

**PUBLIC SAFETY DEPARTMENT
POLICIES AND GENERAL ORDERS MANUAL**

Approved October 11, 2022

LAKE COUNTY FOREST PRESERVE DISTRICT

Operations and Public Safety Offices

19808 West Grand Avenue

Lake Villa, IL 60046

Public Safety 847-968-3404

Public Safety Fax 847-245-3052

Nonemergency Public Safety Dispatch 847-549-5200

Email FP_police@LCFPD.org

OATH OF HONOR

*On my honor, I will never betray my badge, my integrity,
my character, or the public trust*

*I will always have the courage to hold myself and others
accountable for our actions.*

*I will always uphold the constitution, my community and
the agency I serve.*



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

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OPERATIONS SECTION

PERSONNEL SECTION

TRAINING SECTION



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

WRITTEN DIRECTIVE SYSTEM

SECTION CODE

ADM 01

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

I. PURPOSE

The purpose of this order is to establish definitions, format and authority for preparation and issuance of written departmental publications, distributed for the information, guidance and direction of police personnel.

II. POLICY

The efficient and effective performance of a law enforcement agency is heavily dependent upon the quality and accuracy of information and direction provided to its personnel. This order is intended to serve as a catalyst in structuring and interpreting department policies into operating procedures of a specific and detailed nature, to guide police personnel in performance of major department functions.

III. DEFINITIONS

GENERAL ORDERS: Issued to establish or revise policies, or to direct the use of specific procedures for the indefinite future. General orders will be issued for:

1. Institution of permanent procedures, policies and manuals related thereto.
2. Permanent changes in organization.
3. Permanent personnel policies and procedures, not including changes in personnel status.

4. Use of police facilities and equipment; and expenditure of funds.
5. Relationships with citizens and other agencies.

PERSONNEL ORDERS: Issued to direct a personnel status change including:

1. Appointment and assignment of new personnel.
2. Promotion.
3. Transfer between shifts and divisions.
4. Suspension, dismissal or restoration to duty.
5. Termination of personnel.
6. Training assignments.
7. Appointment to specialized department duty assignment.
8. Temporary duty assignment with another agency.
9. Extended leave of absence.

MEMORANDA E-MAIL: Issued to disseminate information, instructional material or data of general interest to department personnel. Memoranda may be issued to establish unit procedures and instructions for accomplishing assigned tasks.

Subject of department memoranda would include:

1. Announcement of department, county or community civic or social events.
2. Information on actions, policies and events in other agencies.
3. Instructions and information concerning academic or instructional programs of general interest.
4. Explanation or clarification of previously issued orders.
5. Daily bulletin information.
6. A periodic publication of crime analysis data on specific crime patterns and possible suspect modus operandi descriptions.
7. Lists of stolen vehicles and bicycles.
8. Description of identifiable property items reported stolen.

9. Information and description on wanted criminals.
10. Training bulletins.

IV. PROCEDURES

A. WRITTEN DIRECTIVES

1. The written directives system must encompass a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. Effort is being exerted to minimize the number and complexity of publications, while providing essential information and direction toward common organizational objectives.
2. To provide a framework for development of written department publications, certain general guidelines have been adopted:
 - a. Publications shall not conflict with established rules, regulations, or policies of the department; or, with administrative regulation and statutory law imposed by higher authority.
 - b. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.
 - c. When applicable, cross reference will be made to other related and published documents. Publications that cancel or supersede other issues will reference the affected document.
 - d. It shall be department procedure that proposed general orders or revisions to rules and regulations be reviewed by staff members prior to issuance. The review process will vary with the content of the order but will generally involve select supervisors and personnel affected by the order. The Commanders, at the direction of the Director of Public Safety will coordinate this staff review process.
 - e. Prior to issuance, all department orders will be reviewed by either the Commanders or the Director of Public Safety.

B. TYPES OF DEPARTMENT PUBLICATIONS

Department publications will be restricted to the following:

1. General Orders.
2. Special Orders.
3. Personnel Orders.

4. Department Memoranda.
5. Commanders and sergeants are authorized to issue department memoranda.
6. Commanders, sergeants and officers in charge (OIC) may issue memoranda pertaining to operating procedures, practices, work assignments; and related to the internal direction and functioning of the shift. Memoranda must conform to policies and procedures established in department or division directives.
7. Commanders are charged with maintaining a master file of all publications. One copy of each publication issued will be forwarded to records for this purpose.
8. No official publications, other than provided for in this order, are authorized in the Lake County Forest Preserve Public Safety Department.

C. ISSUING AUTHORITY

1. Department publications are issued under authority of the Director of Public Safety.
2. Department memoranda may be issued by authority of a commander.
3. Shift memoranda may be issued by respective Commander, Sergeant or O.I.C.

D. DISTRIBUTION

1. The department will require that all police personnel read and certify understanding of pertinent orders.
2. A staff meeting will be held to go over the new policy, to ensure that it is universally understood by the staff.
3. Commanders will make copies of an original printout of the policy and provide the copies to each officer.
4. Commanders will read, explain and train their personnel in the policy to ensure that the policy is universally understood and practiced by all members of the department.
5. The final page of each policy contains a statement, to be signed by the officer, stating that the officer has read and that he fully understands the order. The commanders will have their personnel sign this portion of the issued policy and will retain the copy.

6. All personnel will be provided a digital link to all the issued policies and procedures on computers in the roll call room. Commanders will update new policies and procedures as changes occur. A hardcopy will also be maintained in the roll call room for review by officers.
7. General orders will be issued to all department personnel. All other orders and directives will be issued to those affected.

E. MAINTENANCE AND INSPECTION

1. It is required that the policy and procedures manual located in the roll call area and records division be maintained in usable condition and be continually updated by insertion of new orders and removal of rescinded, or updated directives. This includes annotation of the index by insertion of reference to new orders, or the cancellation of those rescinded.
2. The policy and procedure manual located in the roll call area and records section will be inspected in July of each year by commanders. Commanders will place a memo in the front of the manual stating the manual was inspected and is accurate.

F. AMENDMENT AND CANCELLATION

1. The content of general orders occasionally requires amendment to comply with legal changes; update operational procedures; or conform to revised policies. Amendments are expedited to assure maximum accuracy of reference material.
2. Where an amendment is relatively minor and involves a restatement or replacement of existing information, without change to paging or length, a revision page or pages may be issued. The revised page(s) will be inserted into the order in place of the former page(s). Amended pages will contain a revision date on the outside lower corner. Removed pages will be maintained at a separate location for two years.
3. Where the amendment or revision is of sufficient size and length to require major restructuring of the order, a complete new order will be issued. The new order will replace the entire former order, which will be maintained at a separate location for two years.

