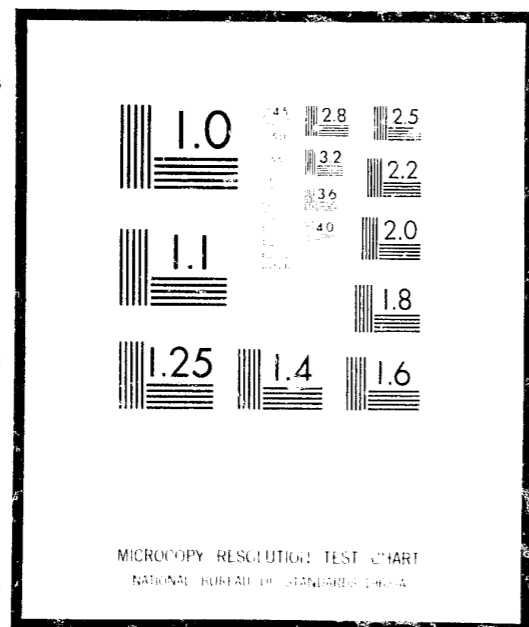


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U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

12/13/76

Date filmed:

## LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

### POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Review and Analysis of Department Rules and Regulations Manual.

PROJECT NUMBER: 76-086/057

FOR: Roselle, Illinois Police Department

Population:	5,000
Police Strength:	
Sworn:	21
Total	21
Square Miles:	N/A

CONTRACTOR: Public Administration Service  
1776 Massachusetts Avenue, N.W.  
Washington, D. C. 20036

CONSULTANT: John E. Dailey

CONTRACT NUMBER: J-LEAA-002-76

DATE: June 23, 1976

35195

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Appendix

- A. Official Manual of the Roselle Police Department

## SECTION I. INTRODUCTION

The Chief of Police of Roselle, Illinois Police Department requested technical assistance in reviewing a Rules and Regulations manual he had drafted. According to the Chief the purpose of the Rules and Regulations manual is to:

1. Define the organization and scope of activity of the Roselle Police Department.
2. Establish policy statements which reflect the administrative philosophy under which the Roselle Police Department will operate.
3. Clearly define the required and prohibitive activities and behavior for members of the Roselle Police Department.

Additionally the Chief had requested technical assistance to review the records procedures of the police department. This review would be to update the records procedures, documentation and systems to facilitate the use of records information for planning.

In performing the technical assistance requested, the consultant met with the Chief to gain further insights to the problems and information regarding work which would now be necessary to complete. The technical assistance would be performed in five days. This time is significantly less than the Chief had originally requested. After consultation, the Chief and the consultant determined that a review of the draft manual would be completed. If time permitted, a cursory review of the records procedures would also be completed.

## SECTION II. STATEMENT OF THE PROBLEM AND WORK PLAN

### A. Rules and Regulations

The Chief has held this position for approximately two years. The Rules and Regulations used by the department at the time of his appointment were established in 1968. They did not satisfy his needs as the new Chief. Subsequently the Chief drafted a new manual and requested technical assistance to review the manual for legal restrictions and to organize the manual into a proper working usable format.

The Chief had originally requested assistance in September, 1975. The consultant was assigned the project in May, 1976. Due to this significant delay the Chief had the draft manual reviewed by the Illinois State Police Service Bureau for the legal restrictions. Therefore, the type of technical assistance needed changed from the original request. It was now necessary to organize the manual into a working, usable format.

### B. Records Procedures

The records procedures for the Roselle Police Department has in the past existed mostly by word of mouth and tradition. There is no formal documentations of filing procedures, report system, or processing. In addition there is no formal standardization for completion of reports. The department does not have any type of system which retrieves information from the files to be used for planning or management uses.

The Chief expressed concern regarding the records procedures and the need to update and document the process to provide an efficient system and effective means for the retrieval of information. Additionally the Village of Roselle is planning the construction of a new police facility and the Chief recognizes the need for a modern, efficient, effective records procedures for this facility.

The following work plan was accomplished during this technical assistance:

May 17, 1976 through May 18, 1976: Consultant met with Chief to define work limitations. Initial review of draft manual. Presentation of concept of Official Manual to Chief.

May 19, 1976: Consultant completed reorganization of manual and presentation of final draft to Chief with General Orders. Initial review of records procedures.

May 20, 1976: Consultant continued review of records procedures and completion of draft of technical assistance report.

May 21, 1976: Consultant held final conference with Chief, presented draft of report for review.

### SECTION III. ANALYSIS OF THE PROBLEMS

#### A. Rules and Regulations

After the initial review of the draft manual it was determined that the manual contained statements of policy, rules and regulations and general operating procedure guidelines. All the content of the manual satisfied the operational needs of the department. The consultant took the tact that this manual more appropriately would be used as an Official Manual of the Roselle Police Department. This Official Manual would contain Administrative Policies, Personnel Policies, Rules of Conduct, Equipment Regulations and General Orders.

The techniques applied to the review of the draft manual were to (1) review and classify the contents of the manual into one of the five specified areas above, (2) organize the materials into a logical flow of like statements for each Chapter.

#### B. Records Procedures

A review of the documentation and flow process and records system was made. This was a cursory review of report forms for standardization of information gathering, process of forms to file, filing procedures and all related documentation.

## SECTION IV. FINDINGS AND CONCLUSIONS

A. Rules and Regulations

As previously stated the draft manual represented an Official Manual for the department. The review of the manual indicated:

1. Policies and Procedures, Rules and Regulations were intermixed in the manual.
2. Most items which were considered to be Rules and Regulations were actually general operating procedures.
3. The manual had some division by major topic however these were again intermixed with Rules, Regulations, Policies and general operating procedures.

The manual was reorganized into five major chapters:

1. Administrative Policies -- Statements of the administrative philosophy of the Roselle Police Department.
2. Personnel Policies -- Statements of policies governing personnel matters for employment and personnel actions. Included are job statements for all jobs in the department.
3. Rules of Conduct -- Statements defining acceptable and prohibitive activities and behavior of the members of the Roselle Police Department.
4. Equipment Regulations -- Statements regarding the issuance, maintenance and operation of the equipment of the Police Department.
5. General Orders -- Guidelines for the procedural operation of the department. These orders are subject to constant modification, addition, and deletion. Additionally to facilitate administrative review and update of the General Orders each order is issued with the year of issuance as a prefix to the order number.

The consultant will deliver to the Chief a final copy of the Administrative Policies, Personnel Policies, Rules of Conduct and Equipment Regulations. The General Orders are needed for department distribution. For this reason the General Orders were returned to the Chief for completion by his staff.

B. Records Procedures

The consultant found the present records procedures to be less than desirable. There is no documentation for any of the processes involved in the records procedures. There is a lack of standardization for the reporting system and no means for the administration to extract useful management information from the files. The present records area is cramped in location, there is an insufficient amount of filing space and cabinets for storage of records. Procedures for accessing files are not standardized allowing the opportunity for misfiling of records.



## SECTION V. RECOMMENDATIONS

A. Official Manual

The new Official Manual of the Roselle Police Department should be adopted by the department and the Village Officials. The Chief or his designated appointee should periodically review and update the Official Manual. Each member of the department will be responsible for being familiar with the content and provisions of the manual. Each member of the department will be responsible for maintaining the manual with additions, deletions or modifications of contents. Each manual will contain a serial number and be issued to each member. At the completion of a members service with the department the manual will be returned in the latest updated condition.

B. Records Procedures

The Chief has expressed concern about instituting the present records procedures in the projected police facility. The Chief stated he nor any members of the department possess the expertise necessary to design, implement or establish modern, efficient, effective records procedures. The consultant would agree and recommends that professional assistance be sought to design and implement modern, efficient, effective records procedures for the Police Department.

The following areas, at minimum, should be addressed:

1. Paper flow process and documentation.
2. Work flow process and room layout to achieve an efficient worker operation and documentation.
3. Redesign of and/or modification to the present report system to achieve standardization of information gathering and documentation and training materials where necessary.
4. Administrative review system for determination of compliance

with new systems and processes and documentation.

5. Management Information System -- either manual or automated data processing applicants for the retrieval of information and documentation.
6. Assistance in implementation and training of personnel at all levels in the department.
7. Maintenance of the various systems after implementation to ensure operational efficiency and effectiveness.

The recommendations regarding the Official Manual should be adopted as soon as the General Orders can be completed by the Office of the Chief. Adoption and issuance of the remainder of the Official Manual should be completed after receipt from the consultant.

The recommendations regarding the records process should be reviewed with Village Officials. The implementation of these recommendations should occur as the final phases of the construction of the projected police facility are completed. Modifications to the filing system could be instituted by the administration as soon as they are completed by department personnel.

APPENDIX

OFFICIAL MANUAL

OF THE

ROSELLE POLICE DEPARTMENT

## INTRODUCTION

This manual has been developed as a source of information for all employees of the department. Contained in the manual are the Administrative Policies, Personnel Policies and Regulations, Rules of Conduct, Equipment Regulations and General Orders of the Roselle Police Department.

Each member of the department will be issued a manual upon their appointment to the department. During the employees service with the department the employee will be responsible for updating the manual as required. Upon completion of the employees service the manual will be returned to the department in an updated condition.

### Source of Rules and Regulations

The Rules and Regulations in this manual are compiled by the Chief of Police pursuant to provisions of ordinances of the Village of Roselle. They are published for governing, discipline, administration, information, and disposition of members of the Roselle Police Department.

The Office of the Chief of Police will amend, add or revise material contained herein from time to time as circumstances warrant, time permits, or for the good of the department. A copy of such additions or revisions will be forwarded to each member to maintain the manual.

### Purpose for Rules and Regulations

The purpose of the Rules and Regulations are to give every member of the Police Department a better understanding of what is expected of him/her and to standardize on a satisfactory level some of the practices followed in carrying out the functions of law enforcement in our community. These Rules and Regulations are intended to serve as an official statement of policy of the Chief of Police on the levels of performance and conduct which must be maintained by every member of the Police Department in order for continued

employment in the Police Department.

The Rules and Regulations will only be specifically used and directly quoted when charges are being preferred against an employee. It is the policy of the Roselle Police Department to formally prefer charges against a member only when such member has maliciously or willfully violated a Rule or Regulation, or has exhibited conduct demonstrating that he/she has little or no regard for their responsibility as a member of the Police Department.

These Rules and Regulations do not preclude a supervisor and the Police Chief from exercising informal discipline to correct or improve the present and future conduct of any member. The tenor of discipline should be a positive nature to encourage and reward high standards of conduct.

#### Scope of Rules and Regulations

The scope of these Rules and Regulations is not intended to be all-inclusive. The intent is to cover those basic rules which are highly pertinent to the effective operation of our department. It must, of necessity, be understood that it is not possible to devise a set of Rules and Regulations to cover every action to be taken and every situation which can be expected to arise in the course of conducting the affairs of the Police Department. Therefore, every officer must expect to assume the responsibility of exercising certain discretion and sound judgment in the performance of his/her duties in certain instances where no specific rules are established to cover a certain situation or circumstance.

At the same time, officious or erratic use of discretionary privileges by a member of the department will be deemed a violation of the intent of these Rules and Regulations and subject to review by a higher authority.

It is the responsibility of an officer in the Police Department to familiarize himself/herself with all ordinances and laws which are pertinent to the performance of their responsibilities as a police officer. Also, he/she is expected to familiarize himself/herself with the Personnel Rules and Regulations of the

Village of Roselle, the Rules and Regulations of the Roselle Police Department and the Rules of the Board of Fire and Police Commissioners.

Responsibility for Compliance and Enforcement

It is the responsibility of all officers in the Police Department to comply with the Rules and Regulation, Policies and General Orders contained herein. Officers in a supervisory capacity are required not only to comply with these Rules and Regulations themselves but also have the responsibility of seeing they are complied with by the officers under their supervision. With the issuance of these Rules and Regulations, Policies and General Orders all previous Rules, Regulations, or Policy Statements in conflict are hereby revoked.

Suspension of Personnel and Appeal Process

Whenever it is necessary to suspend any sworn member, it shall be according to Illinois Statute, Chapter 24, 10-2. 1-17, for not more than five (5) days, and the charges shall be set forth in writing with the original copy directed to the member to be suspended, and copies to the Village Mayor and the Roselle Board of Fire and Police Commissioners. The member has the right to appeal within twenty-four (24) hours to the Board of Fire and Police Commissioners of the Village of Roselle.

Informal discipline may be initiated against a member by his supervisor or Chief of Police whenever he has violated a minor rule or regulation. This discipline may be in the form of an oral or written reprimand. Discipline in the form of performance of extra duty must be approved and imposed by the Chief of Police.

## DEFINITION OF TERMS

DEPARTMENT:	Department or Departmental alone shall mean the Roselle Police Department.
GENDER OF WORDS:	The masculine gender includes the feminine and the neuter.
EMPLOYEE:	Employee or member alone shall mean the employees of the Roselle Police Department. The terms shall be synonymous.
SWORN PERSONNEL:	Shall mean the employees of the Roselle Police Department who have been sworn as peace officers as defined in Chapter 38, Section 2-13, Illinois Criminal Law and Procedure.
CIVILIAN EMPLOYEE:	Shall mean employees of the Roselle Police Department not included in the term sworn personnel.
OFFICER:	Shall mean all sworn personnel regardless of rank or sex, whether permanently or temporarily employed or serving a probationary period.
SUBORDINATE OFFICER:	Shall mean an officer subordinate to and acting under the direction of the Chief of Police and any of his assistant officers.
STAFF OFFICER:	A ranking officer designated by the Chief of Police to supervise and command a particular unit of the department and is the officer who is actually in charge of the Unit. The Chief of Police has always general responsibility and charge of activities of all units.



**COMMAND OFFICER:**

An officer having the authority to carry out departmental policies and to administer or supervise the work of shifts, bureaus or details.

**SUPERIOR OFFICER:**

An officer of higher rank. The official rank structure of the Roselle Police Department in descending order are:

Chief of Police

Lieutenant of Police

Sergeant of Police

Corporal

Patrolman

Civilian Employee

Police Cadet

**SUPERVISORY OFFICER:**

An officer in charge of a detail for a specific time period. The supervisory officer can be a command officer, lieutenant or sergeant, or a patrolman.

**OFFICER IN CHARGE:**

Officer in charge of a shift, usually a command or staff officer, but may be a patrolman if assigned by the Chief of Police or a Supervisory Officer.

**ORDER:**

An instruction, either written or verbal, issued by a supervisory officer to one or more subordinates.

**DIRECTIVES:**

Written or verbal guidelines which are intended to guide the efforts and objectives of departmental units.

**POLICY:**

Describes the attitude, intent, philosophy of top management and acts as a broad general guide which allows justifiable deviation.

RULE:	A statement that delinates boundaries -- a rule limits behavior.
GENERAL ORDER:	An order describing procedures for broad application throughout the agency for an extended period of time.
SPECIAL ORDER:	Special orders are differentiated from others because they are intended for special events. Special Orders are generally self cancelling, Special Orders can be initiated at the individual division level.
BUREAU:	The largest organizational unit within the police department which provides functional services.
DIVISION:	A primary subdivision of a bureau a division has a department wide function either for general police service or for specialized activity.
SECTION:	Functional Units within a Division.
POST:	A fixed point or location to which an officer is assigned for duty. Such as: An intersection or crosswalk for traffic duty, a spot or location for general guard duty, a designated desk or office.
ROUTE:	A length of street or streets, designated for patrol purposes.
BEAT:	An area which has specific boundaries assigned for patrol purposes, whether foot or motorized.
WATCH OR SHIFT:	A time division of the day for purposes of assignment. Shifts may be consecutive eight hour periods, or they may overlap to meet unusual or peak loads.

ON DUTY:

Engaging in any police action or service  
regardless of specifically assigned hours.  
Not specifically assigned to duties or hours.

