss of control link)
        iii. A power plant failure or malfunction
        iv. An in-flight fire
        v. An aircraft collision
        vi. Any in-flight failure of the unmanned aircraft's electrical system requiring use of alternate or emergency power to complete the flight
        vii. A deviation from any provision contained in a COA issued by the FAA

viii. A deviation from an Air Traffic Control clearance or instruction.
ix. A lost control link event resulting in
    1. Fly-away, or
    2. Execution of a pre-planned/unplanned lost link procedure.

b. Initial reports (verbal) should be made as soon as possible.

NTSB Notification

1. Immediate notification to the NTSB is required for any accident in which a person suffers death or serious injury. 49 C.F.R. § 830.5.

2. Notification of "substantial damage" to the unmanned aircraft is only required for aircraft weighing more than 300 lbs. Id. § 830.2.

3. For NTSB notification purposes:

   Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

   Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part.

4. Make NTSB Reports to the NTSB Response Operations Center at 844-373-9922 or 202-314-6290. *See* www.ntsb.gov. Include the following information, or as much of it as is available:

   (a) Type, nationality, and registration marks of the aircraft;
   (b) Name of owner, and operator of the aircraft;
   (c) Name of the pilot-in-command;
   (d) Date and time of the accident;
   (e) Point of departure (and point of intended landing, if different);
   (f) Position of the aircraft with reference to some easily defined geographical point;
   (g) Number of persons killed and number seriously injured;
   (h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
   (i) A description of any explosives, radioactive materials, or other dangerous articles carried or other hazards associated with the accident.

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 162
Reviewed: 07/08/20 (Effective: 2/5/2019)

FROM: POLICE CHIEF L. JOGMEN

TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: PEER SUPPORT PROGRAM

PURPOSE

Psychologically healthy police officers are far more likely to provide high-quality, professional services to residents in their communities. The Highland Park Police Department is committed to ensuring the safety and well-being of all members and their families. The Department recognizes that members may experience personal difficulties that may adversely affect their personal and professional lives. In keeping with this commitment, the Department establishes the Peer Support Program, staffed with trained Highland Park Police Department peer support team members who provide **confidential** consultation and referrals. The purpose of this Order is to establish a Peer Support Program and define its role and operational objectives.

POLICY

The Peer Support Program is structured around the concept of **confidentiality,** which mandates that no information, including information provided by someone seeking assistance through the Peer Support Program, identifying biographical material, notes, or therapy issues, will be reported to or requested by the Department. Individuals may expect, and will be granted, complete **privacy** when voluntarily seeking assistance through the Peer Support Program, except in specific situations listed in the Confidentiality section.

Definitions:

A. *Peer Support Team Supervisor*- A department supervisor designated by the Chief of Police to approve trainings, overtime/comp time, and time off as needed. The Peer Support Team Supervisor will supervise the operational control of the Peer Support Team. The supervisor serves as the Team liaison and leader of team members' activities.

B. *Peer Support Team Member*: A selected volunteer sworn police officer who has received specialized training in peer support and response.

C. *Crisis*: An event or sequence of events affecting an individual's personal and/or professional life that culminates in behavior that poses a threat to the emotional and physical safety or well-being of that individual or another person. Crises include, but are not limited to, situations in which:

1. A department member is having severe physical or emotional difficulties and is in need of immediate attention, or
2. A department member is experiencing difficulties with substance abuse or suicidal thoughts or threats and is in need of immediate attention.

D. *Crisis Intervention*: Immediate, on-the-spot assistance to individuals with acute difficulties that threaten their physical and/or mental well-being. This service is directed towards immediate

crises in contrast to resolving long-term problems.

1. Crisis intervention has an important role in defusing and resolving immediate or emergency situations. Prevention is far more preferable as a means of resolving personal and problematic issues.

2. Crisis situations require immediate action to ensure the department member's safety and emotional and physical well-being. Every individual's circumstances are unique and require action based on the nature of the crisis.

It must be determined if the individual is safe from harm, is a danger to others, or has a medical need that must be addressed.

PROCEDURE

A. The Peer Support Program is staffed by current department members and requires the voluntary involvement of department members who are seeking support or assistance.

B. All of the services offered by the Peer Support Program are available to all department members.

C. To request counseling services, a member may contact a listed peer supporter or the Peer Support Team Supervisor on his or her cellular phone.