EFFECTIVE DATE

The effective date of this order, **WRITTEN DIRECTIVE SYSTEM**, is 00/00/0000. ADM 01

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

CIVIL RIGHTS

SECTION CODE

ADM 02

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 02.04, 02.05

I. PURPOSE

The purpose of this order is to consolidate the policy of the Lake County Forest Preserve Public Safety Department on civil rights as already expressed in current department rules, directives and other publications. This order will reaffirm the department's determination to observe, uphold and enforce all laws pertaining to the individual rights of each person without regard to "race, religion, color, national origin, sex, age, disability or handicap, sexual orientation, order of protection, political affiliation, or any protected classification under the Illinois Human Rights Act".

II. POLICY

State law invests peace officers with authority to prevent and detect crime, apprehend criminals, safeguard life and property, preserve the peace, and enforce state and local laws and ordinances. Officers must prioritize their activities to provide the highest level of service to their community. As a result, they must often use discretion in deciding the level of enforcement action based on the circumstances.

III. DEFINITIONS

None

IV. PROCEDURES

A. INDIVIDUAL RIGHTS

All citizens are guaranteed under the United States and Illinois Constitution certain

rights and protections against unlawful arrest and unreasonable search or seizure. Questions regarding an individual's status or immunity should be referred during working hours to the State of Illinois Office of Protocol, (202) 647-1985. After normal working hours, questions should be directed to the Bureau of Diplomatic Security, (202) 647-7277.

Department personnel will uphold these rights by:

1. Taking a person into custody only when there are reasonable grounds to believe that:
 - a. An arrest warrant or body attachment exists for the person; or
 - b. The person has committed or is committing a violation of law or serious ordinance.
2. Entering a private dwelling or curtilage of private property only when an officer:
 - a. Possesses a search warrant authorizing entry into the property, or
 - b. Has reasonable grounds to believe that a person whom he is authorized to arrest is within such private dwelling, or
 - c. Has reason to believe that immediate entry is necessary to protect a person within such private dwelling from death or serious injury, or
 - d. Can otherwise legally justify his action (exigent circumstances).
3. Taking from an individual only such property legally authorized to take, and recognizing that the officer is responsible and must account for all such property.
4. Using physical force when making a lawful arrest or authorized search or seizure, only when the exercise of persuasion, advice and warning is found to be insufficient to obtain cooperation. Department personnel will use only the degree of such physical force necessary to end a situation and gain cooperation on any particular occasion.
5. At all times, department personnel will:
 - a. Never show any bias or prejudice against any person for any reason including the protected classes of "race, religion, color, national origin, sex, age, disability or handicap, sexual orientation, order of protection, political affiliation, or any protected classification under the Illinois Human Rights Act".
 - b. Act, speak and conduct themselves in such a manner as to treat all persons with complete courtesy and respect due to every person as

a human being.

- c. Never talk down to any group or individual or engage in the use of derogatory terms.
- d. Never engage in Bias Based Policing or other behavior in which a detention, interdiction, or other disparate treatment of any individual is initiated based on the basis of “race, religion, color, national origin, sex, age, disability or handicap, sexual orientation, order of protection, political affiliation, or any protected classification under the Illinois Human Rights Act”.

B. CONSULAR NOTIFICATION

- 1. It shall be the procedure of the Lake County Forest Preserve Public Safety Department to extend the privileges and immunities as established by the United States Department of State to members of foreign diplomatic missions and consular posts. The purpose of these privileges and immunities is not to benefit individuals but to ensure the efficient and effective performance of their official missions on behalf of their governments.
- 2. All sworn officers shall receive instruction on the immunities afforded to foreign diplomatic personnel residing in the United States.
- 3. The United States Department of State, Office of Protocol, issues identification documents to foreign government personnel who are entitled to immunity. Because there are different degrees of immunity, officers should carefully read identification cards presented to them.

C. CITIZENS GUARANTEE

All citizens of this country are guaranteed the right to seek redress of grievances by:

- 1. Freedom of speech.
- 2. Distribution of handbills providing such distribution is not in conflict with the provisions of Forest Preserve ordinances.
- 3. Fundamental in our democratic society, does not mean that everyone with opinions or beliefs to express may do so at any public place and at any time. The constitutional guarantee of liberty implies the existence of an organized society maintaining public order, without which liberty itself would be lost in the excesses of anarchy. The exercise of these rights must not:
 - a. Conflict with the governmental responsibility to keep public streets and public facilities open and available for public use.

- b. Include the use of inflammatory remarks related to any instance where a clear and present danger of a riot against any person or group of persons exists.
- c. Every necessary resource of the department will be employed to rapidly and decisively enforce statutes and ordinances which provide for the protection of the rights and property of all citizens.
- d. Commanders will assure that adequate manpower is available to control and maintain order in every instance where crowds have formed or are expected to form.
- e. Police personnel in command at the scene of any assembly will be aware of their responsibility to afford protection to both participants and non-participants, and will deal with illegal acts promptly, decisively and impartially.

D. ARRESTED PERSONS

- 1. All citizens of this country are guaranteed certain basic inalienable constitutional safeguards. These safeguards will not be denied any citizen even though he has committed, or is suspected of having committed, a criminal act.
- 2. Department personnel will at all times be aware of a prisoner's rights and will:
 - a. Permit the prisoner to communicate with his attorney and a member of his family by making a reasonable number of telephone calls.
 - b. Expedite all necessary processing so that the prisoner will be detained no longer than necessary.
 - c. Never use force or coercion in seeking admissions of guilt or confessions.
 - d. Recognize and respect the prisoner's right to refuse to give evidence against himself; however, there is no encroachment upon a prisoner's rights if he should voluntarily supply such information.
- 3. All persons who are detained or arrested will be advised of their Miranda Rights prior to initiating any interrogation.
- 4. The Miranda Rights will be read verbatim from a written form and the officer will ensure that the person understands them.

E. RESPONSIBILITY

Each officer will familiarize himself with the laws and department regulations pertaining to civil rights to ensure his:

1. Recognition of each person's civil rights; and
2. Compliance with all laws and department regulations relating to civil rights.
3. All Lake County Forest Preserve Public Safety employees will receive training in cultural diversity.

EFFECTIVE DATE

The effective date of this order, **CIVIL RIGHTS**, is 00/00/0000. ADM 02

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

OPERATIONAL MANUAL

SECTION CODE

ADM 03

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 09.01

I. PURPOSE

The purpose of this order is to implement the operational manual and to explain its features, organization and use. This manual contains all general orders in a codified form, as well as existing rules and regulations.

II. POLICY

It is the policy of the Lake County Forest Preserve District Public Safety Department that a Public Safety Operations Manual is maintained and used as an official guide, outlining procedures for many of the routine and infrequent operations performed by the police department. Procedures detailed in the manual are to be recognized as official policy and applied on a department-wide basis.

III. DEFINITIONS

None

IV. PROCEDURES

A. ALPHABETICAL INDEX

An extensive alphabetical cross-index system has been included to facilitate locating any order or subject in the manual.

B. NUMERICAL INDEX

The numerical index lists each order in the manual consecutively according to its

number of publication. (Example: G.O. 03, G.O. 04, etc.) This will usually be a chronological listing by date of publication.