OFF DUTY:

CHAPTER 100

ADMINISTRATIVE POLICIES

## CHAPTER 100

ADMINISTRATIVE POLICIESTable of Contents

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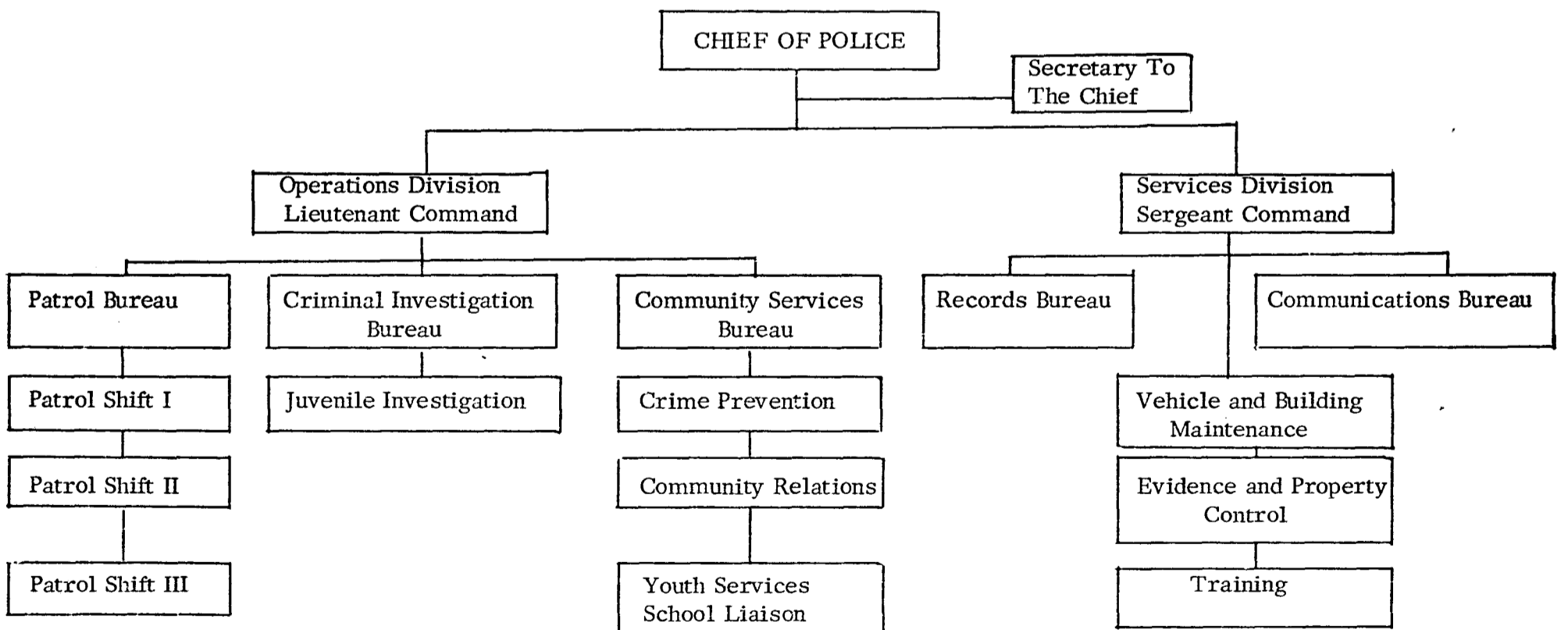
## ORGANIZATIONAL CHARTS

The copies of the organizational charts of the police department as found on the following pages, are made a part of this manual for the primary purpose of showing each officer of the department the exact relationship of his position to other positions in the department and to clearly define the established lines of authority.

It must be borne in mind that changes in the organizational charts do not hamper the Police Chief in any way to make such changes as conditions may demand. Also it must be realized that the number of officers indicated for the various job classifications in the organization charts in no way obligates the Police Chief to staff the Department in accordance with these numbers. The number of officers in any classification at any given time must be in accordance with the needs of the department to provide necessary and effective law enforcement services for the public.



Chart V  
PROPOSED ORGANIZATION  
ROSELLE, ILLINOIS, POLICE DEPARTMENT



100.00 THE ORGANIZATION

- 101.00 Administration: The administration of the Roselle Police Department shall be established on the following principles:
- 101.01 General Provisions: Department administration involves the efficient and economic management of a complex organization which performs its functions through the acts of its employees. Department functions involve the interaction of people, not only within its ranks, but in all personal contacts between its employees and members of the public. Department administration is therefore, occupied to a large extent with improving the ability of its employees to properly perform the police task and strengthening the relationship which exists between all employees and the public they serve.
- 101.04 Command Responsibility: A commanding officer has responsibility and accountability for every aspect of his command. Commensurately, within policy guidelines and legal constraints he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his organizational objectives. In so doing, he must perform the full range of administrative functions, relying upon policy, direction, training and personal initiative to guide him and his command in achieving the highest level of performance possible.
- 101.07 Delegation of Functions: The division of work within the organizational structure shall be grouped together under the control of the respective division commanders.
- 101.10 Delineation of Responsibility: Lines of demarcation between the divisions are to be clearly drawn by precise definition of duties which are to be known to all members so responsibility is placed exactly. The purpose of this is to avoid duplication in execution and neglect resulting from unassigned duties.

- 101.13 Organization for Command: Lines of control, permitting the delegation of authority, the placing of responsibility, the supervision of operations and the coordination of effort are hereby established in conformity with the organizational chart.
- 101.16 Unity of Command: Each individual, unit and situation is under the immediate control of one and only one person. The principle is that an employee should be under the direct control of only one immediate supervisor.
- 101.19 Chain of Command: All official communications of the department moving downward, or requests, information, suggestion, complaints, etc., moving upward, shall be confined to official channels. Each link in the chain of command shall be respected in this regard. It shall be the responsibility of each echelon to forward communications to the next higher or lower echelon. He shall, where it applies, include his approval, disapproval or recommendations.
- 101.22 Authority and Responsibility: This officer assigned an area of responsibility shall be given the authority commensurate with that responsibility. Officers who are responsible for specific functions, such as: Records, patrol, vehicles, etc., shall have a suitable voice in the formulation of procedures designed to guide all members in carrying out these procedures.
- 101.25 Functional and/or Staff Authority: The particular authority delegated or granted to supervisory officers is not confined to their respective divisions, but shall include supervision over all officers and civilian employees of the Roselle Police Department as may be necessary for efficient administration. This authority should be exercised with utmost discretion. Senior officers should avoid giving direct commands to personnel not assigned to their control except where it is necessary (in emergency or in periods of emergency).

- 101.28 Flexibility of Organization: The ability of the department to make organizational adjustments to meet changing needs is essential in obtaining the maximum benefit from the expenditure of assigned resources. However, to ensure stability, the basic departmental structure should not be changed in the absence of a demonstrated need or to satisfy temporary requirements. There must be continuing staff inspections to ensure that departmental needs are being met.
- 101.31 Inspection and Control: Management inspection and control is necessary to ascertain if command policies, procedures, department resources are being properly utilized, and to evaluate the overall performance and attitude of the department.
- 101.34 Divisions: The Roselle Police Department consists of three primary bureaus:
- Administration
  - Field Operations
  - Technical Services
- 101.37 Administration Bureau: The Administration Bureau consists of the administrative staff and the command staff. The administrative staff is comprised of all personnel above the rank of police sergeant and includes the Chief of Police and the Secretary to the Chief of Police. The command staff includes the administrative plus those holding the rank of police sergeant.
- 101.40 Field Operations Bureau: The Field Operations Bureau is headed by a police lieutenant. He shall be responsible for the general operation of the Patrol and Investigative Divisions. The Commanders of each Bureau shall report to the Lieutenant:
- Patrol Division
  - Criminal Investigation
  - Traffic

101.41 Investigations: The Investigations Division is headed by a Supervisory Officer. He shall be responsible for all investigations involving crime, delinquency and youth, and other investigations as assigned from the Office of the Chief of Police. the Detective Unit shall consist of two sections, as follows:

Criminal

Youth

101.43 Patrol: The Patrol Division is headed by a Police Command Officer. He shall be responsible for the following duties:

Aggressive Patrol and Surveillance

Traffic & Parking Law Enforcement

Prevention and Detection of Crime

Apprehension of Offenders

Accident Investigation

Inspections of Patrol Unit Personnel and Equipment

Initial Response to Reports of Crimes

Criminal Complaints and Requests for Service.

101.46 Technical Services Bureau: The Technical Services Bureau is headed by a Command Officer. He shall be responsible for the following sections:

Records & Analysis

Identification and Crime Laboratory

Photography and Fingerprinting

Evidence Control

Recovered Property

Court Liaison

Training and Education

Central Dispatching System Control

Supplies and Equipment Procurement

Report Forms

Federal Grants

Police Library  
Crossing Guards  
General Maintenance  
Vehicle Maintenance  
Community Relations  
Detention  
Animal Control

102.00 POLICY STATEMENTS GENERAL DEPARTMENT OBJECTIVES

- 102.01 Primary Objective: A society free from crime and disorder remains an unachieved ideal. However, consistent with the values of a free society, it is the primary objective of the Roselle Police Department to as nearly as possible approach that ideal. The department's role is to enforce the law in a fair and impartial manner recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is not the role of the department to legislate, to render legal judgments, or to punish.
- 102.04 Prevention of Crime: Peace in a free society depends on the voluntary compliance with the law. The primary responsibility for upholding the law is consequently a joint venture of the citizenry and the police. Crime is a symptom of ills within society which are not the sole responsibility of the department to cure. The department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. The prevention of crime remains a basic obligation of the community. When it becomes necessary to rely on police action to secure compliance with the law, society has failed in this responsibility.
- 102.07 Deterrence of Crime: Certain crimes cannot be deterred, but other crimes such as burglary and violent crimes in public places can be reduced by police patrol. Street crime is curbed by the potential criminals fear of immediate apprehension or the likelihood of detection. In deploying patrol forces to deter crime and to inspire public confidence in the department's ability to ensure a peaceful environment, the department must strike a balance between the desirable deterrent effect of visible patrol and any appearance of unwarranted harassment.

- 102.10 Voluntary Compliance: The administration of justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a violator. Its objective is the voluntary compliance with the law instead of the alternative, that of punishment. Once a crime has been committed it is the duty of the department to initiate the criminal justice process by identifying and arresting the perpetrator, to obtain necessary evidence, and to cooperate in the prosecution of the case. The department must diligently strive to solve all crimes and to bring the perpetrators to justice.
- 102.13 Movement of Traffic: To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the department must enforce traffic laws, investigate traffic accidents, and direct traffic. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the department appropriately warns, cites, or arrests traffic law violators. Traffic accidents are investigated to protect the rights of the involved parties, to care for the injured, to determine the causes of the accidents so that methods of prevention may be developed and, when a traffic law violation is discovered, to gather necessary evidence to prosecute the violator.
- 102.16 Public Service: The public relies upon the Police Department for assistance and advice on many routine and emergency situations, primarily because there are no other public or private agencies available on a 24-hour basis. For this reason and because there is frequently a potential for crime, the department regularly responds to incidents where it is not contemplated that an arrest will be made. Requests for service, aiding the injured and other ancillary basic services are made to the Police Department. To satisfy these requests, the department responds to calls for service and renders such aid or advice as is necessitated



or indicated by the situation.

102.19

Department Personnel: Law Enforcement in a free and complex society requires an officer to have the stamina, intelligence, moral courage, and emotional stability necessary to fairly and impartially deal with human beings in the many complicated and potentially explosive situations which he encounters. To obtain the caliber of personnel necessary to provide the public with professional law enforcement, it is essential that the department must provide training for all officers and ensure the maximum competency possible.

102.22

Resources: Law enforcement is one of the most expensive and complex services provided by the city. The quality and extent of service provided is necessarily limited by available resources which are to a large extent dependent upon the revenue sources of the city. To ensure that the highest level of service is obtained from the resources at its disposal, the department must make use of the most efficient management and budgetary techniques available.

104.00 COMMUNITY AFFAIRS

- 104.01 Press Relations: A well-informed public is essential to the existence of a democratic nation. To effectively exercise his franchise a citizen must be aware of current events and the state of government. A free press serves the public by supplying needed information by stimulating thought and by providing a medium of expression. The department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper police operations. However, certain information must be withheld from the news media in order to protect the rights of the accused, to avoid interfering with a department investigation, or because it is legally privileged.
- 104.04 Tours of Police Facilities: Public interest in the police operation has generated a need to know among the general populous. To acquaint the public with the law enforcement task, the department will conduct tours of the police facility. The scope and time of such tours will be dependent upon the security requirements and personnel availability.

105.00 STANDARDS OF SERVICE

- 105.01 Professional Standard of Service: The department cannot be aware of each circumstance in the village where police action or assistance may be required. The department is dependent upon members of the community for such information. The people, in return, expect the department to respond to requests for police service within a reasonable time and to satisfactorily perform the necessary service. A person calling for police assistance expects, as a matter of right, to be provided with a service. The extent of the service may, necessarily, be limited. But, regardless of its extent, a professional quality of service must be rendered in all cases.
- 105.04 Priority For Handling Calls for Service: It is not always possible for the department to respond to every call for service as soon as it would like to. Therefore, the department must organize available resources to give the highest level of efficient service possible. Priority of call assignment depends on many factors and it is normally the responsibility of communications personnel to make such assignments. However, an officer in the field may be required to decide whether to continue on an assigned call or handle a citizens complaint, or other observed event, and cause his call to be reassigned. Such determination should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident. When it is impossible for an officer to handle a citizens complaint or an observed event, he should, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications himself.

106.00 BEHAVIOR INVOLVING DISPUTES

- 106.01 Department Role in Labor Disputes: The strike, along with negotiation and collective bargaining, are legally recognized methods of peacefully settling labor disputes. It is not the function of the department to deal with the issues involved. Rather, it is the role of the department to protect the rights of the public and the disputants by enforcing the law and by maintaining order.
- 106.04 Impartiality at Labor Disputes: Strikes and other ancillary labor dispute techniques are not, in themselves, violations of the law. It is the illegal acts which sometimes arise from such activities which are of concern to the police. The effectiveness of the department in labor disputes is maintained by its remaining at all times impartial regarding the parties and issues involved and by taking appropriate action whenever criminal violations are observed or reported.
- 106.07 Civil Disputes: Officers are frequently called to the scene of civil disputes where no crime has been committed. The presence of officers at such scenes is primarily to preserve the peace and to prevent a crime from occurring. It is not to give legal advice. Officers should avoid becoming unnecessarily involved in civil disputes and may advise the parties to seek the advice of legal counsel.
- 106.10 Police Action At School Campuses: It is neither the intention nor the desire of the department to suppress or restrain lawful activity, either on or off campuses. The department will expend whatever resources are necessary to protect the rights of any person or group to conduct a peaceful and lawful demonstration at any location within the Village. However, unlawful activity, requires prompt and effective action by the department. The

department will take appropriate legal steps to discourage unlawful acts. The tactics employed by dissidents engaged in disruptive activities frequently include efforts to draw the police and other public officials into responses likely to produce violence and injury to participants and thus garner support for their cause. It is, therefore, incumbent upon the department to cope with disruptive situations in a professional manner which will minimize the potential for violent confrontation.

107.00 USE OF FIREARMS

- 107.01 Reason for the Use of Deadly Force: An officer is equipped with a firearm to defend himself or others against deadly force, or when it reasonably appears necessary, to effect the arrest of a forcible felon. An officer does not necessarily shoot with the intent to kill, he shoots when it reasonably appears necessary to prevent the individual from completing what he is attempting. When a firearm is used by an officer it must be with the realization that the death of some person may occur, not necessarily with the intent that such will be the result.
- 107.04 Minimizing the Risk of Death: In the extreme stress of a shooting situation an officer may not have the opportunity or ability to direct his shot to a non fatal area. To require him to do so, in every instance could increase the risk of harm to himself or others. However, in keeping with the philosophy that the minimum force that reasonably appears necessary should be used, officers should be aware that even in the rare cases where the use of firearms reasonably appears necessary, the risk of death to any person should be minimized.
- 107.07 Justification Limited to Facts Known to Officer: Justification for the use of deadly force must be limited to what reasonably appear to be the facts known or perceived by an officer at the time he decides to shoot. Facts unknown to an officer, no matter how compelling, cannot be considered in later determining whether the shooting was justified.
- 107.10 Self Defense and Defense of Others: The law of justifiable homicide authorizes an officer to use deadly force when it reasonably appears as an immediate threat of great bodily harm or from

imminent peril of death. The policy of the department does not limit that law.