D. Employees may seek support from any Peer Support Team Member, and do not have to stay within their work group.

E. All counseling services provided by the Peer Support Program are free of charge. Peer Support Team Members may refer the participant to private therapists, specialists, outside agencies, or hospitals, for which the participant may be required to pay a fee.

F. If after receiving outside services, the participant may set up a follow-up session with the Peer Support Program.

SERVICES AVAILABLE:

A. The Peer Support Program is established to provide confidential peer-to-peer support and referral services for all department members. Comprehensive services include referrals for Crisis Intervention Services, Substance Abuse, Gambling Abuse, Marriage & Couples Counseling, Individual Counseling, Family Crisis Intervention, Grief Counseling, Anger Management, and Conflict Resolution Counseling.

B. The services provided by the Peer Support Program are designed and tailored to meet the unique needs of each and every department member seeking assistance. This is accomplished by maintaining a network of quality resources (e.g. treatment facilities, self-help, and support groups) that allows the Program Members to respond promptly to the needs of individuals.

C. Organizational resources and support:

1. Peer Support Program Members are authorized to use department facilities to meet with employees, with appropriate prior approval as necessary.

2. Peer Support Program Members are permitted to consult with off-duty employees, with advance notice to the Peer Support Team Supervisor or other Peer Support Program Members.

DEPARTMENT REFERRALS TO THE PEER SUPPORT PROGRAM:

A. Department command and supervisory personnel have the authority and the responsibility to make department members under their supervision aware of the Peer Support Program.

B. Department members will be assured that any consultation with the Peer Support Program will be confidential.

C. In a crisis or emergency, supervisors will recommend immediate intervention by the Peer Support Program by calling one of the Peer Support Team Members. There will always be at least one Peer Support Team Members available for intervention, 24 hours a day, 7 days a week.

D. Recommendations or referrals to the Peer Support Program will not be used as a substitute for the disciplinary process, but could be option for a supervisor if it is a viable option.

TEAM DUTIES:

A. Provide emotional support to employees during and after times of distress or adjustment.

B. Promote trust, allow appropriate anonymity, and preserve confidentiality for a person using peer support within the guidelines of department policy.

C. Conduct well-being visits with officers or supervisors involved in calls in which violence, serious injury, or other unusual circumstance occurred that did not rise to the level of a critical incident.

D. Provide Peer Support orientation to new employees during the Field Training process.

E. Facilitate or assist supervisors in diffusing incidents.

F. Maintain contact with the Peer Support Team Supervisor regarding program activities and call outs.

G. Attend peer support training and response programs.

ELIGIBILITY REQUIRMEMENTS AND SELECTION:

A. The Police Department will utilize a selection process for Peer Support Team Members, to be established by the Chief of Police at his or her discretion.

B. Selection to the team may include an interview with a panel of subjects specializing in Peer Support with the approval of the Chief of Police.

C. Removal from the Peer Support Team may occur in the following circumstances:

1. Breach of confidentiality
2. Failure to attend training

3. Below average performance evaluations
4. Loss of good standing with the department
5. In the discretion of the Chief of Police

D. Prospective Peer Support Team Members must meet the following criteria:

1. Active duty with the department with successful completion of at least three years.
2. Agree to maintain confidentiality within the limits of Program guidelines and department directives.
3. Be motivated and willing to manage time effectively with minimal impact on their normal duties.
4. Be empathetic, learn and use interpersonal and communication skills.
5. Ability to work as part of a team
6. Demonstrate maturity, good judgement, and credibility
7. Above average department performance evaluations
8. No substantiated use of force or ethics discipline
9. Successfully complete selection process and be chosen by peers
10. Attend certified peer support training
11. Be willing to be on-call.

CONFIDENTIALITY

The acceptance and success of the Peer Support Program will be determined in part by the observance of confidentiality. It is imperative that each Peer Support Team Member maintain strict confidentiality of all information learned about an individual within the guidelines of this Program. The department will respect the confidentiality of conversations between Peer Support Team Members and others, with the following exceptions:

1. Information concerning the violation of Highland Park Police Department Rules and Regulations, or the commission of a crime;

2. The employee or a third party is a danger to themselves or to others; or

3. If a peer supporter is involved as a participant or witness to any of the actions listed above, the peer supporter must report the actions and may not participate in a confidential (privacy-protected) support relationship with the member whose actions were shared or witnessed;

   Disclosures under these exceptions will be made directly to the Chief of Police.