C. LETTERED SECTION CODE

1. General orders will be placed in the manual by the lettered section code in order to maintain related orders in close proximity to each other under major functional topics.
2. A lettered section code abbreviation will appear near the upper right hand corner of each general order, indicating the following manual sections:

Code Letters

ADM - Administration
OPR - Operations
PER- Personnel
TRN- Training

3. Lettered section code letters will be followed by consecutive numbers to denote the proper location of the orders within each section. (Example: ADM-01, ADM-02, ADM-03, etc.)

D. FORMAT OF GENERAL ORDERS GENERAL ORDER HEADING SHEET

1. Page one of the general order heading sheet will identify the order as a Lake County Forest Preserve Public Safety Department General Order and will contain the following information:
 - a. Subject.
 - b. Date of Issue.
 - c. Effective Date.
 - d. Review Date.
 - e. Cancels.
 - f. Section Code.
 - g. Distribution.

E. PURPOSE

1. The purpose and provisions of the order will appear on page one of each general order.
2. This will provide the reader a composite view of the contents of the order

and will aid in quickly locating desired information.

F. MAINTAINING THE MANUAL

1. When issued a new order, command personnel shall insert the new indexing information in its proper alphabetical sequence in the alphabetical index, list the order in the numerical index and place the order in the proper lettered section of the binder maintained in the roll call area and records section.
2. Each officer must sign their name and date a form verifying that the order has been read and understood by the officer. Commanders will ensure that this is being accomplished.
3. When removing an amended, superseded, or canceled order from the manual, indexing data will be updated.
4. Commanders will be responsible for ensuring that all department personnel receive training on each order, and signature sheets are completed and maintained.

G. ISSUANCE OF NEW INDEXES AND PERIODIC INSPECTIONS

1. When a sufficient number of new orders have been issued, the Records Section will publish new index sheets.
2. Index data will consist of an up-to-date alphabetical index and numerical index.
3. Commanders will check the material contained in the manual against the new index sheets to be sure the manual is up-to-date, with the changes at least annually in July.
4. Annually in July, commanders will conduct inspection of the general order manual in the roll call area and records division. The Director of Public Safety will receive a written inspection report of any discrepancies discovered in such inspections and any corrective actions taken.

EFFECTIVE DATE

The effective date of this order, **OPERATIONAL MANUAL**, is 00/00/0000. ADM 03

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DEPARTMENT AWARDS

SECTION CODE

ADM 04

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER. 10.01

I. PURPOSE

The purpose of this order is to establish the policies and procedures to formally acknowledge outstanding performance, achievements and acts of service to the public by its members through the presentation of awards and commendations in recognition of, and appreciation for, a member(s) performance beyond that required by the basic assignment.

II. POLICY

It is the policy of the Lake County Forest Preserve District Public Safety Department to recognize employee's exceptional performance or acts and acknowledge their performance to the public.

III. DEFINITIONS

VALOR



The Medal of Valor is awarded to sworn personnel who perform an act of exceptional bravery with an awareness of the imminent possibility that such act could result in great bodily harm or death to themselves, or who had an extremely hazardous situation suddenly thrust upon them and their response reflected exceptional bravery. This award may be given posthumously. The Medal of Valor commendation bar is a red (DR4_6) Blackington 5/16" x 1 3/8" (No. A4616-A) trimmed in gold.

COMBAT CROSS



An award to any member who, while in performance of police duty, comes under direct attack by an assailant, who uses a deadly weapon in such attack, participates in personal combat with an assailant or performs other hazardous duty that would qualify. The officer does not need to be injured in the attack. This award may be given posthumously. The Combat Cross commendation bar is a yellow (VHB_52)/Green (DR7_5)/yellow (VHB_52) Blackington /commendation bar measuring 5/16” x 1 3/8” (No. A12486) trimmed in gold.

PURPLE HEART



The Purple Heart is awarded to sworn personnel who are wounded or injured at the hands of a criminal offender. The injury must have been sustained as the result of offensive actions by the criminal offender. This award may be given posthumously. The Purple Heart commendation bar is a purple (DR5_33) Blackington commendation bar measuring 5/16” x 1 3/8” (No. A4616-A) trimmed in gold.

LIFESAVING MEDAL



The Lifesaving Medal is awarded to sworn personnel for an act that results in the saving or preservation of human life or lives who otherwise would have died without the involvement of the employee providing first aid, medical assistance, or physical intervention. The lifesaving commendation bar is a white and red (DR4_6) Blackington commendation bar measuring 5/16” x 1 3/8” (No. A3704) trimmed in gold.

EXCEPTIONAL SERVICE AWARD



An award for exceptional performance that has reflected credit upon an employee of the Lake County Forest Preserves Public Safety Department. The exceptional performance may be in the form of an unusual apprehension, investigation, successful completion of a difficult task(s), or an unusual service to the department or the community. The Exceptional Service commendation bar is a yellow (DR2_64), green (DR7_4), yellow (DR2_64), white, yellow (DR7_64), blue (DR6_73), and yellow DR2_64) Blackington commendation bar measuring 5/16” x 1 3/8” (No. A8526) trimmed in gold.

MERITORIOUS SERVICE AWARD



An award for creditable accomplishment, bringing public or professional acclaim to himself or herself, to the department, or the police profession, as a result of showing initiative, devotion to duty or service to the public. The Meritorious Service commendation bar is a green (DR7_5), white, and green (DR7_5) Blackington Commendation Bar measuring 5/16” x 1 3/8” (No. A3705) trimmed in gold.

MILITARY SERVICE



Any officer of the Lake County Forest Preserves Public Safety Department who has served in any branch of the military during any war-time campaign is authorized to wear the Military Service commendation bar. The commendation bar is a yellow (DR2_64) Blackington Commendation Bar measuring 5/16” x 1 3/8” (No. A4616-A) trimmed in gold.

CHIEF'S RECOGNITION



The Director of Public Safety Recognition is awarded at the discretion of the Director of Public Safety to an officer who distinguishes themselves in police operations or personal achievement when no other award of recognition is appropriate for the activity. The Director of Public Safety Recognition commendation bar is a white and green (DR7_5) Blackington Commendation Bar measuring 5/16" x 1 3/8" (No. A3704) trimmed in gold. The commendation bar shall be displayed with the green side of the award facing the officer's heart.

COMMUNITY PROBLEM-ORIENTED POLICING



The Community Problem-Oriented Policing commendation bar is awarded to officers who, either in the line of duty or off-duty, display sincere dedication to public welfare over a prolonged period of time, resulting in a tangible and identifiable public good. The officer's actions must reflect great credit upon themselves, the community, and the Lake County Forest Preserve Public Safety Department. The Community Problem-Oriented Policing commendation bar is a blue (DR6_6), white, blue (DR6_6) Blackington commendation bar measuring 5/16" x 1 3/8" (No. A12486).