- 107.13 Fleeing Felons: By statute, an officer is authorized the use of deadly force when it reasonably appears necessary to prevent the escape of a forcible felon. Such force may only be exercised when all reasonable alternatives have been exhausted and must be based only on the facts or what reasonably appear to be the facts known to the officer at the moment he shoots. It is not practical to enumerate specific felonies and state with certainty that the escape of the perpetrator must be prevented at all costs, or that there are other felonious crimes where the perpetrator must be allowed to escape rather than to shoot him. Such decisions are based upon sound judgment, not arbitrary checklists. Chapter 38, Section 2.8 itemizes Forcible Felonies.
- 107.16 Juvenile Felony Suspects: An officer should generally not shoot a fleeing felon whom he has reasonable grounds to believe is a juvenile. However, when the escape of such a suspect can reasonably be expected to pose a serious threat to the life of another person, then under these circumstances an officer may shoot to prevent the escape of such person. This section does not limit an officer's right of self defense or his defense of others whose lives he reasonably believes are in imminent peril.
- 107.19 Shooting at Fleeing Misdemeanants: Officers may not use deadly force to effect the arrest or prevent the escape of a misdemeanant.
- 107.22 Firing a Warning Shot: The department does not recognize the use of warning shots as an effective method for apprehension of a criminal. Warning shots are dangerous due to the possibility of injury to innocent bystanders. For these reasons warning shots are expressly forbidden.

107.25

Use of Firearms: Officers shall not use weapons under pursuit conditions. A single officer attempting to discharge his weapon while driving his vehicle has very little chance of striking either the suspect or the vehicle. If the vehicle is struck by the officer's bullet, it is very unlikely that vehicle will be put out of commission. Firing a weapon under these conditions represents an element of high risk to bystanders. Weapons should not be fired until the vehicles are stopped. Then, if it is necessary to shoot, the fire will be more effective with less danger to bystanders.



108.00 TRAFFIC ENFORCEMENT

- 108.01 Objective: The traffic enforcement objective of the department is to reduce traffic accidents, and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic, through the voluntary compliance of the public with traffic regulations.
- 108.04 Officer -- Violator Contact: Traffic violation enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases this is the only contact that a person has with our department. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.
- 108.07 Enforcement of Parking Regulations: On street and off street parking is restricted in various areas of the Village to ensure fair access to parking and expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the Village.

109.00 TOLERANCE AND WARNING POLICY

- A. Enforcement in accidents
1. Charges of specific violations, warranted by evidence, will be preferred against individuals involved in traffic accidents.
  2. Placing of charges for specific violations shall be encouraged by supervisory and command officers.
  3. Enforcement action should be taken whenever physical evidence, direct evidence, and/or witness testimony provide reasonable grounds for prosecution.
- B. Full enforcement attention will be given to the following violations regardless of time or place of occurrence:
1. Any violation in connection with an accident.
  2. Driving while under the influence of alcoholic beverages or narcotics.
  3. Reckless or careless driving.
  4. Moving violations committed so as to create an immediate hazard.
  5. All other moving violations, which in the judgment of the officer, are of a potentially hazardous nature.
- C. Violation of speed laws
1. Officers will make arrests for all violations in excess of the posted speed.
  2. All officers must be thoroughly instructed with regard to interpretation of all traffic laws.
  3. When "pacing" a speeding violator the patrol car should be driven at the same speed as the violator for at least 300 feet before making the arrest.
- D. ENFORCEMENT ACTION SHALL BE TAKEN UPON THE DETECTION OF THE COMMISSION OF AN ILLEGAL AND

POTENTIALLY HAZARDOUS ACT, WITHOUT REGARD FOR SUCH IRRELEVANT FACTORS AS ATTITUDE, INTENT, REAL HAZARDS PRESENT, OR FRIVOLOUS EXCUSES OF THE VIOLATOR.

E. Driving while under the influence

1. Arresting officers will employ objective tests (obvious symptoms of impairment) in order to determine the physical impairment of an operator suspected of D. W. I. These symptoms will be recorded on the standard alcoholic influence report form.
2. Officers will investigate thoroughly to determine whether the driver is under the influence of intoxicating liquor, or his actions and conditions are due to some other cause.
3. Chemical tests to determine the degree of intoxication will be utilized for drivers suspected of D. W. I.
4. If the chemical test results are ten hundredths of one percent blood alcohol or above an arrest for D. W. I. will be made.

110.00 VEHICLE USE POLICY

- 110.01 Loaning Of Vehicle Prohibited: No member of this department shall allow an unauthorized person to operate a Village owned vehicle or have the keys to such vehicles in his possession.
- 110.04 Use of City Vehicles Outside the Village: Officers assigned to patrol duties shall not leave the Village without permission of his supervisor except in the case of hot pursuit or when necessary to reach an assigned call or another portion of his beat.
- 110.07 Accidents Involving Village Vehicles: Members of the Department shall promptly notify their supervisor of an accident with damage to any Village vehicle or privately owned vehicle in the service of the Village, operated by them or in their charge.
- 110.10 Personnel Advisory Board: Any member of the Department who becomes involved in an accident while operating any Village owned vehicle, or vehicle operating in the service of the Village, may be required to appear, or request an appearance, before a Personnel Advisory Board.
- 110.13 Use of Private Vehicles: Private vehicles shall not be used while on duty except at the direction or with the permission of a commanding officer.

111.00 POLICE VEHICLE OPERATION, COLLISIONS AND/OR DAMAGE:

Order: Police vehicles shall be operated at all times in accordance with the Illinois Revised Statutes, particularly wherein Chapter 95 $\frac{1}{2}$  applies -- unless more strictly required by this order.

Lights: The officer assigned to a police vehicle is responsible to insure that all headlights, tail lights, brake lights, turn signals and back-up lights are in working order at all time; and, that they are activated when required in accordance with Chapter 95 $\frac{1}{2}$  of the Illinois Revised Statutes.

See Sections 12-101, 12-201, 12-203B  
 12-205, 12-208, 12-210  
 12-211, 11-804, 11-895, 11-806.

Spot Light: The officer assigned to a police vehicle shall not use the spot light as a means for clearing traffic. The intended use for this equipment is to facilitate building and vehicle checks. The spot light shall at no time be directed at the windshields of on-coming traffic.

See Section 12-207.

Emergency Lights: Emergency lights, for the purpose of this order, are defined as the dual "Mars" lights, the "Adam-12" lights, and the alternating flashing headlights.

The officer in control of a police vehicle shall not enter any STOP intersection or pass any red traffic signal or flashing red light unless the emergency lights are activated and working and unless he has first slowed his vehicle and is prepared to come to a COMPLETE STOP to assure that he can enter, cross and exit the intersection safely.

See Section 11-205 and Article IX; especially Sections 11-903, 11-904 and 11-907(c).

Speed: The operator of a police vehicle shall patrol at or below the posted speed limit and shall not exceed the posted speed limit unless in pursuit of a wanted vehicle or when responding to an emergency call. When exceeding the posted speed limit responding to an emergency, the officer shall activate all emergency lights. He will use, at this discretion, the electronic siren. See Section 11-60(a).

Right of Way: The officer operating a police vehicle will be aware that he does not have the right of way in every situation. There are situations where a motorist, including a police vehicle not on an emergency run, is required to yield the right of way to another motorist -- including yielding the right of way to another emergency vehicle. Right of way, therefore, is a right given, not taken.

Other: The officer operating a police vehicle shall not proceed across a railroad grade crossing in violation of Section 11-1201.

The officer operating a police vehicle shall not back such vehicle in violation of Section 11-1402.

When damage to, or loss of, Village property is determined to be due to the negligence and/or carelessness of a member of the police department such member shall be disciplined under the provisions of this order. Such discipline shall be within the range provided by the Laws of the State of Illinois, and therefore, may vary from a reprimand from the Office of the Chief of Police to dismissal by the Fire and Police Commission.

112.00 JUVENILE PROCEDURES

- 112.01 Objectives: This section shall be devoted to the policy and objectives of the Roselle Police Department as they relate to prevention and control of delinquency.
- 112.04 Policy in the Handling of Juveniles: It shall be the policy of the Department in cases involving the delinquency of juvenile offenders to view the matter with a preventive attitude. Officer attitude, demeanor and speech toward juveniles shall be civil and respectful, but at the same time, firm. Every officer in the Department shall properly report any matter coming to his attention in which a juvenile has committed a criminal offense, his conduct is of an antisocial nature, or is the victim of an offense or neglect. All officers shall keep in mind the legal and civil rights of parents and juveniles in the handling of juvenile offenders or victims.
- 112.07 Juvenile Bureau Responsibilities: The Juvenile Bureau shall maintain the police objectives of protection of life and property, prevention of crime, investigation of criminal offenses, neglected minors or those in need of supervision, recovery of property, and apprehension of offenders. As a functional unit of the Department, the specific objectives are:  
Discovery of Criminal or Anti-Social Behavior.  
Maintain good relations and cooperation with Departmental personnel, schools, welfare and social agencies, Juvenile Court, Probation Department, Illinois Youth Authority, community service organizations, other law enforcement agencies, churches and related groups for the purpose of developing sources of information concerning delinquency or conditions causing or tending to cause delinquency.

Investigation of Delinquency and the Causes of Delinquency.

In addition to the investigation of delinquent condition it is the responsibility of the Juvenile Officer to ascertain the factors which caused the condition. When underlying causes are known, a more intelligent disposition is possible. In addition to the fundamental police investigative techniques, the officer shall utilize the following:

1. Records of the Department, schools, probation and parole and other law enforcement agencies.
2. Interviews with subject, parents, friends, schools and neighbors.
3. Clinical services and school psychologist.

Other community services shall be utilized and every effort made to avoid duplication of effort by members of this department and other recognized agencies. If another agency exists which has been set up to do the type of service indicated, the juvenile will be referred to that agency for handling.

112.13

Protection of Minors: Protection and control of minors may be accomplished by:

1. Removal or control of environmental hazards.
2. Cooperation and participation in community planning.
3. Assisting in initiating constructive legislation.
4. Detection and prosecution of adults involved in offenses against juveniles.
5. Periodic inspection and patrol of locations where juveniles congregate and all known locations which indicate a course of delinquency.



**CONTINUED**

**1 OF 3**

- 113.19 Restricted Use of Base Station Equipment: Equipment installed in the base station is to be used for police business only and the operator shall not use such facilities to conduct personal transactions of any nature.
- 113.22 Efficiency of Base Station: In order to insure the orderly, accurate, and efficient operation of the base station, the following shall apply.
- Loitering -- Loitering is prohibited in the area set aside for the base station.
- Conversation -- Conversation with the operator shall not be carried on unless such conversation is brief and pertaining to business. Whenever possible such business conversation will be carried on over the telephone.
- Communicating With Operator -- Whenever possible communications with the operator shall be in writing.
- Interferring With Operator -- No person shall carry on a conversation which interferes with the broadcasting or receiving of the operator, no person shall use the facilities of the base station unless such person is assigned thereto. Only the operator shall dispatch or broadcast to the field.
- 113.25 Relaying Information: When relieved, operators shall instruct the relieving operator on any and all pertinent information obtained prior to such relief.
- 113.28 Multiple Assignments: Except in cases of all unit broadcasting, the operator shall address one unit at a time. In no case will one particular unit be assigned more than one dispatch at a time.
- 113.31 Awaiting Response: An operator will allow a reasonable length of time for acknowledgment from units before again broadcasting.
- 113.34 Malfunctioning Equipment: In the event of failure of the base station, or in the event improper operation of any equipment is observed, the operator shall immediately notify the Shift Commander.

113.37

Superfluous Broadcasting: An operator shall refrain from unnecessary conversation in broadcasting. Following are guidelines toward effecting this end:

Boardcasting a Known Fact -- Broadcasting messages which are apparent, such as "out of your area," shall not be initiated.

Use of Authorized Code -- The use of authorized radio code shall be used whenever possible.

Brevity -- Except in emergency situation, the operator shall be brief. In routine matters a unit should be dispatched by giving the location, accompanied by one, or possibly two, individual codes.

113.40

Ispern Frequency: Police squads are equipped with Mobile Radio units which will receive and transmit on ISPERN Frequency 154.680MHz. The FCC Call Sign is KN 3600. The ISPERN is for emergencies ONLY and, unless otherwise directed by the Communications Center or Shift Commander, the ISPERN unit is to be in the STBY (Standby) position. One exception will be when the officer required emergency aid or is involved in the emergency traffic. When the squad is not in use, the unit is to be in the OFF position.

Operational manual LBI-9419A is available for reading from the command officers. Each man is required to read the manual and initial the back cover.

At all times, until further notice, the SEARCH toggle switch will be in the OFF position and the frequency knob will remain in the F1 position. Volume and Squelch may be adjusted to the officer's ability to hear any traffic on the ISPERN frequency.

It shall be the responsibility of the officer assigned to the squad to end his participation on the ISPERN unit by broadcasting "Roselle Car \_\_\_\_, Completed, KN3600." The call signal should be said "Kay En Three Six Zero Zero."

The ISPERN frequency will be monitored at all times in the Central Communications Center.

114.00 WRITTEN DEPARTMENTAL PUBLICATIONS

- 114.01 Departmental Directive: A Departmental Directive is usually informative in nature. It may call attention to rules, regulations, procedures or policy which is not being conformed to, or it may establish new rules, regulations, procedures or policy. It may also be used to relay information not amounting to an order. In any event, the Directive bearing the most recent date will supersede the others. Departmental Directives are self cancelling six months from date of issue, unless specifically stated otherwise by the Directive. Departmental Directives shall be signed only by the Chief of Police or by that person acting in his capacity.
- Distribution -- Distribution of Department Directives shall be as follows:
1. Original shall be filed by the Administrative Secretary.
  2. Copies
    - a. Chief of Police
    - b. Division Commanders
    - c. Bulletin Board -- to be removed one month from posting date.
    - d. All other personnel affected and/or as directed by the issuing authority.
- 114.04 Personnel Directive: A personnel Directive may be an order of permanent or temporary duration. It is utilized to announce assignments to schools, the academy, seminars, in-service training, transfers, promotions, etc. Personnel Directives shall be signed only by the Chief of Police or by that person acting in his capacity.
- Distribution -- Distribution of Personnel Directives shall be as follows:

1. Original shall be filed by the Administrative Secretary
2. Copies shall be distributed as follows:
  - a. Chief of Police
  - b. Division Commanders
  - c. Bulletin Board
  - d. Personnel Affected
  - e. Shift Commander
  - f. Personnel Files

114.07

Training Directive: A Training Directive is utilized for educational purposes. All information such as Attorney General's Opinions, Village Attorney Opinions, Legal Information Bulletins, Roll Call Training, etc., is placed on a Training Directive. Training Directives shall be issued only by direction of the Chief of Police.

Distribution -- of Training Directives shall be as follows:

1. Original shall be filed by the Administration Division Secretary.
2. Copies of Training Bulletins will be directed to all personnel unless the material covered would be of no use to clerical personnel. In this instance, copies will be distributed to sworn personnel plus any others affected.

114.10

Responsibilities:

1. Original Copy - The Administrative Secretary shall maintain the original copy of all Directives and shall be responsible for the assignment of Directive numbers.
2. Printing - The issuing authority shall be responsible to see that copies are made for distribution.
3. Distribution - shall be the responsibility of the Service Division personnel.
4. Manual Insertion - It shall be the responsibility of the Planning and Research Bureau to review the Directives to insure

that the necessary information is included in the Manual of Rules and Regulations prior to the six month expiration date.

5. Individual Responsibility - It shall be the responsibility of each member to whom a Directive is addressed to read and comply with instructions contained therein.