CONSULTATION WITH MENTAL HEALTH PROFESSIONALS

A. A peer support program must include mental health consultations and training.

B. Participants' consultations should be with a licensed mental health professional.

C. Peer Support Team Members need to be aware of their personal limitations and should seek advice and counsel in determining when to disqualify themselves from working with problems for which they have not been trained.

D. In complex cases, Peer Support Team Members should refer cases to the police social worker.

TRAINING:

The peer support trainings will be approved and coordinated by the Peer Support Team Supervisor. Peer support team members will participate in annual training in the following areas:

1. Effective listening
2. Communication skills
3. General assessment skills
4. Problem-solving skills
5. Relationships
6. Emotional distress
7. Suicide awareness
8. Addictions
9. Adjusting to the workplace
10. Referral and follow-up

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

cc: Ghida S. Neukirch, City Manager

CITY OF HIGHLAND PARK, ILLINOIS

DEPARTMENT OF POLICE

GENERAL ORDER 163

Reviewed: 07/08/20 (Effective 5/31/2019)

FROM: THE CHIEF OF POLICE
TO: ALL MEMBERS OF THE POLICE DEPARTMENT

SUBJECT: **U-VISA CERTIFICATION POLICY**

PURPOSE

The purpose of this order is to establish the protocol for the Highland Park Police Department regarding the management of Petitions for U Non-immigration Status Visa (U-Visa), and the certification process for the U-Visa Certification Form I-918, Supplement B.

POLICY

The Department will comply with the U-Visa certification guidelines set forth by the United States Citizenship and Immigration Services (USCIS), State of Illinois Voices of Immigrant Communities Empowering Survivors (VOICES) Act, and Federal Regulation "Alien Victims of Certifying Criminal Activity" 8 CFR 214.14.

DEFINITIONS

Certifying Agency—A federal, state or local law enforcement agency, prosecutor or authority, federal or state judge that has responsibility for the investigation or prosecution, conviction or sentencing of the qualified criminal activity of which the petitioner was a victim. The Highland Park Police Department qualifies as a Certifying Agency.

Certifying Official—The head of the Certifying Agency or any person in a supervisory role, who has been specifically designated by the head of the Certifying Agency or a federal, state or local judge. The Highland Park Police Department's Certifying Official is the Investigations Commander.

Helpful—The U.S. Citizenship and Immigration Services (USCIS) defines "helpful" as describing one who assists law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Victims who, after initiating cooperation, refuse to provide continuing assistance when needed will not meet the helpfulness requirement. The Certifying Official will make the determination as to the helpfulness of the petitioner.

Petitioner—An individual that has requested the Highland Park Police Department's assistance in certifying a U-Visa on his or her behalf. The individual asserts that he or she is a victim of qualifying criminal activity and that he or she is, has been, or is likely to be helpful in the investigation or prosecution of the offender.

U-Visa—An immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or are likely to be helpful in the investigation or prosecution of criminal activity.

PROCEDURE

A. Receiving U-Visa Petitions

1. U-Visa Petitions may be initiated by victims of qualifying criminal activity, attorneys representing them, or a reputable non-profit legal service agency. Petitions shall be submitted on Department of Homeland Security Form I-918, Petition for U Non-immigrant Status.

2. Certifications will be limited to cases that have occurred within the last ten (10) years, and meet the criteria for a qualifying crime under Section 8, United States Code1184(P), such as those listed below:

Abduction	Incest	Rape
Abusive sexual contact	Involuntary servitude	Sexual assault
Blackmail	Kidnapping	Sexual exploitation
Domestic Violence	Manslaughter	Slave trade
Extortion	Murder	Torture
False imprisonment	Obstruction of justice	Trafficking
Felonious assault	Peonage (Debt Servitude)	Perjury
Unlawful criminal restraint	Female genital mutilation	Witness Tampering
Being held hostage	Prostitution	Other related crimes

3. Petitions containing inaccurate information or that do not include all required information may be returned to the petitioner for clarification or revision. Petitions containing false information are subject to denial.

4. The application must include a cover letter with the agency name and contact person, the defendant's name reflecting the criminal case, and the case number. Copies of police reports, USCIS guidelines, nor the VOICES Act are not required to be included with the application. Petitions must be completed as much as possible before submitting, and must include a stamped return envelope.