OFFICER OF THE YEAR



The Police Officer of the Year award shall be bestowed upon one police officer annually in recognition of those qualities which distinguished him or her as a professional in the field of policing. It shall serve as proper recognition among fellow officers and the public alike for this individual's dedication to duty, outstanding job performance, unsullied moral character, exceptional community/civic leadership or service, professional police image and bearing. The Officer of the Year commendation bar is a white and blue (DR6_63) Blackington Commendation Bar measuring 5/16" x 1 3/8" (No. A3704). The citation shall be displayed on the uniform with the white end facing the officer's heart. The Director of Public Safety shall make the final selection among the nominations forwarded considering the following criteria or guidelines;

- a. To receive the Police Officer of the Year award, an officer should be an outstanding police officer who has had an excellent work record over the past year.
- b. He/she should be the type of officer who is admired by other officers and his/her dedication to the Department and its goals should be obvious to all.
- c. He/she should present the best possible image to the public.
- d. The officer is devoted to duty beyond the requirements of the job

which included enforcement, community activities and enhancing the image of the Department.

- e. The officer has positive supervisory performance evaluations for the year under consideration.
- f. The officer produces quality work and demonstrates above average initiative in the performance of his/her duties.

POWER TEST



Physical fitness is a crucial component to law enforcement. To enter the field of law enforcement police officers are required to pass the Peace Officer Wellness Evaluation Report Test (P.O.W.E.R.). These standards are set forth by the Illinois Law Enforcement Training and Standards Board. The Lake County Forest Preserves Public Safety Department recognizes officers who maintain this level of physical fitness with the Cooper Fitness Test. The commendation bar is a blue (DR6_63), green (DR7_5), and blue (DR6_63) Blackington Commendation Bar measuring 5/16" x 1 3/8" (No. A8285-B) trimmed in gold. A gold star may be added to the award for each time it is earned in 5-year increments.

CRISIS INTERVENTION TEAM



The Lake County Forest Preserves Public Safety Department recognizes officers who have shown initiative to receive additional training in dealing with the mentally ill. Officers who have completed the 40-hour Crisis Response Team (CIT) course, achieving all standards set forth by the Illinois Law Enforcement Training and Standards Board, are authorized to wear the CIT Pin. The CIT pin (if worn) shall be displayed, centered, at the top of the left pocket flap, just below the badge.

LETTER OF COMMENDATION

A commendation issued to any employee of the Lake County Forest Preserves Public Safety Department to acknowledge a sustained effort or particular act resulting in an arrest or planned improvement of operations or techniques which displayed a dedication to public safety or welfare and reflected favorably on the officer and the department.

LETTER OF APPRECIATION

A letter of appreciation issued to any employee of the Lake County Forest Preserves Public Safety Department to acknowledge sustained acts that generally contributed positively to the operations of the Lake County Forest Preserves.

IV. PROCEDURES

A. DISPLAY OF MULTIPLE AWARDS

Commendation bars shall be displayed in the order listed above.

Commendation bars shall be displayed three across with the highest award being displayed at the top and/or left.

B. LETTER OF COMMENDATION

1. The Letter of Commendation may be recommended to the Director of Public Safety by any commander or supervisor for any member of this department, who is of lesser rank, without referral to the "Award Review Board".
2. The responsible supervisor shall prepare an Awards Request/Nomination Form justifying the award and forward it to the Commanders. It shall be the decision of the Director of Public Safety and or the Commanders as to the awarding of the Letter of Commendation.
3. Upon receipt of the award it will be distributed as follows:
 - a. One copy to the Commander's file.
 - b. One copy to officer's personnel jacket.
 - c. Original to officer being cited.

C. OTHER AWARDS

Recommendations for awards above a Letter of Commendation shall be forwarded to the Commanders in the form of an Awards Request/Nomination Form. The Commanders will forward this report to the Director of Public Safety and the Award Review Board, which will review the recommendation.

D. OFFICER OF THE YEAR

1. The following procedure will be utilized to select the Officer of the Year.
2. Only one (1) Officer of the Year may be selected.
3. Each January 10th, nominations will be made by all shift supervisors. The nomination shall be in the form of a "To-From" memo to the Director of Public Safety outlining the reasons for nomination and how the individual meets the above noted standards.
4. These nominations will be reviewed by two (2) officers, one (1) supervisor and the Director of Public Safety.
5. Upon approval by the Director of Public Safety, the Officer of the Year will be named.
6. All ranks of the Department are eligible for this award.

7. A plaque honoring the individual will also be presented by the Director of Public Safety.

E. AWARD REVIEW BOARD & BOARD COMPOSITION

1. The Award Review Board shall be comprised of the following members:
 - a. Commander.
 - b. Sergeant.
 - c. Officer or subject matter expert.
2. The Director of Public Safety shall cast the deciding vote in case of a tie.
3. The Award Review Board shall meet at the discretion of the Director of Public Safety and at the time and place designated by him.

F. RECOMMENDATIONS

1. The Award Review Board shall take one of the following actions on the recommendation:
 - a. Recommend approval as cited.
 - b. Disapprove the recommendation and recommend return to the originating commander or supervisor for issuance of a higher or lesser award.
 - c. Report a split vote for decision by the Director of Public Safety.
 - d. Forward all reports and recommendations to the Director of Public Safety for final action.

G. PRESENTING AWARDS

1. LETTER OF COMMENDATION

The Letter of Commendation may be presented to the officer by the respective supervisor.

2. ALL OTHER AWARDS

The Award of Valor, Combat Cross, Purple Heart, Lifesaving Medal, Meritorious Service Award, Officer of the Year and Exceptional Service Award shall be presented to the officer by the Director of Public Safety.

H. CITIZENS AWARD OF APPRECIATION AND LETTER OF APPRECIATION

This order implements a "Citizens Award of Appreciation" for presentation to those citizens who give exemplary assistance to the police department in crime prevention, the apprehension of criminals, or by any other action which would call for public recognition.

1. BASIS FOR SELECTION

- a. The apprehension of a person who has committed a criminal act, either by making or aiding in the arrest, or by providing information which leads to arrest.
- b. Assistance in the prevention of criminal acts.
- c. Directly aiding any police officer in any duties in which the end result is beneficial to the police department.
- d. Any action not described above which assists the department in providing superior police service and which is beyond that normally expected of a citizen.
- e. Sincere dedication to the public welfare by utilizing community-oriented police principles, which results in tangible and identifiable public good and reflects credit upon the citizen, the community and the Lake County Forest Preserves.

2. RECOMMENDATION FOR CITIZENS AWARD OF APPRECIATION

- a. Any member of the department may recommend a citizen for a Citizens Award of Appreciation. No member will suggest to a citizen that he is being recommended for an award of appreciation.
- b. The recommendation for a Citizens Award of Appreciation will be submitted on an Awards Request/Nomination Form to the Commanders who will submit it to the Director of Public Safety and the Award Review Board.
- c. The board will review the recommendations and recommend to the Director of Public Safety that the appropriate award be signed and be sent to the individual, or that no action be taken.
- d. The Director of Public Safety will have final approval of all recommendations and may approve or disapprove with recommendation.