114.13

Training Bulletin: The Training Bulletin is a training technique utilizing printed material to provide continuous departmental training. The Training Bulletin may be published to correct known work deficiencies, call attention to new lay or new procedure, or publicize new developments in the field of law enforcement. Such Bulletin may be issued by the Chief of Police or his delegated subordinates.

Distribution -- The Training Bulletin is distributed as follows:

1. Original - Chief of Police; and
2. Copies - All Personnel and bulletin boards.

114.16

Communications Within the Department:

1. Any supervisor establishing a procedure or policy within his operating unit that is intended to be a standing order or modification of an existing procedure shall put it in the form of a written communication.
2. Each sub-unit issuing directives affecting the operation of that unit shall forward copies of the communication to the Division Commander.
3. Each division sub-unit issuing an order or directive affecting other operating units of the division shall route the correspondence through the Division Commander or his delegated subordinate.
4. A Division issuing an order that affects the operation or personnel of another division shall obtain the approval of the

Chief of Police. All such communications shall carry the signature of the Chief of Police. This includes procedure changes within an operating unit which will have an indirect affect through its application on other division units of the department.

5. In all of the above cases, copies of the communication should be routed to the Office of the Chief.
6. None of the above requirements are intended to affect communications routed between divisions to facilitate compliance with standing procedures or orders or facilitate daily operations in routine matters within established procedure.

114.19

Compliance With Departmental Publications: Officers assigned to attend any event shall report as directed. Their absence will be excused only in case of emergency or where they have received prior approval to be absent. The approval can only be obtained from the person originating the Directive or some higher ranking officer within his division. In cases where the Order is signed by the Chief of Police, his permission must be obtained. In the absence of the Chief, the Division Commander responsible for the Order or Directive may excuse the officer subject to the approval of the Chief of Police.

114.22

Modification and Development of Departmental Procedures: All memorandums dealing with deficiencies in our current procedures, needs for new operational policies or modifications of standing orders will be directed to the Office of the Chief. These memorandums will be reviewed and where necessary, research done in the problem areas. By adopting this method in which all affected parties are contacted during the research phase and the appropriate changes in written orders are initiated, we will insure that there will be uniformity in approaching the problem in question and operational conformity by the entire department.



No procedure of police which has been issued under the direction of the Chief of Police shall be changed or altered without his approval. The modification of existing written orders shall be made in writing in the same format as the original order.

CHAPTER 200

PERSONNEL POLICIES

## CHAPTER 200

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200.00 PERSONAL CONDUCT

- 200.01 Conduct Unbecoming to an Officer -- Employee: A police officer -- employee is the most conspicuous representative of government, and to the majority of the people he is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized. When his actions are found to be excessive or unwarranted they are criticized far more severely than similar conduct of persons in other walks of life. Since the conduct of an officer, on or off duty, may reflect directly upon the department, an officer must at all times conduct himself in a manner which does not bring discredit to himself, the department or the Village.
- 200.04 Respect for Constitutional Rights: No person has the right to violate the law, neither may any person be deprived of his constitutional rights merely because he is suspected of having committed a crime. The courts determine the constitutionality of laws. Law enforcement officers must restrict their efforts to the enforcement of those laws. An officer who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. He may, within the scope of his authority, make reasonable inquiries, conduct investigations and arrest on probable cause. However, when an officer exceeds his authority by unreasonable conduct, he violates the sanctity of the law which he is sworn to uphold.
- 200.07 Use of Force: In this complex world, the police officer is constantly confronted with situations that demand some form of control be exercised over the general populous. This control may be exerted for the purpose of arrest or the protection of public safety. Control may be achieved through advice, warnings and persuasions, or by the use of physical force. While the use of

reasonable physical force may be necessary in situations which cannot be otherwise handled, force may not be used unless all other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Officers are permitted to use whatever force that is reasonable and necessary to protect others or themselves from bodily harm and perform their required duties. There are times the laws of the State of Illinois regarding a peace officers use of force shall be followed.

200.10

Integrity: The citizenry demands that the integrity of its law enforcement officers be above reproach, and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire department. Succumbing to even the most minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of others. An officer must scrupulously avoid any conduct which might compromise the integrity of himself, his fellow officers, or the department.

200.13

Courtesy: The effectiveness of a law enforcement agency is dependent upon the amount of cooperation it receives from the general public. The practice of courtesy in all public contacts encourages understanding and appreciation. Discourtesy breeds contempt and resistance. The vast majority of the public is law abiding and expects fair and courteous treatment from its police officers. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstances is indefensible. The practice of courtesy by an officer is not a manifestation of weakness. It is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

200.16

Compliance With Lawful Order: The police department is an

organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superiors lawful order is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance is by recognition and reward of proper performance. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands or directives.

200.19 Use of Intoxicants: There is an immediate lowering of esteem and suspicion of ineffectiveness evidenced in the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of official assignment, the consumption of intoxicants is prohibited while an employee is on duty. Nor is an officer to consume intoxicants to such a degree that it impairs his on duty performance. No liquor shall be consumed five hours prior to duty.

200.22 Attention to Duty: The majority of police work is by necessity performed without close supervision. The responsibility for the proper performance of an officer's duty lies primarily with the officer himself. An officer carries with him a responsibility for the safety of the community and his fellow officers. He discharges that responsibility by the faithful and diligent performance of his assigned duty. Anything less violates the trust placed in him by the people and nothing less qualifies as professional conduct.

200.23 Neglect of Duty: Disciplinary action will be initiated for neglect of duty involving any member of this department who:

1. Fails to search and inventory all property in the possession of a person arrested by or placed in the custody of this department before such person is placed into any cell

or juvenile detention room.

2. Fails to inspect any cell or detention room, in the presence of the arrestee, when placing such person into or removing such person from the cell or detention room.
3. Fails to complete arrest and inventory forms provided in their entirety.

Unless it is otherwise indicated, the arresting officer shall be held responsible for the search and inventory, alluded to in sub-paragraph 1; and the inspection of the cell or detention room when placing the arrestee into such room, alluded to in sub-paragraph 2. The person signing the release of inventoried property shall be held responsible for the inspection of the cell or detention room when the arrestee is removed from such cell or detention room, unless another person is indicated as having removed the subject.

200.25

Financial Obligations: Public employees have stable incomes upon which they may forecast future earnings. For this reason and because of public confidence in their responsibility, it is relatively easy for department employees to contract financial obligations which, if not controlled, may become an impossible burden. Such financial distress may impair the individuals effectiveness and tends to bring discredit upon the department. Personnel should avoid incurring financial obligations which are beyond their ability to reasonably satisfy from their regular department earnings.

200.28

Refusal to Work: A police officer's commitment to public service and professional ethics precludes his engaging in strikes or similar concerted activities. For these reasons police officers do not have the right to strike or to engage in any work stoppage or slow-down. It is the policy of this department to seek the removal



from office any officer or employee who plans or engages in any such strike, work stoppage, or slowdown.

200.31

Outside Employment: The nature of the law enforcement task requires department personnel to have the ability to work irregular duty schedules which are subject to change in meeting the requirements and needs of the department. Additionally, it is necessary that an employee have adequate rest to be alert during his tour of duty. For these reasons and because certain occupations inherently conflict with an employees primary responsibility to the department, the department may impose conditions on outside employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interest of the department in furthering professionalization, protecting the reputation of the employee and the department, and insuring that the department receives full and faithful service in return for its expenditure of resources.

200.34

Employee Grievances: Effective management and respect for individual dignity requires that employees have means available for the proper redress of grievances. A department employee having a complaint relating to any matter affecting his employment is ensured the right of review at succeeding levels of department authority until his grievance is resolved. The right of an employee to file a grievance and its administrative review promotes efficiency and results in improved morale. Those positive benefits are defeated if employees are reluctant to file a grievance. Therefore, no action of a formal or informal nature shall be taken by the department against an employee, his witnesses, or employee representative, merely for his having filed a grievance, nor is such filing to be otherwise looked upon with disfavor by the department. The most effective accomplishment of the work of the Village requires prompt consideration and equitable adjustment

of the employee grievance. It is the desire of the Village to adjust grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. It is recognized, however, that there will be grievances which will be resolved only after a formal appeal and review. Adequate records must be kept of each step using forms approved by the administrative head of the department. Accordingly the following procedure is established.

Procedure

- a. An employee or his representative shall first present his grievance in writing within three working days of its occurrence to his immediate supervisor who shall make careful inquiry into the facts and circumstances of the complaint. The supervisor shall attempt to resolve the problem promptly and fairly within three days. If not resolved in three days, the employee may go directly to the Department Head.
- b. An employee who is dissatisfied with the decision of his supervisor may submit his grievance in writing within three working days to the Department Head. The Department Head shall make a separate investigation and inform the employee in writing of his decision and the reason therefor within three working days after the receipt of the employee's grievance. (If the Department Head does not respond in three days, the employee may go to the Director of Village Services).
- c. If the employee is dissatisfied with the Department Head's decision, he may seek a review by the Director of Village Services by submitting a request for review in writing within five working days following the receipt of the decision from the Department Head.

- d. The Director of Village Services shall make such investigation and conduct such hearings as he deems necessary and shall, within five working days after the receipt of the employee's request for review, inform the employee in writing of his findings and decision.
- e. At any time within five working days after the receipt of the decision of the Director of Village Services, the employee may submit a written request for further review by an ad hoc committee to be established by the Village President. This request shall be in writing. The Board shall transmit its recommendation, which shall be advisory in nature, in writing to the President.

ROSELLE POLICE DEPARTMENT  
Employee Grievance Report

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

WATCH COMMANDER REPORTING: \_\_\_\_\_

EMPLOYEE SUBMITTING GRIEVANCE: \_\_\_\_\_

EMPLOYEE DESIRES TO PURSUE GRIEVANCE PROCEDURE: \_\_\_\_\_

OTHER PERSONNEL & WITNESSES: #1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

DATE OF OCCURENCE: \_\_\_\_\_ TIME: \_\_\_\_\_

NATURE OF GRIEVANCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION INITIATED BY SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE FORWARDED TO COMMAND OFFICER: \_\_\_\_\_

DISPOSITION: SETTLED AT STEP I EMPLOYEE REQUESTS STEP II  
(Circle One)

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

200.37

Discipline

It is essential that public confidence be maintained in the ability of the department to investigate and properly adjudicate complaints against its members. Additionally, the department has the responsibility to seek out and discipline those whose conduct discredits the department or impairs its effective operation. The rights of the employee as well as those of the public must be preserved and any investigation or hearing arising from a complaint must be conducted in an open and fair manner with the truth as its primary objective.

220.40

Complaint and Disciplinary ProceduresI. Scope of Order

- A. All alleged or suspected violations of Department Rules and Regulations, policies, procedures or written or verbal directives by members (sworn and civilian) including temporary employees, of the Roselle Police Department will be processed in accordance with the provisions of this order.
  - 1. Those reported to supervisory or command officers by any means.
  - 2. Those observed by supervisory or command officers.
  - 3. Those uncovered during a complaint investigation.
- B. Disciplinary procedures will be processed in accordance with the provisions herein outlined and shall include:
  - 1. Field reprimand procedure.
  - 2. Summary punishment procedure for less serious transgressions.
  - 3. Suspension -- Review Procedures
    - Special Procedures
    - Notification Procedures

## Options to Suspension

- C. Status and procedure of members while on suspension.
- D. Release of information
- E. Expungement of records.

II. Authority and Responsibilities

## A. Individual Responsibility

1. Each member of the department will perform his duties and assume the obligations of his rank in the investigation of complaints or allegations of misconduct against any member of the department.
2. Each member will cooperate fully with the Chief of Police or his assigned designate in the performance of their duties in conducting such investigation.
3. Any member who has or is alleged to have knowledge of circumstances surrounding a complaint investigation will submit an individual written report before reporting off duty. The report will be accurate and will include all facts relating to the incident known or reported to him. The supervisor receiving the report will forward a copy to the head of the appropriate bureau and to the Chief of Police.
4. When misconduct is observed or complaints of misconduct are received by non-supervisory personnel, such member will immediately notify a supervisory officer, and will then prepare and submit a written report of his observations and/or actions taken to his commanding officer.
5. When misconduct is observed or complaints of misconduct is received, supervisory and command personnel will initiate investigations in accordance

with this directive without looking to higher authority for such action.

6. When reports of alleged or suspected violations are received, the Supervisor or command officer who first receives the information of the alleged violation will:
  - a. Report the information to the Lieutenant in charge of the field operations bureau within twenty-four hours. This does not apply to violations for which summary punishment or a field reprimand may be administered.
  - b. Record all information available at the time the complaint was received in statement or report form and forward the report to the Lieutenant in charge of operations bureau.
7. Reports taken by telephone or given to a communications operator in person will be given to the supervisory or command officer on duty at that time, unless such complaint is lodged against him. In that event the lieutenant in charge of operations or Chief of Police will be notified in that order.

B. Lieutenant -- Operations Bureau

The lieutenant in charge of operations is a component of the personal staff of the Chief of Police who investigates all complaints as directed by the Chief of Police. The lieutenant will:

1. Upon receipt of a complaint of misconduct by a member of the department:
  - a. register the complaint
  - b. prepare a complaint against the department member and progress report

(RPD #76-501, RPD #76-502)

- c. advise the person making the complaint of the complaint register number assigned
- d. notify the Chief of Police as appropriate.
2. Investigate the complaint if it is an allegation of serious nature immediately notify the Chief of Police.
3. Safeguard the complaint register and allow access only to the Chief of Police or person designated access by the Chief of Police.

### III. Conduct of Investigation

- A. The lieutenant in charge of operations will carry out said investigation or will designate a command officer to conduct the investigation of the complaint. Normally, a member who has initiated a complaint will not be designated to conduct the investigation.
- B. The investigative officer shall place his name, rank and shield number if applicable, on the proper complaint form and distribute copies to the lieutenant, if applicable, and the Chief of Police.
- C. The officer in charge of the investigation is responsible for ensuring a complete and expeditious investigation of the complaint, and may assign other members of the unit to assist in the investigation at any time. The lieutenant in charge of operations, if not in direct charge of the investigations will periodically check the progress of the investigation, note same by recording check dates on his copy of complaint file card.
- D. The member assigned to investigate a complaint against a department member will:
  1. Contact all complainants and witnesses as soon as possible, assuring that such complaints and witnesses



are not unduly inconvenienced, if repeated efforts to contact a complainant or witness are unsuccessful after three (3) days, the investigator will prepare and send form letter RPD #76-503 by registered mail to the person requesting that the investigator be contacted immediately. A record shall be kept by the investigator of each date and the time he or any member designated to assist him attempted to contact the person, and the means of communication used (telephone, correspondence, personal visit).

2. Take written statements from complainants and witnesses when such statements will assist him in reaching a sound conclusion in the case. If the allegation is such that a recommendation for dismissal is unlikely, the statement(s) need not be formal question and answer or narrative type. If the allegation is such that the case may result in a recommendation for separation, the statement(s) should be in question and answer form.
3. If criminal prosecution is probable against a police officer, the investigator will immediately inform the Chief of Police at which time special provisions for continuing investigation and presentation will be instituted.
4. When the investigation is complete, classify the complaint as one of the following:
  - A. Unfounded            Allegation is false or not factual
  - B. Exonerated            Incident occurred but was lawful and proper.
  - C. Not Sustained        Insufficient evidence, either to prove or disprove allegation.

- D. Sustained Allegation is supported by sufficient evidence to justify disciplinary action.

5. If the complaint is sustained, assure that the investigative file includes all relevant information and established the basis for the finding.

#### IV. Reporting

- A. A final report of a complaint register investigation will be submitted regardless of the status of any court action relating to the accused member.
- B. The investigator will assure that the final report contains the employee number of the accused member, the classification of the complaint, and in sustained cases, the number of the rule (s) which was violated, the context of the rule, a statement indicating how the rule was violated by the accused member, and recommended disciplinary action.
- C. All pages of reports or documents relating to a complaint register investigation will be identified by the complaint register number entered in the lower right hand corner. In addition, each report or document will be numbered consecutively by the investigator.
- D. The lieutenant in charge of operations, if he is not the investigator of the complaint will upon receipt of a sustained report:
1. Request a copy of the accused member's "Summary of Previous Disciplinary Actions."
  2. Review the investigation to ascertain the adequacy and timeliness of the investigation.
  3. Determine whether the evidence indicated any culpability of supervisory personnel for the viola-

tion. (The failure of supervisory personnel at any level of command to hold subordinates accountable requires disciplinary action.)