5. U-Visa permit applications will be forwarded to the Investigations Commander for verification that the petitioner is the actual victim, or an eligible party of a qualifying crime.

B. Review of U-Visa Petitions

1. The Investigations Commander shall use the Department of Homeland Security Form I-918, Supplement B, U Non-immigrant Status Certification as the certification form, as shown in Attachment A. Cases occurring more than ten (10) years ago that have not exceeded statutory limitations will be reviewed on a case by case basis, with consideration given to those incidents that resulted in significant injuries and also meet the criteria for a qualifying crime. Additional information, guidelines for form completion, and access to the form are located at https://www.uscis.gov/i-918

2. All petitioners requesting certification will be checked through the Department's records management system and LEADS to determine prior contacts and possible criminal activity. Individuals with arrests and/or convictions for crimes, other than minor traffic offenses, will be subject to further screening. Special consideration will be given based on the severity of the crime they were arrested/convicted for, number of incidents and elapsed time from the arrest. Requesting parties that have current warrants for their arrest will not be certified unless special circumstances exist. The review process may include a consultation with the City of Highland Park Legal Department or Department employees involved in the investigation.

3. If a criminal prosecution has occurred, the Department can forward U-Visa applications to the Lake County State's Attorney's Office (LCSAO) for review. When forwarding applications to the LCSAO, ensure that a cover letter is included with the following information: request for review by the LCSAO,

Police Department point of contact, applicant's name and any agency representing the applicant, and the name of the defendant. Additionally, the Department will notify the applicant or the agency representing the applicant that the application has been forwarded for review by the LCSAO.

C. Documentation Procedure

1. The Investigations Commander will comprise an Incident Report detailing the documentation and certification of all approved petitions. As the Department's designated Certifying Official, the Investigations Commander shall sign the certification form and provide it to the petitioner by mail. The petitioner is responsible for submitting the certification to USCIS.

2. For those requests that are denied, no police report is required; however, the Investigations Commander shall inform the petitioner, attorney or representing agency of the reason(s) for the denial.

3. The Investigations Commander will maintain an electronic log of all U-Visa approvals and denials.

This General Order is in effect at this time and will remain in effect until further notice.

Lou Jogmen
Chief of Police

Supplement B, U Nonimmigrant Status Certification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-918
OMB No. 1615-0104
Expires 04/30/2021

For USCIS Use Only	Remarks

► **START HERE - Type or print in black or blue ink.**

Part 1. Victim Information

1. Alien Registration Number (A-Number) (if any)
► A-

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

Other Names Used (Include maiden names, nicknames, and aliases, if applicable.)

If you need extra space to provide additional names, use the space provided in **Part 7. Additional Information**.

3.a. Family Name (Last Name)
3.b. Given Name (First Name)
3.c. Middle Name

4. Date of Birth (mm/dd/yyyy)

5. Gender ☐ Male ☐ Female

Part 2. Agency Information

1. Name of Certifying Agency

Name of Certifying Official

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name

3. Title and Division/Office of Certifying Official

Name of Head of Certifying Agency

4.a. Family Name (Last Name)
4.b. Given Name (First Name)
4.c. Middle Name

Agency Address

5.a. Street Number and Name
5.b. ☐ Apt. ☐ Ste. ☐ Flr.
5.c. City or Town
5.d. State
5.f. ZIP Code
5.g. Province
5.h. Postal Code
5.i. Country

Other Agency Information

6. Agency Type
☐ Federal ☐ State ☐ Local

7. Case Status
☐ On-going ☐ Completed
☐ Other

8. Certifying Agency Category
☐ Judge ☐ Law Enforcement ☐ Prosecutor
☐ Other

9. Case Number

10. FBI Number or SID Number (if applicable)

Part 3. Criminal Acts

If you need extra space to complete this section, use the space provided in **Part 7. Additional Information**.