EFFECTIVE DATE

The effective date of this order, **DEPARTMENT AWARDS**, is 00/00/0000. ADM 04

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date

Attachment A – Awards Request/Nomination Form



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

AWARDS REQUEST
NOMINATION FORM

SECTION CODE

ADM 04-A

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER. 10.01

Any employee may submit this completed form to recommend another employee for an award.

Employee:	Badge #:	Incident # :
Supervisor:	Badge #:	Date:
Type of Incident:		

Significant Details:

AWARD REQUESTED:

- | | | |
|---|---|--|
| <input type="checkbox"/> Award of Valor | <input type="checkbox"/> Exceptional Service Award | <input type="checkbox"/> Community Problem-Oriented Policing |
| <input type="checkbox"/> Combat Cross | <input type="checkbox"/> Meritorious Service | <input type="checkbox"/> Officer of the Year |
| <input type="checkbox"/> Purple Heart | <input type="checkbox"/> Military Service Recognition | <input type="checkbox"/> POWER Test |
| <input type="checkbox"/> Life Saving | <input type="checkbox"/> Chief's Recognition | <input type="checkbox"/> Letter of Commendation |
|
<input type="checkbox"/> Citizens Award of Appreciation | | |

Submitted by:	Rank:	Badge #:	Date:
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Supervisor's Recommendation:

Director of Public Safety Comments:

Request is: **APPROVED** **DENIED**

Director's Signature:	Date:
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LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DEPARTMENT PURCHASING
POLICY & PROCEDURES

SECTION CODE

ADM 05

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: ADM.15.01, ADM.15.03

The Lake County Forest Preserve District maintains a Districtwide purchasing policy.

Please see: Lake County Forest Preserve District Purchasing Policies and Requirements.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

HARASSMENT IN THE WORKPLACE

SECTION CODE

ADM 06

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

The Lake County Forest Preserve District maintains a Districtwide Harassment in the workplace policy.

Please see: Lake County Forest Preserve District Personnel Policies and Procedure 8.7 - Harassment.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

ORGANIZATION OF THE LAKE COUNTY
FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SECTION CODE

ADM 07

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.06.12.

I. PURPOSE

To provide the policy and procedures for establishing a formal organizational structure through which the department functions and components are arranged, directed and coordinated.

II. POLICY

The Director of Public Safety is the chief executive officer of the department and the final department authority on all matters of policy, operations and discipline. The Director of Public Safety is responsible for the planning, staffing, directing, coordinating and controlling of all department functions and activities. As such, the Director of Public Safety has the authority and responsibility to establish a formal organizational structure through which department components are arranged, defined, directed and coordinated.

III. DEFINITIONS

None

IV. PROCEDURES

A. ORGANIZING PRINCIPLES

The organization of the Lake County Forest Preserves Public Safety Department shall be in compliance with the following principles:

1. UNIFORM CHAIN OF COMMAND

- a. Each employee shall be accountable to only one supervisor at any given time when practical.
- b. Each organizational component is under the direct command of one supervisor.
- c. To achieve effective direction, coordination and control, supervisory personnel will be accountable for the performance of employees under their immediate control.
- d. At the scene of any crime, accident or other police incident where procedure is not clearly indicated by departmental policy, the supervisory or ranking officer present shall assume command and direction of police personnel in a manner to provide for the most orderly and efficient accomplishment of the police task.
- e. Department employees are required to obey any lawful order of a supervisor including any order relayed from a superior by an employee of the same or lesser rank.
- f. Any employee who carelessly or willfully disobeys or disregards a lawful order from a supervisor, whether verbal or written, will be considered to be insubordinate.
- g. No employee will be required to obey an order that is unlawful or requires that an unlawful act be committed. An unlawful order will be brought to the attention of the officer's immediate supervisor and the officer who issued the order.
- h. If an employee receives conflicting orders or directives, the employee will respectfully call the conflict to the attention of the supervisor giving the last of the conflicting orders. Should the latter supervisor not change the last order, it will be obeyed and the employee thereafter will not be responsible for disobeying the first order.

2. SPAN OF CONTROL

In order to achieve effective direction, coordination and control, the organization of the Lake County Forest Preserve Public Safety Department shall be such that the number of employees under the immediate control of a supervisor shall be less than 10, except during periods of emergency or temporary assignment. The proper span of control will be determined by factors such as:

- a. Ability of the employee.

- b. Complexity of the tasks to be performed by the subordinate.
- c. Separation by time or place of the supervisor and the immediate subordinates.
- d. Time required by the supervisor's schedule for administrative and management tasks and duties.

3. AUTHORITY AND RESPONSIBILITY

All department personnel shall be given the authority to effectively complete all police functions assigned to them. Personnel may not be given responsibility for a function without the commensurate authority to carry it out. All levels of department supervision may delegate to fulfill their responsibilities. All department members will be accountable for use of the delegated authority given to their positions.

4. JOB DESCRIPTIONS

Each position and/or job assignment in the department shall have a written job description that details the duties and responsibilities of that position and/or assignment. All job descriptions shall be maintained in the operations manual and accessible to all personnel. The job descriptions shall be reviewed and updated as necessary.

B. ORGANIZATIONAL STRUCTURE

- 1. The Lake County Forest Preserves Public Safety Department shall be under the direction of the Director of Public Safety.
- 2. The department shall publish and make available to all personnel a formal organizational structure that graphically displays the organization of the department functions into sections and units in the appropriate department as well as the chain of command and lines of authority and communication within the department.
- 3. The Lake County Forest Preserves Public Safety Department organizational structure shall be reviewed and updated when necessary.

C. OFFICE OF THE DIRECTOR OF PUBLIC SAFETY

- 1. The Director of Public Safety is the chief executive officer of the department and is responsible for:
 - a. Planning, staffing, directing, coordinating and controlling all department functions and activities;
 - b. Ensuring the continued efficient and effective operation of the

department;

- c. Maintenance of positive relations with the citizens of Lake County and all other agencies and organizations;
- d. The successful accomplishment of the department mission;
- e. To provide for the prevention and suppression of crime, protection of life and property, enforcement of laws and ordinances; and
- f. The preservation of the peace.

D. FIELD OPERATIONS

1. COMMANDERS/SUPERVISORS

- a. Commanders are the executive and administrative officers of the support services section and have immediate control and supervision of all department staff support functions.
- b. Commanders are responsible for the effectiveness and efficiency of the support services department that provide administrative, technical and auxiliary support to the field operations department.
- c. Supervisors have immediate control and supervision of all department line functions.
- d. Supervisors are responsible for the effectiveness and efficiency of all operations. These responsibilities provide for the prevention and suppression of crime, protection of life and property, enforcement of laws and ordinances, and preservation of the peace.
- e. The primary functional responsibilities of the administrative section include:
 - i. Personnel management.
 - ii. Career development.
 - iii. Staff inspections.
 - iv. Standards development.
 - v. Budget control.
 - vi. Purchasing.
 - vii. Management information.