If culpability is apparent, a complaint register number will be obtained and a separate investigation will be conducted.

4. Judge the soundness of the conclusions and the findings, returning the report for further investigation, when necessary.
5. When the investigation is classified as sustained, recommend one of the following disciplinary actions:
  - a. Reprimand -- After this recommendation has been approved by the Chief of Police, the lieutenant will prepare a notification of reprimand in quadruplicate when the required signatures are obtained, the original will be given to the reprimanded member, one copy to the Fire and Police Commission, one copy to the Chief of Police, and the remaining copy placed in the reprimanded member's personnel file.
  - b. Suspension -- For a specific number of days, not to exceed Five (5).
  - c. Referral to Police - Fire Commission for Action.

#### V. Suspension Review Procedures

##### A. Department Review of Suspension

1. The Chief of Police, upon receipt of a final report of a complaint register investigation, will review the report, will concur with the finding

or propose an alternate finding or propose an alternate finding, and will make the final determination for disciplinary action. As an integral part of this procedure the accused member will be notified of said charges and will be afforded an administrative hearing before the Chief of Police to present to the Chief and any other member the Chief may select to assist at the hearing, of any circumstances that might mitigate the offense and resultant disciplinary action.

The above procedure from the time of receipt of the final report by the Chief to the notification of the accused member of his hearing shall not exceed 72 hours.

Said hearing shall not be held before the expiration of five (5) days in order to allow the accused member to prepare for the hearing. The accused member shall be given a copy of RPD Form #76-504 "Administrative Proceedings Rights" at the time of his notification of hearing.

2. A record shall be made of the date the final report was received and subsequent dates of notification as prescribed by the above.
- B. Police -- Fire Commission Review of Suspension
1. When the Chief of Police has ordered a suspension or not more than five (5) days, the accused member shall be so notified in writing by use of RPD Form #76-505. He shall also be notified as to his right of appeal before the Board of Fire -- Police Commissioners by enclosing RPD #76-506 with the order of suspension.

### C. Special Procedures

#### The Polygraph - P. S. E.

1. It will be the policy of the Roselle Police Department that when a polygraph examination is deemed necessary and a complainant or witness is available, such complainant or witness will be requested to take a lie deception test on either the Polygraph or P. S. E.
2. If the complainant or witness is available and refuses to take said examination, or takes the examination and fails to pass, the accused member will NOT be required to take a lie detector test.
3. If the complainant or witness agrees to take said test and passes, the accused member may then be required to take a Polygraph/P. S. E. examination when such is deemed necessary as part of the investigation.
4. When the Polygraph/P. S. E. is used, the accused member will be advised twenty-four hours prior to administering of the test, in writing, of any questions to which the Department will require a response. To these questions the examiner may add control questions of his choice, but the text of these control questions and the responses of the accused member or his reaction will not be made available to the department.
5. Failure of a member being examined to cooperate with the examiner regarding control questions or questions submitted by the department will result in disciplinary action.

Allegations of Intoxication

When it appears or is alleged that a member of the department has been drinking, the member will be requested to read and sign a notification of charges/allegations (RPD #76-502) to acknowledge that he has received a copy of the specific allegations, made against him. The member will be required to submit the appropriate breathalyzer and visual tests to determine his sobriety, the results of which will be recorded on an Alcoholic Influence Report. The visual examination, if conducted, will be administered by a member at least one rank above the member being examined and will be conducted in the presence of the Shift Commander who will sign the report of visual tests to indicate that his observations are basically congruent with those of the actual examiner.

Repeated Minor Infractions:

1. Whenever a member of the department has committed three less serious transgressions for which summary punishment of disciplinary action as the result of a complaint register investigation was administered, or when the review of the member's personnel file indicates consistent minor infractions for which field reprimands were imposed, the member's immediate supervisor will arrange to conduct a counseling period with the member for the purpose of achieving an acceptable level of performance by gaining insight into possible reasons for the member's conduct. The immediate supervisor will prepare a record of the counseling, in triplicate, indicating the matters discussed, the recommendations made, the reasons offered to explain the unacceptable behavior, etc. The original copy will be placed in the member's personnel file; one copy will be given to the member and one copy forwarded to the Fire-Police Commission.

2. The following are guidelines for conducting a counseling period.
  - a. The counseling period will be informal and private.
  - b. At the start of the counseling period, past acceptable performance of duty by the member will be discussed.
  - c. Any criticism will be constructive.
  - d. The member will be given full opportunity to explain possible reasons underlying the job attitude reflected by the manner in which he performs his duties.
  - e. The counselor will exercise patience, but will not permit the counseling session to become argumentative.
  - f. If the member displays symptoms which could indicate undue emotional stress, the matter will be reported to the Chief of Police who will determine if medical services of some type are required.
  - g. If any member continues to commit minor infractions after being counseled, the matter will be reported in writing to the Chief of Police who will conduct an interview with the member.
  - h. When the application of corrective measures has not resulted in achieving an acceptable level of performance by a member within a six month period of time, action may be taken by the Chief of Police to seek separation of the member from the department for cause, based on rule 200.10 of the Rules of Conduct Incompetency or inefficiency in the Performance of Duty.

VI. Field Reprimands

- A. Field reprimands do not require a complaint register number nor a formal investigation.
- B. Field reprimands may be imposed by any supervisory or command personnel, or any member acting in such capacity.

- C. Before a field reprimand is imposed by any supervisor or command officer or member acting in such capacity will review previous reprimand notifications, if any, in the member's personnel file. If this review indicates repeated infractions of a similar nature for which reprimand was imposed, summary punishment will be administered or a complaint register investigation will be initiated.
- D. When a supervisor or command officer or member acting in such capacity imposes a field reprimand, he will prepare a notification of reprimand RPD #76-507, in triplicate, and will request the member's signature on the forms of attest to the member's understanding that he has been officially reprimanded.
- E. After the reprimanded member has signed the notification of reprimand, the supervisor command officer or member acting in such capacity will sign the form, will assure that the forms indicate that the action is a field reprimand, will forward the original copy to the member's personnel file, one copy to the member and one copy to the Board of Fire - Police Commission.
- F. If a member who has been reprimanded refuses to acknowledge the reprimand by signing the forms, the forms will be marked "refused" will be signed by the member administering the reprimand, and will be distributed as prescribed in Item VI-E above.
- G. A notification of reprimand relating to a field reprimand will be retained in a member's personnel file for a period of one year after the date the reprimand was administered, at which time the form will be destroyed.



- VII. Summary Punishment For Less Serious Transgressions
- A. Less serious transgressions do not require a complaint register number nor a formal investigation.
  - B. Punishment for less serious transgressions may be imposed by any supervisor or any member acting in a supervisory capacity.
  - C. Violations considered less serious transgressions are:
    - 1. Tardiness in reporting for duty or court attendance.
    - 2. Personal Appearance: Every member and employee of the department while on duty, must at all times be neat and clean in person, clothes must be clean and pressed, and ones uniform be in conformity with the rules and regulations. The member/employee shall, as often as necessary, examine and clean all equipment/property possessed and keep it always in good serviceable condition. Male members and employees shall conform to the following additional standards of appearance:
      - a. Hair shall be evenly trimmed at all times while on duty. The maximum extension of the hair outward from the top of the head shall be two (2) inches. The maximum extension from the sides of the head shall be two (2) inches, provided that hair shall be gradually tapered so that it does not protrude outward beyond the top (upper helix) of the ear and so that it otherwise gives an

overall even appearance. That the hair being tapered on the sides shall cover only the top half of the ear leaving the bottom half of the ear exposed. The hair shall at no point extend downward more than one-half ( $\frac{1}{2}$ ) inch beyond the hair line at the back of the neck and in no event extend over the shirt collar in normal posture.

- b. Sideburns shall not extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed one and three-quarters ( $1\frac{3}{4}$ ) inches.
  - c. A clean shaven appearance is required except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not extend more than one-half ( $\frac{1}{2}$ ) inch beyond the corners of the mouth nor more than one-quarter ( $\frac{1}{4}$ ) inch below the corner of the mouth. Remainder of the face (exclusive of eyebrows) shall be clean shaven.
  - d. Beards shall not be permitted.
  - e. Personnel with a medical condition which precludes shaving shall be required to present a written statement signed by a licensed medical doctor of Illinois, verifying such condition.
3. Failure to wear proper insignia.
  4. Failure to keep uniform clothing buttoned.
  5. Failure to wear the uniform cap when in official contact with the public or when otherwise required.
  6. Wearing a uniform cap from which the grummet

- has been removed or cut down.
7. Turning up or rolling sleeves of either summer or winter shirt.
  8. Permitting shoes to be unshined, dirty, worn down at the heels. Regulation shoes as per Policy and Regulation Manual.
  9. Failure to wear black socks with the uniform, except when in possession of a certificate from a physician attesting that white socks must be worn.
  10. All sworn personnel shall wear the uniform and carry the applicable articles during all tours of duty, except:
    - a. When attending court, unless so directed.
    - b. When performing established plain clothes duty assignments.
    - c. When attending events where wearing of civilian attire is considered to be more suitable for the occasion.
    - d. When so directed by the Chief of Police.
  11. Failure to properly wear the radio and maintain official equipment in good condition.
  12. Failure to carry regulation hand-weapon when on duty, in official uniform.
  13. Failure to keep weapon clean and in good condition.
  14. Failure to carry weapon in such manner that it is available for immediate use.
  15. Wearing a holster which does not meet regulations.
  16. Failure to report back in service immediately upon completion of an assignment.
  17. Taking excessive time for lunch or personal

reasons.

18. Failure to provide prompt, correct and courteous service.
19. Failure while on patrol duty to give full attention to the prevention of crime by:
  - a. lounging on post;
  - b. unnecessary visiting with citizens;
  - c. visiting with other officers except for the exchange of information relating to their assignment; or
  - d. parking in locations and in such a manner as to serve no useful purpose in prevention of crime.
20. Transporting persons in a Department vehicle except for a proper police purpose or a Department business.
21. Congregating while on patrol with two or more other officers in an eating establishment, without prior approval of an immediate supervisor.
22. Leaving beat before the prescribed time at the end of tour of duty.
23. Failure to perform assigned tasks.
24. Possession of commercial-type radio while on duty (squad car excepted).
25. Reading newspapers, etc., in public view.
26. Inattention to duty.
27. Resistance to or reluctance to comply with lawful orders of a superior officer.
28. Misuse of Department equipment or supplies.
29. Failure to promptly respond to a radio call by a dispatcher or to investigate a silent radio for pos-

sible mechanical failure when an unusual period of time has elapsed without hearing any radio transmissions.

30. Holding cigarette, cigar, or pipe in mouth while in uniform and in official contact with the public.
  31. Failure through mistake or inadvertance to appear in court or to notify superiors of the inability to appear.
  32. Being off assigned post or beat without proper authorization.
  33. Absence of civilian members without permission.
  34. Being unfit for duty for reasons other than those which justify action under a complaint register investigation.
  35. Failure to promptly indicate on property disposition tracers that property can be returned to owners, or that seized or recovered property can be disposed of legally, in instances where a case has been adjudicated in court.
  36. Possession of unauthorized cameras while on duty.
  37. Failure of a supervisory officer to take appropriate action upon observing a less serious transgression.
- D. The summary punishment which may be administered is limited to recommending a member for one day suspension without pay (sworn or civilian), or to recommending a member (sworn) to work one or two regular days off without compensation.
- E. Discretion will be exercised in the application of this authority and summary punishment will only be administered when a member has failed to respond to supervisory counseling and guidance. Care will be taken

that critical assignments are not left uncovered as a result of the imposition of summary punishment.

- F. When a greater penalty is justified, the procedures for a complaint register investigation will be followed.
- G. Action taken under summary punishment procedures will not bar a recommendation for a more severe penalty by a higher level authority.
- H. When summary punishment is administered, operations bureau commander will be immediately notified of such action. A Complaint Register number is not necessary, and a statement is not required.
- I. When a sworn member is suspended by the Chief of Police for one to five days that member will be notified of said suspension in writing as prescribed by this General Order. This notice will follow the administrative hearing outlined in this order.

When a sworn member chooses to work one to three regular days off without compensation (options to suspension) in lieu of suspension without pay, RPD Form #76-508 will be executed by the member whereby he voluntarily elects to use this option.

- J. A member may refuse to accept summary punishment and request a complaint review hearing (administrative hearing). In such cases, a complaint register number will be issued by the lieutenant in charge of operations and the procedures for complaint register investigation will be followed.

#### VIII. Options of Suspension

- A. Options of suspension may be granted by the Chief of

Police to a member who has been ordered suspended up to four days.

- B. The Chief of Police may permit the member to satisfy all or part of his suspension in the following manner:
    - 1. by forfeiture of vacation time up to, but not to exceed four days;
    - 2. by working regularly scheduled days off without compensation (sworn members only);
    - 3. or by a combination of the above;
    - 4. by working up to four days off with pay.
  - C. The suspended member's commanding officer, any superior officer in the chain of command may recommend to the Chief of Police that he not grant options to suspension.
  - D. When the Chief has signed a suspension order and has granted options to suspension, the appropriate notification will be made to the personnel and payroll departments.
  - E. The election of options to Suspension Form RPD #76-509 will be executed. This form acknowledges election of the option voluntarily by the member and waives rights to compensation for extra days worked or vacation time taken in lieu of suspension days.
- IX. Equipment to be Turned in by a Suspended Member
- A. When a member is ordered suspended, he will turn in his shield, his identification to his commanding officer. These articles will be returned to the member when he is returned to duty.
  - B. A failure to turn in this department equipment will result in further disciplinary action against the member.

## X.

- A. A sworn member of the Department will NOT carry a firearm while on suspension.
- B. A sworn member of the Department is bound by the Rules and Regulations of the Roselle Police Department while on suspension, except those rules and regulations which require the exercise of direct police action by a member.
- C. A sworn member of the Department is not required to appear at court hearings of cases in which he was the arresting officer when such hearings are scheduled during the period of time the member will be in suspension. In the event the department receives notice of court cases requiring the appearance of a member during his suspension period of request for a continuance will be made by the department.

XI. Release of Information

During the course of any internal investigation, the Roselle Police Department will not identify any police officer who is the subject of such investigation. When an investigation has been completed and a determination has been made by the Chief of Police as to action to be taken, the names (s) of members will only be released upon request and following approval of the Chief of Police.

XII. Expungement of Records of Complaints

All complaint register case files involving the investigation of complaints against department members shall be destroyed five years from the date of the conclusion of an investigation unless the investigation relates to a matter which has been subject to either civil or criminal court litigation prior to the expiration of the five year period.



The complaint register case files, in such instances, will be destroyed five years after the date of the first court adjudication.

201.00 ORGANIZATION OF THE ROSELLE POLICE DEPARTMENT

201.01 Executive Division: This division contains the Office of the Chief of Police, and his secretarial staff. The Office of the Chief of Police is charged with the executive and administrative responsibilities for the operation of the Police Department, and the development of policy and goals. The Chief of Police maintains administrative control and governs the departmental activities either directly or through his subordinate executive officers and supervisors.

201.03 Administrative Division: The Administrative Division is a staff organization given the responsibility of evaluating and formalizing the operational procedures of the police department. The Division is charged with the responsibilities generally associated with the administrative activities of a police organization. These include the areas of planning, organizing, staffing, training, budgeting, internal and external affairs and the coordination of the activities of various divisions within the police organization.