1. The petitioner is a victim of criminal activity involving a violation of one of the following Federal, state, or local criminal offenses (or any similar activity). (Select **all applicable** boxes)

- ☐ Abduction
- ☐ Abusive Sexual Contact
- ☐ Attempt to Commit Any of the Named Crimes
- ☐ Being Held Hostage
- ☐ Blackmail
- ☐ Conspiracy to Commit Any of the Named Crimes
- ☐ Domestic Violence
- ☐ Extortion
- ☐ False Imprisonment
- ☐ Felonious Assault
- ☐ Female Genital Mutilation
- ☐ Fraud in Foreign Labor Contracting
- ☐ Incest
- ☐ Involuntary Servitude
- ☐ Kidnapping
- ☐ Manslaughter
- ☐ Murder
- ☐ Obstruction of Justice
- ☐ Peonage
- ☐ Perjury
- ☐ Prostitution
- ☐ Rape
- ☐ Sexual Assault
- ☐ Sexual Exploitation
- ☐ Slave Trade
- ☐ Solicitation to Commit Any of the Named Crimes
- ☐ Stalking
- ☐ Torture
- ☐ Trafficking
- ☐ Unlawful Criminal Restraint
- ☐ Witness Tampering

Provide the dates on which the criminal activity occurred.

2.a. Date (mm/dd/yyyy)

2.b. Date (mm/dd/yyyy)

2.c. Date (mm/dd/yyyy)

2.d. Date (mm/dd/yyyy)

3. List the statutory citations for the criminal activity being investigated or prosecuted, or that was investigated or prosecuted.

4.a. Did the criminal activity occur in the United States (including Indian country and military installations) or the territories or possessions of the United States?

☐ Yes ☐ No

4.b. If you answered "Yes," where did the criminal activity occur?

5.a. Did the criminal activity violate a Federal extraterritorial jurisdiction statute?

☐ Yes ☐ No

5.b. If you answered "Yes," provide the statutory citation providing the authority for extraterritorial jurisdiction.

6. Briefly describe the criminal activity being investigated and/or prosecuted and the involvement of the petitioner named in **Part 1.** Attach copies of all relevant reports and findings.

7. Provide a description of any known or documented injury to the victim. Attach copies of all relevant reports and findings.

Part 4. Helpfulness Of The Victim

For the following questions, if the victim is under 16 years of age, incompetent or incapacitated, then a parent, guardian, or next friend may act on behalf of the victim.

1. Does the victim possess information concerning the criminal activity listed in **Part 3.**? ☐ Yes ☐ No

2. Has the victim been helpful, is the victim being helpful, or is the victim likely to be helpful in the investigation or prosecution of the criminal activity detailed above? ☐ Yes ☐ No

3. Since the initiation of cooperation, has the victim refused or failed to provide assistance reasonably requested in the investigation or prosecution of the criminal activity detailed above? ☐ Yes ☐ No

   If you answer "Yes" to **Item Numbers 1. - 3.**, provide an explanation in the space below. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information**.

4. Other. Include any additional information you would like to provide.

Part 5. Family Members Culpable In Criminal Activity

1. Are any of the victim's family members culpable or believed to be culpable in the criminal activity of which the petitioner is a victim? ☐ Yes ☐ No

If you answered "Yes," list the family members and their criminal involvement. (If you need extra space to complete this section, use the space provided in **Part 7. Additional Information.**)

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

2.d. Relationship

2.e. Involvement

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

3.d. Relationship

3.e. Involvement

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

4.d. Relationship

4.e. Involvement

Part 6. Certification

I am the head of the agency listed in **Part 2.** or I am the person in the agency who was specifically designated by the head of the agency to issue a U Nonimmigrant Status Certification on behalf of the agency. Based upon investigation of the facts, I certify, under penalty of perjury, that the individual identified in **Part 1.** is or was a victim of one or more of the crimes listed in **Part 3.** I certify that the above information is complete, true, and correct to the best of my knowledge, and that I have made and will make no promises regarding the above victim's ability to obtain a visa from U.S. Citizenship and Immigration Services (USCIS), based upon this certification. I further certify that if the victim unreasonably refuses to assist in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim, I will notify USCIS.

1. Signature of Certifying Official (sign in ink)

2. Date of Signature (mm/dd/yyyy)

3. Daytime Telephone Number

4. Fax Number

Part 7. Additional Information

If you need extra space to complete any item within this supplement, use the space below or attach a separate sheet of paper; type or print the agency's name, petitioner's name, and the Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number, Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet. If you need more space than what is provided, you may also make copies of this page to complete and file with this supplement.

1. Agency Name

Petitioner's Name

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3. A-Number (if any)

► A-

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d.

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d.

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d.