- viii. Training coordination.
- ix. Staff studies.
- x. Internal audit.
- xi. Evaluation Program.
- xii. Planning & research.
- xiii. Operational analysis.
- xiv. Internal investigation.
- xv. Report review.
- xvi. Computer services.

2. PATROL SECTION

The primary functional responsibilities of the patrol section include:

- a. Preventive patrol.
- b. Criminal enforcement.
- c. Traffic enforcement and control.
- d. Preliminary investigation.
- e. Case and incident reporting.
- f. Accident investigation.
- g. Crime prevention efforts.
- h. Premise security.
- i. Parking enforcement.
- j. Tactical operations.

3. INVESTIGATIVE/JUVENILE SECTION

The patrol divisions will be responsible for the primary functions of the investigative/juvenile section and include:

- a. Follow-up investigations in the areas of criminal activity, juvenile

activity, gambling, liquor and drug activity.

- b. Criminal intelligence.
- c. Intra-agency investigation coordination.
- d. Evidence and property control.
- e. Case screening.

4. COMMUNITY SERVICES SECTION

The primary functional responsibilities of the community service section include:

- a. Public information.
- b. Community relations.
- c. Crime prevention.

5. RECORDS SECTION

The primary responsibilities of the records section include:

- a. Records maintenance.
- b. Receive incoming phone calls.
- c. Statistical compilation.

EFFECTIVE DATE

The effective date of this order, **ORGANIZATION OF THE LAKE COUNTY FOREST PRESERVE PUBLIC SAFETY DEPARTMENT**, is 00/00/0000. ADM 07

John F. Tannahill
Director of Public Safety

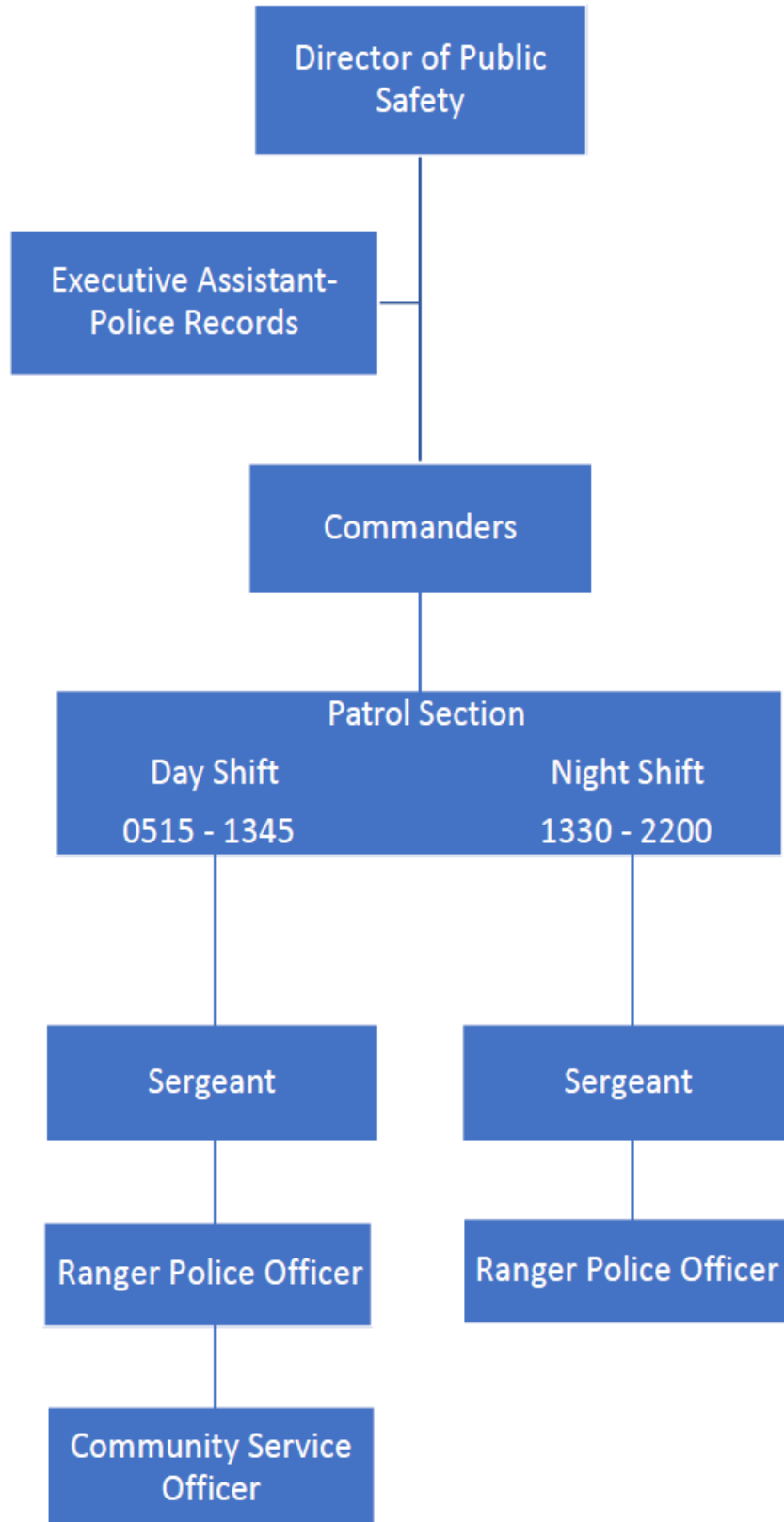
DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date





LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INSPECTION, REPAIR AND
MAINTENANCE OF PUBLIC SAFETY DEPT.
MOTOR VEHICLES

SECTION CODE

ADM 08

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.04

I. PURPOSE

The purpose of this order is to establish standard operating procedures which shall govern the inspection, use, repair and maintenance of all Lake County Forest Preserves Public Safety Department motor vehicles and auxiliary equipment.

II. POLICY

It is the policy of the Lake County Forest Preserve District Public Safety Department that safe vehicle operation is not possible without regular inspection, care and maintenance of department vehicles.

III. DEFINITIONS

DEPARTMENT VEHICLE: For the purpose of this order, a department vehicle is any vehicle, owned or leased by the Lake County Forest Preserves Public Safety Department, and assigned to be used by personnel of the department on a permanent or temporary basis, or any other vehicle which has been loaned to the department by another department.

AUXILIARY EQUIPMENT: For the purpose of this order, auxiliary equipment shall mean any equipment which is not permanently attached to a department vehicle at the time of manufacture and shall include, but not be limited to, emergency lights, police radios, radar, first aid equipment, weapons, ammunition, computers and video recording devices.