The general responsibility of the Administrative Division can be set out as follows:

1. Maintenance of Personnel Files
2. Public Relations
3. Crime Prevention
4. Research and Planning
5. Coordination and Control of the Community Service Officers
6. Statistics and Analysis
7. Manual Revision
8. Training
9. Legal Research and Analysis

10. Internal Affairs
11. Staff Inspections
12. Cadet and Intern Programs
13. Budget Preparation
14. Staff Studies
15. Administrative Reports

Police and Public Relations: It is the primary responsibility of the Administrative Division to establish and maintain channels of communications between the Roselle Police Department and the community it serves. In this area, the police department's public affairs program is directed to:

1. Promoting police-citizen partnership in crime prevention.
2. Building cooperative police-community efforts in problem solving.
3. Providing an opportunity for the police and community leaders to understand the nature and causes of problems.
4. Stimulating a cooperative relationship between the police and other community institutions.
5. Promulgating that law enforcement is a general community relationship.

The Administrative Division is charged with the responsibility of supervising and organizing the Roselle Police Community Service Officers.

Training Function: The Administrative Unit is given the responsibility of providing comprehensive training programs to insure that the personnel of the Roselle Police Department are always equipped to handle any situation confronting them. It shall be the Administrative Division's responsibility to maintain a

complete and accurate file on the educational achievements of all of the employees of the department. The Administrative Division is charged with the responsibility of maintaining the Police Library. It is their responsibility to insure that all books checked out of the Library are returned promptly and that the Library is maintained in good order.

The Administrative Division shall maintain liaison with the local educational institutions working closely with them to make sure that the needs of the Roselle Police Department are made known to the local institutes and that programs are provided to meet these needs.

Personnel Function: The Administrative Division maintains the personnel records of all police employees. It keeps records relating to the individuals work history and other personnel status reports necessary for the efficient operation of the Police Department. The Division maintains all files relating to personnel misconduct and conducts investigations in this area as directed.

The Police Cadets and Interns are assigned under the direction of the Administrative Officer. It is his responsibility for making all the necessary schedules for this class of employee.

Planning and Research Function: The Administrative Division is charged with the responsibility of researching and developing new operational and procedural plans to meet the changing needs of the police department. This division is given the responsibility of discovering solutions for problems which are brought to them and for projecting the needs of the Police Department in discovering problems that may arise in the future and recommending courses of action to avert the anticipated problem.

The Division is charged with the responsibility of preparing annual reports and compiling the department budget.

The Division is given the responsibility of replying to all special surveys and questionnaires sent to this police department and maintaining files relating to the information contained in those reports. Planning and Research files shall be maintained within the Division to give the department ready access to research information. The Division shall prepare reports on current crime trends and other topics as directed. The Division shall be given the responsibility to make special staff studies and compile reports.

The planning and research function has the task of reviewing papers and other material extracting information for the department's research files. The information shall be properly indexed to provide a data base for future projects and research problems.

201.06

Field Operations Bureau: This Bureau is the front line of the police department, and consists of two divisions, Patrol and Traffic.

Patrol -- Function: Basically, Patrol is the police department. Any responsibility, with the exception of Administration, that is primarily charged to any other division, is also a responsibility of Patrol if it can be accomplished without jeopardizing a specific case or the overall police operation. It is established for the sole purpose of rendering the most prompt and efficient police service possible to the public. These officers respond to calls and emergencies of every conceivable nature, and must be trained and equipped to take the proper positive action under the most trying circumstances. The following are a few of the more common duties of Patrol:

1. Preliminary investigation of all crimes and incidents unless otherwise specified.
2. Follow-up investigations, where feasible, of major and minor crimes.
3. Answer and dispose of calls for service.
4. Regulations of public conduct and crowd control as required.
5. Traffic Accident investigations as required.
6. Traffic control and enforcement.
7. Suppression of criminality through preventive patrol and field interrogations.
8. Assist in emergencies such as fire, flood, disaster, etc.
9. Inspections of businesses, industry and recreational facilities for hazardous or undesirable conditions.
10. Report through channels, unusual or hazardous conditions that affect the public morals, conduct or safety.
11. Perform such other work as directed by competent authority.
12. All other divisions can only be justified by their value in assisting Patrol, and their very existence depends upon their ability to do so.

Traffic -- Function: The Traffic Unit is primarily responsible for the smooth and efficient flow of traffic over the streets and highways of the Village of Roselle. To accomplish this, accident prevention through enforcement, accident investigation, preventive patrol and the gathering and analysis of statistical data play an important role. In addition, they are charged with the responsibility of enforcing all laws and ordinances, and may be called upon to perform the same functions as any

other officer in the Department.

Organization: The Uniform Division is under the supervision of a Division Commander, who is assisted by subordinate commanding and superior officers as assigned.

201.09

Investigation Division: This Division is comprised of two sections; Detective and Juvenile. It is responsible for the apprehension of criminals, the recovery of stolen property and the preparation and presentation of evidence in court.

Organization: The Investigation Division shall be under the supervision of a Division Commander. He shall be assisted by such subordinate supervisory personnel as assigned by the Chief of Police.

Detective Section -- Function: Follow-up or continued investigation of all crimes from the point where the preliminary investigation was discontinued, unless they are specifically assigned to another division or section. Maintenance of relationships with outside law enforcement agencies including assistance to other departments on investigations involving other jurisdictions. Assist and advise officers of their divisions. Conduct surveillances and stakeouts at locations where crimes are suspected of being committed or planned. Other investigations as assigned by the Chief of Police.

Juvenile Section -- Function: Same as the Detective Section where victim or suspect is under the age of 17 years.

1. To develop and maintain an effective delinquency control program.
2. Investigation of all missing persons reports.
3. Maintain a relationship or coordination and cooperation with other agencies dealing with wayward youths such as Juvenile Court, Probation

Department, and Illinois Youth Authority.

4. Such other functions as assigned by the Chief of Police.

201.12

Technical Services Bureau -- Function: The Technical Services Bureau provides the other Bureaus of the Police Department with the auxiliary services needed for them to function. These services are rendered to all the other Bureaus and therefore are placed in a division separate from the others to insure equal services for them all.

Organization: This Bureau is headed by a Command Officer who reports directly to the Chief of Police. He may have other appointed personnel to assist him in the supervision of the Division and its Sections.

Functions: (See 101.46)

Identification Section -- Function: This section shall be responsible for the orderly maintenance of evidence in all cases. Members of the Section will assist and direct the search for, marking of and preservation of all evidence at major crime scenes to where they have been assigned. They shall exert functional supervision over and be responsible for the training of the Patrol Division Crime Scene Investigators.

They shall arrange for Polygraph examinations for the Department and maintain the Identification Modus Operandi and Indenti-Kit Systems. They shall conduct such necessary criminalistics work as assigned.

The supervising Identification Technician shall work under direct supervision of the Services Division Commander.



202.00 SUPERVISORY RELATIONSHIPS BETWEEN BUREAUS

It is necessary to establish a policy and procedure relating to the supervision of members of divisions and bureaus who are operating in the absence of their division or bureau commanders or supervisors.

202.01 Types of Supervision: The following types of supervision must be understood by the officers to establish the following procedure.

Direct Supervision: The authority to supervise both man and task. This would mean the subordinate would be assigned directly to the supervisor.

Functional Supervision: It is the supervision of either man as it applies to rules and regulations, or as to the task as relates to the manner in which he does his job. Discipline and other controls will be referred to the subordinate's immediate supervisor for any action that may be needed.

202.04 Watch Commander: The Watch Commander shall have direct supervision of all personnel assigned to his watch and functional supervision of officers in the absence of their division commanders.

202.07 Detective Supervisor: The Detective Supervisor shall have direct command of all the Detectives on the scene of an investigation. He shall further, in the absence of the Field Sergeant or other patrol supervisor, have functional supervision over those patrolmen at the scene conducting the investigation.

202.10 Detectives: When a Detective is in charge of a crime scene, he shall have functional supervision over those members of other divisions assigned to the crime scene and of non command stature.

**CONTINUED**

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202.13

Chain of Command at the Crime Scene

1. Patrol Division: When the Patrol Division is in charge of the crime scene, the normal chain of command will be followed within that division. Members of any other division at the scene assisting in the investigation shall fall under the functional supervision of the ranking patrol officer at the scene.
2. Investigation Division: If called upon the scene to conduct an investigation, the Investigation Division shall take over command of the crime investigation and their normal chain of command shall dictate to the officer in charge. The Investigator in charge shall have functional supervision of all those assisting in the investigation.

202.16

Training and Advice: When a traffic officer, detective or supervisor from another division or bureau is in charge of the scene, he may answer any questions or give any advice necessary when requested by an officer. The patrol officer shall not, however, go to an officer or supervisor of another division for assistance or counseling when his supervisor is available, or the matter is of such a nature that an answer may wait until his supervisor is available.

203.00 ADMINISTRATIVE RESPONSIBILITIES

203.01

Chief of Police

Executive Authority: The Chief of Police is the administrative head of the police department and is responsible for planning, organization, direction, and external relations. (These responsibilities embrace prevention of criminality, repression of crime, apprehension of offenders, recovery of property, regulation of non-criminal conduct.) Upon him rests the final responsibility for determining departmental policies. He is also fully responsible for the complete discharge of all duties imposed on him by law, ordinance, or resolution of the Village Board.

Direction: The Chief of Police must officially sanction and approve any changes in departmental organization before they can be put into effect. The detailed methods of directing and controlling specific functions may be developed by subordinate executive officers, but the original direction and final approval rests with the Chief of Police.

Control: In his capacity as chief executive and administrative head of the department, the Chief of Police maintains administrative control, and governs departmental activity personally and through his subordinate executive officers and supervisors.

The Chief may at his discretion, amend, modify all, or cancel any general or special order, and such other orders, whether verbal or written, as he may deem necessary or expedient for the efficient, orderly, or effective operation of the Roselle Police Department.

Discipline: The Chief of Police may take disciplinary action against any officer of the police department for violation of any order, rule or regulation or for any neglect, failure, or

refusal on the part of any officer to comply with such orders or regulations.

He shall maintain and enforce law, and discipline so as to secure the complete efficiency of the police department.

Instruction and Inspection: The Chief of Police shall instruct his Command Officers regarding all branches of their duty and through them see that similar instructions are given to subordinate officers. He shall inspect or cause to be inspected all officers or personnel of the police department on duty, for any appearance of neglect, carelessness, improper performance or act on their part. In the performance of this duty, he shall be assisted by such officers as may be detailed from time to time for this purpose.

Training: He shall as often as he considers necessary, cause the members of the department to participate in the training program and firearms practice.

Planning: He has the authority to plan the work of his department, in order to embrace emergencies, rapid changes or probable emergencies, the proper distribution of the force, for regular or special duty or otherwise. He is responsible for personnel standards and recruitment, space planning and budget planning.

203.06

Technical Services Bureau Officer: The Officer commanding the Technical Services Bureau shall have general supervision and personal direction of the services functions of the department. The functions falling within the jurisdiction of the Technical Services Bureau are identified in Section 101.46. The officer commanding the Technical Services Bureau, and the administrative controls set down by the Chief of Police.

Assignments: He shall, as he deems it necessary, assign the

personnel of his Bureau to certain assignments and hours of duty. He shall oversee these assignments and see that they are correctly performed.

Supervision of Command: He shall make personal inspections of the areas of his command so that he may keep informed of the conditions therein. He shall determine if all members of his command are efficiently performing their duties and shall take suitable action to correct any violation of their orders, rules, regulations, or dereliction of duty that he may observe.

He shall keep the personnel under his command informed of current problems by consulting with the Chief of Police and other Bureau Heads. He shall transmit to the members of his command such instructions, outline of policy and other matters of importance as may be necessary from time to time.

Records: He shall furnish desired information to members of the department, and cooperate with other agencies and the public in their request for information. He shall provide the records and analyses which may be the basis for crime and accident prevention.

Communications: He shall be in charge of all communications, including teletype, telephone and radio. He shall make sure that the equipment is sufficient and maintained in good order.

Jail: He shall be responsible for the welfare of the prisoners confined in the Village Jail. He shall see that they are provided with adequate food and clothing. He shall make frequent inspections of the Jail making sure that it is clean and in good repair.

Building Maintenance: He shall be responsible for the ordering of supplies and preparing of work orders to keep the police

building in good state of repair and to obtain any alterations or additions needed.

Transportation: He shall be responsible for the maintenance of transportation equipment. The Police Mechanic shall be under his functional supervision.

Property: All property received by this department will be under the care and custody of the Services Commander. This includes found property, items in safekeeping and prisoner's property.

Supplies: He shall be responsible for the care and custody of departmental supplies. He shall take inventory and order supplies as needed.

203.09

Patrol Division Commander

General Responsibilities: The Officer commanding the Uniform Division shall be required to supervise the patrol work and require the satisfactory performance of the unit. He shall use his best efforts in meeting problems, appraising effectiveness of the police technique used and interpreting departmental policies and rules. He may personally participate in complaint dispositions and general police records and administrative work. He will receive specific instruction from his superior officer in unusual situations and his work may be reviewed through observation and evaluation of reports. He shall supervise and coordinate the activities of the watches of the Uniform Division. He shall create and maintain high morale among the personnel of that Division and constantly evaluate the quantity and quality of supervision provided subordinate officers. He shall maintain friendly relations between the Uniform Division, other divisions, the public, other Village departments and the Press.

Supervision of Command: He shall make a personal inspection of the area under his command at irregular intervals as frequently as may be necessary to keep him thoroughly informed of conditions therein. He shall determine if all members of his command are efficiently performing their duties and shall take suitable action to correct any violation of orders, rules or regulations or derelictions of duty that he may observe. He shall note all non-compliance with the laws and Municipal Codes and all other matters requiring the attention of the police.

He shall supervise and review the reports of the sergeants and patrolmen and, if there are any errors or omissions, he will return them to the officer for correction.

Transfer of Information: He shall keep the Uniform Division advised of current problems by consulting with the Chief of Police, and other division commanders. He shall transmit to members of his command such instructions, outline of policy and other matters of importance as may be necessary from time to time.

Warrants: He shall assume the responsibility for the service of misdemeanor warrants and subpoenas that can be served by the Uniform Division.

Direction of Officers: He shall direct the members of the Uniform Division in the apprehension of offenders that commit such crimes as malicious mischief, disturbing the peace, indecent exposure cases and any other crimes that are taking place in a regular manner. He shall keep himself informed of these events so that he may direct the Uniform Division with the greatest amount of efficiency.

Inspection For Information: He shall make or cause to be made periodic inspections of hotels, crowded theaters, pool rooms, bars, etc., and report any unlawful assemblies to



the Chief of Police, and during labor disputes he will be alerted to the conditions and report regularly to the Chief of Police.

He shall keep himself fully and accurately informed as to political and other meetings and gatherings likely to attract large numbers of persons at particular places and shall take such steps as are necessary to insure proper police service at such assemblages.

Assistance: He shall give all necessary aid to subordinates in the preparation of their cases, and when in doubt as to the status of a case, consult with the proper superior officer. He shall be accountable for the proper preparation, attendance and presentation of cases in court by members of his command.

Inspection of Probationers: He shall maintain a strict and constant scrutiny of all members of his command serving the probationary period with a view of ascertaining their fitness for the positions they occupy. He shall be responsible for merit reviews. He shall report in writing to the Chief of Police such probationers who for any reason appear unfit for police service.

Unusual Events: He shall, when notified of any unusual event or grave crime, dispatch a patrol car and promptly notify the Investigation Division and the Chief of Police and give them all pertinent information concerning the matter that has come to his attention.

Assignments: He shall be responsible for assigning the members of the Uniform Division to their duties.

Investigation Division

General Responsibilities: The commanding officer of the Investigation Division shall have general supervision and personal direction of the Detective Division, Juvenile Division.

He shall see that all cases are properly investigated for the purpose of apprehending, questioning and prosecuting offenders, together with the recovery of lost and stolen property. The commanding Officer of the Investigation Division will be responsible for the administration of the Investigation Division, including the Detective Section, Juvenile Section, subject to the orders of the Chief of Police and the administrative controls set down by him.

Assignments: He shall, as he deems it necessary, assign the officers to these Divisions and Details to certain classes of cases. He shall oversee the assignment of cases for investigation and see that each investigator receives the proper supervision and assistance needed to finalize all cases. He shall assign such officers of his Division as he deems necessary, to return fugitives wanted by this Department and in the custody of other law enforcement agencies. He will assign members of the Juvenile Section to handle all assignments pertaining to juvenile offenders and crimes against juveniles. He shall see that all members of his division are prepared for their respective daily duties and shall inform himself of all special orders and assignments and see that such duties are promptly performed.

Unusual Crimes and Events: He shall personally oversee the supervision and investigation of unusual or major crimes. He shall promptly bring to the attention of the Chief of Police all serious crimes and unusual events concerning police work.

Progress Reports and Records: He shall keep thoroughly informed of particulars concerning all crime reports, cases, and shall as frequently as may be required by the facts, inquire into and receive oral and written reports relative to the progress of the investigations. He shall daily check the work of members under his command to determine whether cases assigned are

properly and promptly investigated, and shall keep a record of all such investigative assignments and progress on cases.

Records and Statistics: He shall maintain such records of cases, assignments, investigations and work performed by members of his Division as may be necessary.

Equipment: He shall be in charge of and responsible for the equipment used by the Investigation Division. The requisition of all new material shall be controlled by the Division Commander.

Control of Working Hours: The Division Commander shall be responsible for the control and assignment of working hours. He shall oversee the authorization and approval of all overtime work. He shall be responsible to maintain a vacation schedule.

Coordination: He shall work in close harmony with the Chief of Police in all matters, especially those that concern vice, gambling and the sale, use and traffic of narcotics. He shall strive for harmonious coordination with all other Division Commanders towards the attainment of the total departmental objectives.

Other Law Enforcement Agencies: He shall work in close cooperation with the prosecuting attorneys and other law enforcement agencies. He shall represent the Roselle Police Department in all phases of activities conducted by the outside agencies.

Evidence: The Investigation Division Commander shall be responsible for the proper handling and disposition of all evidence that is associated with current investigations.

Discipline: He shall be charged with exacting the proper performance of duty from all persons assigned to his division and will be particularly responsible for the efficiency, discipline, general conduct and appearance of the members of the

Investigation Division.

203.15

Patrol Sergeant: A Sergeant of Patrol is designated as a Watch Commander of the Police Department during an 8-hour period. He shall be required to supervise patrol, dispatchers, and miscellaneous personnel during his tour of duty and require the satisfactory performance of all subordinate officers on duty whose services may be needed for the efficient operation of the department. He shall use his best efforts in meeting problems, appraising effectiveness of police techniques used, and interpreting departmental policies and rules. He will receive specific instructions from superior officers in unusual situations, and his work may be reviewed for effectiveness. He shall be directly responsible to the Uniform Division Commander and keep him informed of developments and problems, both existing and potential, which directly affect his command.

Supervision of Command: He shall make a personal inspection of the area under his command at irregular intervals so that he may keep informed of conditions therein. He shall determine if all members of his command are efficiently performing their duties and shall take suitable action to correct any violation of their orders, rules, regulations or derelictions of duty that he may observe. He shall note all non-compliance with laws which the police department is responsible to enforce and all other matters requiring attention of the police. He shall supervise and review the reports of all personnel under his command if any errors or omissions are noted, return them for correction. He shall keep the personnel under his command informed of current problems by consulting with the Chief of Police or other

Watch Commanders. He shall transmit to the members of his command such instructions, outline of policy and other matters of importance as may be necessary from time to time.

Direction: He shall direct the members of his command in the apprehension of offenders that commit crimes of any kind and keep himself informed of current problems of violations of laws so that he may direct all personnel under his command for the greatest amount of efficiency.

Inspections for Information: He shall make or cause to be made, periodic inspections of the Village at any place where there may be existing problems, or possible violations of the law and report any information necessary to the Chief of Police.

Assistance: He shall give all necessary aid to subordinates in the preparation of cases, and when in doubt as to status of a case, consult with a superior officer. He shall be responsible for the proper preparation, attendance and presentation of cases in court by members of his command.

Inspection of Probationers: He shall maintain a strict and constant scrutiny of all members of his command serving the probationary period with a view of ascertaining their fitness for the positions they occupy. He shall be responsible for merit reviews.

He shall report in writing to the Chief of Police such probationers who for any reason appear unfit for the police service.

Unusual Events: He shall, when notified of any unusual event, or grave crime, assign the necessary men. If necessary, he will promptly notify the Investigations Division Commander, and the Chief of Police, giving them

all the pertinent information he has concerning the situation.

Jail: He shall be responsible for the welfare of the prisoners confined in the Village jail during his tour of duty and will see that the rules and regulations regarding the Village jail are carried out.

Assignments: He shall be responsible for the assignment of the members of his command.

Authority to Discipline: Whenever it is necessary for reason of any serious violation of the rules and regulations or for the preservation of good order, efficiency and discipline, all ranking officers may relieve from duty, pending formal charges, any subordinate members of the department.

The ranking officer who relieves any member of the department shall immediately make a written report in detail to the Chief of Police through the Chain of Command.

In all cases the final decision for further action shall rest with the Chief of Police.

A ranking officer shall exercise the authority of his position under all conditions which require that he use such authority in the best interest of the department.

203.21

Supervisors -- Investigation Division

General Responsibilities: The supervising officer of the Investigation Division shall be responsible to the Chief of Police. He will be responsible for the supervision of personnel in those areas of work as assigned by the Division Commander. In his assigned areas of work, he shall see that all cases are properly investigated for the purpose of apprehending, questioning and prosecuting offenders together with the recovery of lost and stolen property.

In addition to his supervisory functions, he shall be responsible for the proper investigation of cases assigned to him. He shall familiarize himself with the classes of criminals, their practices, haunts and associates and shall acquaint himself with the various methods of police work.

He shall cooperate with all other members of the department in the detection of crime and the arrest of criminals.

Assignments: He shall assign cases to members of the Investigation Division in those areas as directed by the Chief of Police.

Reports: Within his area of supervision he shall keep thoroughly informed of particulars concerning all cases he has assigned for follow-up investigation. He shall see that the proper reports relative to the progress of the investigation are completed promptly and distributed properly.

He shall make all necessary reports in each case assigned to him for investigation. He shall keep thoroughly familiar with departmental procedures in the proper manner of writing, distributing reports.

Evidence and Property: He shall see that each investigator detects, preserves and secures all possible evidence for a successful prosecution of each case assigned to him. In all matters relating to property or money coming into his possession either as evidence or otherwise, he shall be governed by the rules and regulations of this manual. He shall at no time retain property or money not his own for his own use.

Dress and Appearance: He shall dress in civilian clothes and keep himself neat and clean. His general appearance

shall be businesslike and presentable at all times when in public.

Assignment to the Investigation Division: An officer assigned to the Investigation Division shall continue in the position by reason of his good conduct and general fitness for the duties assigned to him, as indicated by the quantity and quality of his work and by reports and recommendations of his superior officers.

203.23

Detective

General Responsibilities: An Officer assigned to the Investigation Division will be charged with the responsibility for investigating cases for the purpose of apprehending, questioning, and prosecuting offenders, together with the recovery of lost or stolen property.

Assignments: He shall, when assigned to a case, avail himself of all details, witnesses and suspects; and, make record checks of suspects and necessary bulletins for distribution of information. He shall keep in mind the date of a defendant's arrest and be responsible for having the defendant properly assigned and processed under the law. He shall keep a record of all matters assigned to him and regularly report to his superior officer on developments and progress in his investigations.

Evidence and Property: He shall keep a record of evidence, see that it is properly wrapped, tagged for identification and have it ready or accessible for presentation for court. When a case is completed, he shall be responsible for the return of any evidence or property that cannot be released will be properly tagged and returned to property room for disposal as prescribed by law.



He will not take for his own use or any other person's use, any property recovered by the police department.

Performance: A Detective will be expected to produce satisfactory results or accomplishments on a reasonable percentage of the cases to which he is assigned. He will be expected to refer back in assignments not cleared with a view to any new leads or developments. He will not attempt to close out a case without making every reasonable effort to successfully complete it. Personnel assigned to this division serve at the pleasure of the Chief of Police and concurrence of the police department staff.

203.26

Juvenile Officer -- Investigation Division

General Responsibilities: A Detective assigned as Juvenile Officer shall be subject to the orders and supervision of the officer commanding the Investigation Division and Officer of the Juvenile section.

He shall devote his time to the prevention of crime, investigation and solution of cases involving juveniles and apprehension of juvenile offenders, and the arrest and prosecution of adults involved in crimes involving juveniles.

Liaison Duties: He shall act as a liaison officer between the police department, Juvenile Court, Probation Office and schools.

Case Disposition and Responsibility: He shall be responsible to the supervising officer for all cases assigned to him, and keep a daily record of all cases and their status and disposition.

Reports: He shall be responsible for making complete and concise reports on all cases assigned to him and making the necessary preparation for court cases. He shall be responsible for forwarding to his supervisor all juvenile records

needed for statistics of the Division.

203.29

Patrolman

General Responsibilities: Every Patrolman shall consistently direct his efforts to the functions of the police department; namely, the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, and the proper enforcement of all laws and ordinances. He shall act intelligently and efficiently and hold himself in readiness at all times to answer calls and obey orders of his superior officers.

Beat Responsibility: He shall be held to strict accountability for the good order of the beat, area, post, or detail to which he is assigned. He shall not leave the immediate area of his beat nor the Village without his supervisors approval, except in direct pursuit of a violator.

Reporting for Duty: He shall report for duty at the time specified by his senior officers. He shall before going on duty, become fully acquainted with the information on file for that purpose, such as descriptions of wanted persons, stolen cars and property and any other information available, and make a note of same in his notebook. He shall report for duty in regulation uniform and equipment and keep himself and all equipment neat and clean, with leather and brass shined.

Patrolling the Beat: He shall, after assignment, proceed without delay to his beat and not loiter around the station. In case permission is granted for transacting of business, he shall immediately, after completing business, return to his assignment.

He shall not leave his beat before the time set by his senior officer, and upon arrival at the station, he shall

file all reports required of him. The writing of reports shall not be left until the next day.

He shall patrol his beat constantly while on duty, making a complete tour of his beat at the start of his shift, so that he may acquaint himself with any possible problems. He shall frequently recheck hazardous places and keep in mind the areas in which there may be a higher frequency of crime. He shall become thoroughly familiar with his beat.

Investigations and Service Reporting: He shall investigate all accidents and crimes occurring on his beat, or that may be assigned to him, interviewing complainants and informants when possible.

He shall report water leaks, gas leaks, street light outages, power lines down, faulty traffic lights, or any other thing likely to prove dangerous or inconvenient to the public. If possible, he will remedy such conditions.

He shall immediately report any dangerous condition likely to affect Village responsibility to his immediate supervising officer.

CHAPTER 300

RULES OF CONDUCT

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RULES OF CONDUCT

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300.00 GENERAL RULES OF CONDUCT

The foregoing General Rules of Conduct are applicable to all police personnel sworn and civilian. Nothing in these directives shall limit the authority of the Chief of Police for disciplining any sworn or civilian employee who violates or attempts to violate any of the rules and regulations. An officer may be disciplined for violation or attempted violation of any rule, regulation, policy or procedure, general or special order, written or verbal directive rendered by Constituted Authority.

Prohibited Acts Include:

- 300.01 Violation of any State or Federal law or Village Ordinance.
- 300.02 Any action or conduct which impedes the Department's efforts to achieve its goals or brings discredit upon the Department.
- 300.03 Any failure to promote the Department's efforts to accomplish its goals.
- 300.04 Any conduct or action taken to use the official position for personal gain or influence.
- 300.05 Failure to promptly perform as directed all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities.
- 300.06 Disobedience of an order, written or oral; or failure to conform to department operating policies and/or procedures.
- 300.07 Insubordination -- which shall include but not be necessarily limited to any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, mutinous, insolent, or abusive language or action toward a superior, whether in or out of the presence of the superior.
- 300.08 Disrespect to or willful maltreatment of any person.



- 300.09 Inattention to duty.
- 300.10 Incompetency or inefficiency in the performance of duty.
- 300.11 Failure to wear the uniform as prescribed. See Section Three, this manual.
- 300.12 Failure to account for, inventory, and/or properly safeguard money or property belonging to the Village or received in an official capacity.
- 300.13 Making a false report, written or oral.
- 300.14 Being unfit for duty as a result of intoxication; failure to report for duty as a result of indulgence in intoxicating liquors; drinking intoxicating beverages in public view or in any place accessible to the public while off duty and while in uniform or while wearing any recognizable part of the police uniform.
- 300.15 Entering any tavern or bar while on duty or in uniform, except in the performance of a police duty.
- 300.16 Drinking alcoholic beverages while on duty or in uniform, or transporting alcoholic beverages on or in Department property, except in the performance of a police duty.
- 300.17 Engaging directly or indirectly in the ownership, maintenance, or operation of a taxicab, tavern or retail liquor establishment.
- 300.18 Failure to pay a just indebtedness within a reasonable time after it was incurred.
- 300.19 Failure to submit immediately a written report that any member, including self, is under criminal investigation by any law enforcement agency other than the Roselle Police Department.
- 300.20 Failure to report promptly to the Department any information concerning any crime or other unlawful action.
- 300.21 Failure to report a fellow Department member or employee's violation of a law, rule or regulation, policy or procedure,

general or special order. To his end, all such violations shall be reported in writing to the Chief of Police through official channels. Should an employee or member of the Department believe any matter is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed. Any violation on the part of the Chief of Police shall be reported to the Chief Executive of Roselle in the same manner as previously mentioned.

- 300.22 Failure to obey Department orders concerning other employment, occupation, or profession.
- 300.23 Failure to follow medical roll procedures.
- 300.24 Failure to provide the Department with a current address and telephone number.
- 300.25 Failure to report promptly any anticipated absence from duty.
- 300.26 Being absent from duty without proper authorization.
- 300.27 Failure to be prompt for duty assignment, including roll call and court appearance.
- 300.28 Leaving duty assignment without being properly relieved or without proper authorization.
- 300.29 Public criticism of the Department, its policies or members by talking, writing, or expression, with such talking, writing or expression: (a) is defamatory, (b) is obscene, (c) is unlawful, (d) tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for truth or falsity. To this end, employees and members shall make maximum utilization of the grievance procedure of the Department as described in the general orders of the Department.

- 300.30 Failure to keep vehicle in public view while assigned to general patrol duty except when authorized by a supervisory member.
- 300.31 Permitting any person not on official police or Village business to ride in a department vehicle unless specifically authorized by the Chief of Police.
- 300.32 Unlawful or unnecessary use or display of a weapon. Whenever a firearm is discharged by a member, he will immediately make an oral report to his supervisor and will follow this with a written report.
- 300.33 Failure to inventory and process recovered property in conformance with department orders.
- 300.34 Disseminating, releasing, altering, defacing or removing any department record or information concerning police matters except as provided by department orders.
- 300.35 Giving an opinion as to fine or penalty.
- 300.36 Recommending any professional or commercial service, except that an officer may provide a list of services such as towing agencies, etc., as long as no specific recommendation be made.
- 300.37 Failure to attend required courses of instruction, meetings, lectures, examinations, or other official assemblages.
- 300.38 Soliciting anyone to intercede with the Chief of Police, Mayor, Board of Trustees, Board of Fire and Police Commissioners or any elected/appointed official in relation to promotions, departmental assignment, disposition of pending charges or findings in a disciplinary proceeding. Nothing in this Section shall be construed to be applicable to licensed attorneys-at-law of the State of Illinois, when representing an employee/member of the Department.
- 300.39 Feigning or misrepresenting an illness or injury with the in-

tent of evading duty.

300.40

Failure to furnish such information or render such aid to all persons when requested as is consistent with the duties of a police officer. Failure to keep his badge and name plate in sight when in uniform, and give his name and badge number in a respectful manner when requested.

300.41

No member of the department shall give out or release any information covering the affairs, policies, business or operation of the police department without the consent of the Commanding Officer.

Members and employees of the police department shall not deliver addresses in meetings concerning the work of the police department, nor shall they make statements for publication concerning plans, policies or affairs of the police department unless authorized to do so by the Chief of Police.