IV. PROCEDURES

A. EMPLOYEE RESPONSIBILITIES

1. INDIVIDUAL RESPONSIBILITY

- a. Any time a person is assigned the use of a department vehicle, whether it be temporary or permanent, he/she shall conduct an inspection of both the interior and exterior of the vehicle and auxiliary equipment at the beginning of a tour of duty.
- b. Inspection shall be conducted when practical, prior to the operation of the vehicle.

2. In cases where emergency calls are received at the beginning of a shift, the inspection shall be conducted as soon as practical after the emergency is handled.

3. Any unusual observations, deficiencies or conditions shall be immediately reported to the shift supervisor.

4. Any motor vehicle accident, criminal damage to property, or mechanical problem involving a department vehicle shall be immediately reported to the shift supervisor.

5. SUPERVISORY RESPONSIBILITY

- a. At any time damage is sustained to a department vehicle, the shift supervisor shall cause a report to be filed on the proper reporting forms for the department, other departments and Risk Management.
- b. When unreported damage is brought to the attention of the supervisor in charge, he shall cause a report to be filed, and a copy of the report shall be forwarded to the Commanders and Risk Management. It shall be the responsibility of the supervisor to conduct a detailed investigation to identify the employee involved and the cause of such damage.

B. USE OF DEPARTMENT VEHICLES

1. UNAUTHORIZED USE

a. Department vehicles shall not be used for any purpose other than District business, unless authorized by a supervisor.

2. Department vehicles shall not be used for personal business unless, authorized by the Director of Public Safety or designee.

3. Department vehicles shall not be used for pushing/pulling disabled motor vehicles except in cases of extreme emergency.
4. Department vehicles shall not be used to provide battery service to the public by the use of jumper cables. Officers may provide battery service to the public through the use of the department jump box with permission of the supervisor.
5. Department vehicles shall not be left running (idling) except during:
 - i. Periods of inclement weather - freezing rain, sleet, or heavy snowfall.
 - ii. Extreme temperatures so frigid that starting and shutting off the vehicle would cause unnecessary wear to the engine or prevent the car from being started. Supervisors will make this determination.
 - a. When temperatures exceed 75 degrees or fall below 32 degrees and the lock out switch is applied.
 - b. When on a call that requires the use of the vehicle's emergency equipment.
 - c. When the vehicle's emergency equipment is required for safety, whether the officer is in the vehicle or not.
 - d. At the beginning of the shift when the vehicle has not been used by the off-going shift.
6. AUTHORIZED USE
 - a. When authorized to use a department vehicle, the operator shall adhere strictly to all rules and regulations governing the operation of motor vehicles as set forth in the Illinois Vehicle Code.
 - b. When authorized to use a department vehicle, the operator shall especially adhere to the use of seatbelts. Officers shall also ensure the use of seatbelts by passengers and arrested or detained subjects.
 - c. Department personnel shall not use tobacco or vaping products while operating or occupying department vehicles.
7. TRANSPORTING CITIZENS
 - a. Citizens will be transported in departmental vehicles only when necessary to accomplish a police purpose.

- b. Such transportation shall be in conformance with department policy, or at the direction of a supervisor.

C. FUEL AND MAINTENANCE SAVINGS INITIATIVES

- 1. Officers will utilize fuel efficient driving techniques when utilizing department vehicles that includes, but not limited to, avoiding aggressive driving, speeding, jack rabbit starts, and unnecessary idling of the vehicle.
- 2. Officers will conduct other activities including foot patrol, bicycle patrol, electric vehicle and stop and talk to minimize fuel consumption.

D. REPAIR/MAINTENANCE OF DEPARTMENT VEHICLES

1. OPERATOR RESPONSIBILITY

- a. Operators of District vehicles are responsible for the daily inspection and preventive maintenance of their assigned vehicle.
- b. Fueling - all vehicles shall be replenished with gasoline by the operator prior to completing their tour of duty, unless otherwise directed by a supervisor. In no event shall an operator allow the gasoline supply to go below 1/2 of a tank. While assigned to normal patrol duties, if an exceptional situation does not allow the officer time to comply, it will be the officer's responsibility to notify the shift supervisor that the vehicle needs fueling prior to relief from duty.
- c. Oil and fluids – the operator or fleet officer shall check all pertinent fluid levels in order to maintain the vehicle in good operating condition.
- d. Minor repairs - the operator will advise the on duty shift supervisor of any minor repairs needed. The shift supervisor may, authorize such repairs in order to maintain the vehicle in proper operating condition or refer it to fleet services for repair.
- e. Service request - whenever a department vehicle is in need of repair or maintenance service, a Motor Vehicle Condition Report (MVCR) shall be forwarded to the fleet supervisor's mailbox.

2. FLEET SUPERVISOR OR OFFICER RESPONSIBILITY

- a. After receiving a MVCR, the fleet supervisor or officer will ensure that all repairs and maintenance of vehicles are completed.
- b. At least quarterly, the fleet supervisor or officer will inspect departmental vehicles to ensure that the vehicle is safe to operate, all equipment functions properly, has no unreported damage, and that all equipment is present in the vehicle. All deficiencies will be

corrected and a report forwarded to the Director of Public Safety through the chain of command.

3. Operators shall be responsible for the cleanliness of the inside and outside of the vehicle. Operators will have the departmental vehicles washed when necessary at an approved car washing facility.

E. INSPECTION USE AND MAINTENANCE OF AUXILIARY EQUIPMENT

1. Auxiliary equipment shall be subject to the same rules and regulations governing the inspection, use and maintenance of department vehicles.
2. Any auxiliary equipment which is utilized during the operator's shift shall be replaced as soon as possible by the operator. The fleet supervisor or officer will be notified in writing of the usage and replacement of equipment.

F. UNREPORTED DAMAGE

1. All personnel shall maintain department property and equipment in good condition.
2. Failure to inspect the vehicle at the beginning of the shift and report any deficiencies shall not relieve the operator of the responsibility for any deficiencies identified on the assigned vehicle.
3. Operators who fail to report or try to conceal any deficiencies with assigned vehicles and equipment, will be subject to disciplinary action.

EFFECTIVE DATE

The effective date of this order, **INSPECTION, REPAIR AND MAINTENANCE OF POLICE DEPARTMENT MOTOR VEHICLES**, is 00/00/0000. ADM 08

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT
SQUAD CAR EQUIPMENT

SECTION CODE
ADM 09

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards: OPR.01.06

I. PURPOSE

The purpose of this order is to establish a list of necessary supplies and auxiliary equipment that are maintained in all marked squad cars to assist officers in completing their mission.

II. POLICY

It is the policy of the Lake County Forest Preserve District Public Safety Department to provide the necessary equipment in their police units to assist the officers in completing their mission.