300.42

All transgressions listed in Section VII, Part C of General Order 76-1, dated February 16, 1976, which is incorporated in the Administrative Section part of this manual as 103.40

300.99

Penalties: The police department, through the office of the Chief of Police, may take any of the following disciplinary actions against a sworn member found guilty of violating the Rules and Regulations of the department.

1. Oral reprimand
2. Written reprimand
3. Suspension, without pay, for a period not to exceed five days
4. Filing of charges before the Fire and Police Commission

Any sworn member may gain audience with the Fire and Police Commission by written request. If said request is with regard to numbers 3 and/or 4, a written appeal must be sub-

mitted within 24 hours to the Secretary of the Police and Fire Commission.

Civilian Employees. The Police Department, through the Office of the Chief of Police, may take any of the following disciplinary actions against any of the non-sworn personnel of the department for violating the rules, regulations, policies procedures of the department.

1. Oral reprimand
2. Written reprimand
3. Suspension, without pay, for a period not to exceed five (5) days
4. Dismissal

Any civilian employee may file an appeal of a suspension or dismissal from the Chief of Police by doing so in writing within twenty-four (24) hours to the President of the Village.



CHAPTER 400

EQUIPMENT REGULATIONS

## CHAPTER 400

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400.00 UNIFORM REGULATIONS AND SPECIFICATIONS

401.00 Purpose: To establish specifications for the uniform of the Roselle Police Department and to prescribe the manner in which it shall be worn by officers of this department.

403.00 Policy

403.01 Uniform Required: All sworn personnel shall possess and maintain ready for immediate use, the uniform, equipment and other required articles prescribed in this manual.

403.04 When to be Worn: All sworn personnel shall wear the uniform and carry the applicable articles during all tours of duty, except:

1. When attending court, unless so directed.
2. When performing established plain clothes duty assignments.
3. When attending events where wearing of civilian attire is considered to be more suitable for the occasion.
4. When so directed by the Chief of Police.

405.00 Basic Uniform Clothing: The basic uniform of the Roselle Police Department, except for cadets, shall consist of the following items:

- Headgear: 2 Five star winter/summer caps
- Shirt: 2 Long sleeved Winter  
3 Short sleeved Summer
- Trousers: 3 Twelve Ounce
- Neckwear: 2 Ties - blue
- Coats: 1 Winter Jacket - Blue  
1 Blouse (optional)\* Not provided  
1 Raincoat  
1 Lightweight Summer Jacket



Footwear: 1 pair Shoes (Black dress plain toe  
oxford or chukka boot style)

Leather: 1 Gunbelt - Basketweave  
1 Holster  
1 Handcuff Case  
1 Mace Spray holder  
1 Baton Loop  
1 Bullet pouch

Equipment: 1 Service Weapon  
1 set Handcuffs with keys  
1 can Mace  
1 22 inch baton  
25 rounds Ammunition  
1 Set -- Cap, badge and shield  
2 Name plates  
1 Whistle  
1 Flashlight  
1 Black ink pen

A valid Illinois Driver's License

405.01

Uniform Procurement: The procedure for uniform procurement is as follows: All authorized purchases of department uniforms and equipment will be made only through the designated Procurement Officer.

All uniform articles to be replaced must first be inspected by the requesting officer's immediate supervisor. If the supervisory officer finds a genuine need for replacement, he will have the requesting officer fill out a procurement form (1 copy).

The supervisor will initial the procurement form and forward it to the Division Commander who, in turn, will initial same and forward it to the Procurement Officer.

The Procurement Officer will have three copies made and then place one copy in the requesting officer's file, send one copy to the authorized uniform house, and forward one copy to the Chief of Police, keeping the original for his own records.

All uniforms and equipment will be shipped to the attention of the Procurement Officer. Upon inspection of the equipment the requesting officer will be issued the equipment and a copy of the billing will be placed in the officer's personnel file, attached to the copy of the procurement form.

A Police Sergeant will be designated as the Procurement Officer.

- 409.00 General Instructions
- 409.01 Uniform Condition: When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed and that all leather and metal goods are polished.
- 409.07 Worn Only on Duty: The uniform shall be worn only during on-duty hours and when traveling to and from duty and when otherwise authorized by the Chief of Police.
- 409.10 Uniform of Appointed Rank Only: Officers shall wear the uniform of their particular rank.
- 409.13 Wearing Portion of Uniform: Civilian clothes shall not be worn with any distinguishable part of the uniform when in public view.
- 409.16 Riding Motorcycle or Like Vehicle: Uniform, or parts of uniform, shall not be worn when riding personal motorcycle or like vehicle.
- 409.19 Unauthorized Jewelry on Uniform: Jewelry of personal ornaments, other than those authorized in this manual shall not be affixed to any part of the uniform or equipment.

409.21

Purchasing Procedure

All requests for any supplies to be provided by this department, regardless of monetary value, to any personnel or Unit, shall be made in writing on the form provided for same.

A supply of the Purchase Requisition Form will be maintained in the cabinet in the Radio Room. After filling out a requisition, direct it to your Shift Supervisor who, in turn, will direct it to the office of the Chief for approval.

Approval or rejection will be indicated by circling one of the words denoting same at the bottom of the form. It will then be directed to the Village Administration, who, in turn, will approve or deny, and if approval is granted, the clerk will direct that a Purchase Requisition Form be sent to the vendor.

409.22

Specifications of Department Owned Weapons

Make of Revolver: "Colt" or "Smith and Wesson"

Barrel Length: 4 inches or 6 inches, allowing a manufacturer's tolerance of  $\frac{1}{2}$  inch.

Caliber: .357 Magnum or .38 police special

Action: Double, to possess a positive safety lock.

Cylinder: Six chambers, rotating with swing-out crane.

Grips: Material to be wood, plastic or rubber. Color to be brown or black.

Metal: Steel, blued or Parkerized.

Trigger Pull: Not less than  $2\frac{3}{4}$  lbs. nor more than 4 lbs. on single action.

Instructions:

Loaded and Holstered: The revolver shall be carried in the holster with all of the cylinder chambers loaded with

prescribed ammunition. Revolver carried on duty shall be clean and in servicable condition.

Inspection of New Weapon: Newly acquired revolver which is to be carried on duty shall be submitted to the Range-master for inspection and approval prior to use.

409.23

Ammunition

To be .38 caliber. To be a factory full load or 110 grain Super-Vel or 125 grain .38 Special.

Amount: A maximum of 18 extra rounds, but in no case less than 6 extra rounds of ammunition may be carried in the ammunition case in addition to rounds carried in the revolver. Officers shall keep ammunition clean and servicable.

Magnum Loads: Officers carrying a .357 Magnum revolver may not carry over 6 Magnum loads. This more powerful load is to be used only under circumstances warranting its use and shall not be carried in the revolver unless authorized for a particular detail.

409.24

The Remington and Ithaca Police Shotguns

The two models of Police Shotgun presently in use within this department are modified commercial grade guns. They are designed for field use under adverse weather conditions, and are dependable even when wet or dirty. Although both weapons are a pump action, certain operations differences are present and should be noted.

Remington M870 Wingmaster-12ga. This weapon has a 4-shell capacity, and has the loading and ejection portion on the side of the receiver, making single shot loading and firing easy should a jam occur in the magazine tube. The safety is located on the rear of the trigger guard, and is in the "SAFE" position when extended toward the right side of

the receiver. Caution: This weapon has a tendency to have a shell being fed from the magazine on the rearward motion of the slide to slip under the feeder ramp, jamming the gun and making it impossible to clear without disassembly. It is obvious this could not be done in a combat situation, and should it occur under those conditions, the weapon should be immediately abandoned. This condition can be minimized by insuring the shells are fully into the magazine tube while loading, and that the slide is FIRMLY AND FULLY extended in both directions while operating the slide.

Ithaca M37 Featherweight-12ga. This weapon has a 7-shot capacity, as it is equipped with the magazine extension. The weapon is a bottom loading-bottom ejection type, making it more desirable for left-handed shooters. Due to design, it is more difficult to single load and fire. The safety is identical in location and operation as that of the Remington M870.

Sight configuration and operation of the firing mechanisms of both guns are similar, and if handed the loaded weapon to fire, there is no reason to waste a second to consider which weapon you have in your hands.

409.25

Shotgun Ammunition: Pistols and rifles utilize cartridges and bullets. Shotguns use shells and slugs. Available in our department are three types of shotgun ammunition:

1. 00 Buck-shell contains 9 .32 caliber lead balls.  
This is an ANTI-PERSONNEL ROUND, effective up to 200 yards. Grouping excellent for a single, man-sized target up to 100 yards. This round WILL NOT penetrate vehicles or cinder block.
2. Rifled slug-oen 1 oz. lead conical projectile, capable of accurate rifle type firing up to 200

the receiver. Caution: This weapon has a tendency to have a shell being fed from the magazine on the rearward motion of the slide to slip under the feeder ramp, jamming the gun and making it impossible to clear without disassembly. It is obvious this could not be done in a combat situation, and should it occur under those conditions, the weapon should be immediately abandoned. This condition can be minimized by insuring the shells are fully into the magazine tube while loading, and that the slide is FIRMLY AND FULLY extended in both directions while operating the slide.

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2. Rifled slug-oen 1 oz. lead conical projectile, capable of accurate rifle type firing up to 200

yards. It will penetrate cars, trucks and cinder blocks. Use caution due to extreme penetration power and range.

3. Number 6 and 7 $\frac{1}{2}$  birdshot -- as implied by name, but can kill a man at close range.

WHENEVER POSSIBLE, THE SHOTGUN SHOULD BE USED AS YOUR PRIMARY WEAPON. It's very appearance, firepower and adaptability make it your best deterrent; and, if necessary, your most powerful and effective weapon.

409.26

Handcuff and Key

Specifications: American make, either Peerless or Smith and Wesson. To be chromium, nickel-plated or blued, and to be supplied with a minimum of one key to fit.

Instructions: Handcuffs shall be carried in handcuff case. Key shall be carried on key strap or key ring.

409.27

Whistle

Specifications: Material to be chrome or black plastic. Style to be Acme Thunderer or equivalent.

Instructions: Whistle shall be carried on key strap on the Sam Browne Belt or concealed within the uniform. Whistle shall not be attached to a chain and the chain exposed on the shirt or jacket.

409.31

Flashlight

Specifications: To be metal, black or chrome in color. To be fixed focus, white light, using standard size batteries. Kelite Industries Model SKL3, or equivalent.

Instructions: Flashlight shall be carried during the hours of darkness.

409.37

Name Plate

Specifications: The name plate shall be gold and silver finished metal (2 $\frac{1}{2}$  x 5/8 or about that size) with black or

green enameled letters for the name. Clutch grip on the back.

Instructions: The name plate shall be centered above the right shirt pocket or jacket pocket immediately above, and parallel with, the shirt or jacket pocket flap.

409.43

Notebook

Specifications: Black, basket weave stamped leather, approximately 14 3/8 inches by 4 1/2 inches. To contain two inside pouches capable of accepting the covers of a 4 1/8 inches by 6 3/4 inches standard Boorum and Pease Notebook.

Instructions: Officers shall date the beginning and ending dates of each notebook filler and shall maintain them in a personal file for one year after the ending date.

409.44

Boots -- Motorcycle

Style: To be plain toed, smooth finish, laced over instep not to exceed 8 inches. Upper outside of top to include gore not to exceed 4 inches, with lace, zipper, or strap and buckle closure.

Exception: Boots with concealed back seam zippers may be worn when the size of the wearer's leg precludes the wearing of boots of regular construction.

Upper Stock: Height to be not less than 18 inches nor more than 20 inches.

Exception: When length of wearer's leg precludes the wearing of boots within prescribed dimensions, a shorter or taller boot may be worn provided the top of the boot, after wrinkling at the ankle, is not less than one inch below the bone of the inside of the leg, which bone is known to the boot industry as the boot bone.



- 409.46 Authorized Medals  
Members may wear the decorations listed below in the manner indicated.
- 409.47 Revolver Shooting Classification Medal  
When worn it shall be attached to the right pocket of the jacket or shirt, one inch to the right of the left edge of the pocket flap and centered midway between top and bottom of flap.
- 409.48 Motorcycle Insignia  
Worn on left shoulder below village arm patch. Centered between elbow and top of shoulder.
- 409.49 Insignia of Rank  
All members of the rank of Sergeant or above shall wear the appropriate insignia or rank in conjunction with their uniform.
- 409.50 Chief of Police -- Three Stars  
Shirt: Three gold colored stars will be worn in the horizontal position on each side of the shirt collar. One point of each star shall point upward in such a manner that a line bisecting the center of the stars will be parallel to the front edge of the collar. The stars shall be centered between the top and bottom edge of the collar, and the center of the front star shall be one inch from the front edge of the collar.  
Jacket: Three gold colored stars shall be worn on each shoulder of the jacket in such a manner that one point of each star points toward the center. The three stars shall be so placed as to be evenly spaced between the sleeve seam and the shoulder strap button. All of the stars shall be centered directly over the shoulder seam.
- 409.51 Lieutenant -- One Bar  
Shirt: One gold bar,  $\frac{1}{4}$  inch by  $\frac{3}{4}$  inch, shall be worn on each side of the shirt collar in a position with the front edge

of the bar 3/4 inch from, and parallel with, the front edge of the collar. The bar shall be centered between the top and bottom edge of the collar.

Jacket: One gold bar, 3/8 inch wide and 1 inch long, shall be worn on each shoulder of the jacket, placed so that the outer edge of the bar is 3/4 inch from, and parallel with, the sleeve seam. The bar shall be centered directly over the shoulder seam.

409.52

Sergeant -- Three-Bar Chevron

Chevron, Cloth: Three-bar type, 3 inches high, and 2 + 3/4 inches wide. Main portion to be blue bordered with white. Chevrons to be sewn on left sleeve of shirt and jacket with the topmost portion of the top chevron just below the shoulder patch.

409.53

Departmental Shoulder Patch

Approved by the Department.

409.54

Placement of Patch

To be placed on left sleeve of any outer garment and short sleeved shirt with the top of the patch to be 1/2 inch below sleevehead seam. To be sewn on garment with color-fast yellow thread, not cross-stitched.

Departmental Service Bar

For each five years of Illinois Law Enforcement experience there may be placed on the left sleeve of the shirt and jacket, one service bar. Officers purchasing new garments during the six month period prior to completion of the required five year period, may have the additional bar for such period placed on the new garment.

410.01

USE, CARE AND MAINTENANCE OF VILLAGE SUPPLIES, VEHICLES, UNIFORMS, EQUIPMENT, AND ANY VILLAGE PROPERTY NOT OTHERWISE MENTIONED IN THIS LISTING.

It is the responsibility of each member of the police department to exercise all diligence in the efficient and economic use, and preventive maintenance of, items listed in the subject of this directive. When damage to, or loss of, Village property is due to the negligence and/or carelessness of any employee, he shall be responsible for the repair or replacement of such property. When damage to, or loss of, Village property occurs, typewritten reports shall be submitted, in duplicate, to the Office of the Chief of Police, as follows: The officer in charge of, or assigned to the property shall give a verbal account to his immediate supervisor at the scene of such damage or discovery of loss. Such officer shall then reduce his accounting to the typewritten report and submit it, in duplicate, to the immediate supervisor.

The immediate supervisor, if other than the Division Commander, will submit his report, also in duplicate, with the subordinate's report also in duplicate, with the subordinate's report to the Division Commander. The supervisor's report shall contain his opinion as to the negligence and/or carelessness on the part of the subordinate, and his recommendation for remedial or disciplinary action. The Division Commander will review the reports and recommendation and submit them to the Chief of Police with his own observations, opinions and recommendation. Such report of the Division Commander shall reflect the degree of negligence and/or carelessness on the part of the immediate supervisor in the matter. When damage to, or loss of, Village property is determined to be due to the negligence and/or carelessness of a member of the police department, such member shall be

disciplined under the provisions of this order. Such discipline shall be within the range provided by the laws of the State of Illinois (Police and Fire Commission Rules and Regulations).



CHAPTER 500

GENERAL ORDERS

**END**

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