III. DEFINITIONS
None

IV. PROCEDURES

A. **EQUIPMENT**

1. All department personnel are responsible for the proper use and care of department vehicles equipment. Cases of neglect, alteration or other misuse may result in disciplinary action. Responsibility for damage to department vehicle equipment will rest with the present and past operators of the vehicle or equipment, subject to the following procedure:

- a. Officers will examine their assigned vehicle equipment at the start of each tour of duty for visible damage to the equipment or missing equipment.
 - b. Visible damage to the vehicle equipment or missing equipment, will be brought to the immediate attention of the shift supervisor. The shift supervisor will determine the origin of the damaged or missing equipment.
 - c. Officers will make sure that the auxiliary equipment is present and in good working order.
 - d. Fire extinguishers will be equipped with seals to ensure their integrity. If a seal on a fire extinguisher is broken or if it is used, the extinguisher shall be replaced.
2. The below listed articles will be maintained in the trunk of each squad car:
- a. 5 lb. fire extinguisher.
 - b. Police Line Tape.
 - c. Snow scraper.
 - d. Latex gloves.
 - e. Flares.
 - f. First Aid Kit.
 - g. Lock out Tool.
 - h. Miscellaneous Self Pay Envelopes.
 - i. Rope/flotation device.
3. Any officer that uses the above supplies, shall be responsible for resupplying them as soon as practical.

B. POLICE PATROL RIFLE

1. A police patrol rifle will be maintained within each squad car during operation except when operated by a civilian employee or an untrained police officer or when a squad car is used for non-patrol purposes.
2. Each rifle shall be locked in the vehicle rifle rack with the selector lever in the Safe mode, magazine inserted, and with no rounds in the chamber.

C. ADDITIONAL AUXILIARY EQUIPMENT

1. Computers.
2. Department cell phone (if equipped).
3. Radar Unit (if equipped).

EFFECTIVE DATE

The effective date of this order, **SQUAD CAR EQUIPMENT**, is 00/00/0000. ADM 09

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

LEAVE TIME

SECTION CODE

ADM 10

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

The Lake County Forest Preserve District maintains a Districtwide leave time policy for employees and a collective bargaining agreement for unionized members of the Department.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures Section 4 - Holidays and Leaves of Absence and the current Collective Bargaining Agreement for policies and procedures.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

PERSONAL APPEARANCE AND
UNIFORM REGULATIONS

SECTION CODE

ADM 11

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.05, OPR.07.01, ADM 19.01, ADM 19.03

I. PURPOSE

The purpose of this order is to establish the standards of uniform dress and authorized equipment for sworn officers and uniformed civilian personnel.

II. POLICY

The Lake County Forest Preserves Public Safety Department believes that all staff must maintain a high standard of grooming and cleanliness. These qualities reflect a dedication to public service and present a professional image to the constituents we serve.

III. DEFINITIONS

None

IV. PROCEDURES

A. UNIFORM GUIDELINES

1. All sworn officers and uniformed civilian personnel of the Lake County Forest Preserves Public Safety Department are governed by this order.
2. All sworn officers and uniformed civilian personnel, while on duty, shall wear the prescribed uniform, except:

- a. When on special assignment and authorized by a commanding officer;
 - b. When making a court appearance, outside of regular duty the uniformed employee may wear slacks and dress jacket and tie, or a suit in lieu of a uniform;
 - c. When making public appearances and authorized by a supervisor who will determine proper dress for the appearance;
 - d. When assigned to criminal investigations with task forces or specialized law enforcement groups and directed by the Director of Public Safety;
 - e. When attending training employees may wear business casual which includes slacks or jeans, and collared shirts.
3. Uniforms, or civilian attire shall be neat, clean, pressed, and maintained free of damage, holes and tears. Shoes, leather gear and metal parts shall be clean, polished, and maintained free of damage, holes and tears.
 4. All officers assigned to plain clothes (civilian attire) duties shall wear the appropriate clothes for the assignment and possess their issued identification and badge. Officers will display their badge in a conspicuous location on their person when involved in incidents where quick identification is necessary for the safety of the plain clothed officer and others.
 5. All officers off-duty electing to carry an off-duty weapon shall carry their issued identification and badge and when possible keep the weapon concealed from public view.

B. UNIFORM DESCRIPTIONS

1. CLASS "A" UNIFORM

- a. Tan long sleeve or short sleeve button down uniform shirt with department patches, name plate, and badge. Officers may wear their department awards with their class A uniform. Command officers have the option of wearing white or tan colored shirts. Uniformed civilians will wear a grey colored shirt. Short sleeve shirts will be worn with plain black or white tee shirt. No tee shirts will display any logos or brands that may be seen by the public. Long sleeve shirts will be worn with clip on tie or mock turtleneck.
- b. Green dress trousers with black stripe running down each outer seam and a black leather basket weave belt with a silver buckle for officers

and civilian and a brass buckle for sergeants, commanders and director.

- c. An authorized black jacket or coat displaying department patches, name plate, and badge may be worn during cold and inclement weather.
- d. An authorized black rain jacket may be worn in rainy or inclement weather.

2. CLASS "B" UNIFORM

- a. Long sleeve or short sleeve tan polo shirt with embroidered name and badge. Command officers have the option of wearing white or tan. Short sleeve shirts will be worn with black or white tee shirt. Uniformed civilian employees will wear a grey colored shirt. Class "A" uniform shirts may be worn with the class B tactical pants.
 - b. Officers will wear green multi-pocket olive drab green or black tactical pants
- 3. An authorized black jacket, coat or sweater displaying department patches, name plate, and badge may be worn during cold and inclement weather.
 - 4. An authorized two color, black and safety green, rain jacket may be worn in rainy and inclement weather.

C. CLOTHING REQUIREMENTS FOR TRAINING CLASSES

Class "A" or "B" uniforms or business casual attire will be worn to all classroom training classes unless otherwise instructed. Outer wear will be pressed, clean, and undamaged, Clothing worn for training will not display any logos or brands. Footwear will be either dress shoes or athletic shoes. No flip flop style shoes will be worn to training.

D. DRESS UNIFORM

All officers will conform to the following standards for Dress Uniform:

- 1. Command officers will wear white or tan long sleeve class "A" shirt and officers will wear tan long sleeve class "A" uniform shirt with a black tie.
- 2. Green dress trousers with black stripe running down each outer seam and a black leather basket weave belt with a silver buckle for officers and civilian and a brass buckle for sergeants, commanders and directors.
- 3. Green dress coat with department patches on both sleeves, badge, and name tag displayed. Commanders will display two gold piping and

directors will display three gold piping around the lower sleeves of the dress coat. Employees may wear their department commendations on their dress coat.

4. Green campaign hat with silver band and acorns for officers and uniformed civilians and gold band and acorns for supervisors, commanders, and directors and hat badge star in silver for officers and uniformed civilians and gold for supervisors, commanders and directors.
5. Employees will only wear authorized footwear.
6. The name plate shall be displayed 1/8" above the right pocket flap.
7. Approved department awards may be displayed 1/8" above the nameplate on the right side of the coat. As identified in the awards policy. The highest awards shall be displayed on the top or right. Awards shall not exceed three across.
8. Any approved weapon may be worn underneath the coat. Minimal duty items such as handcuffs, extra magazines, etc. may be worn as long as they do not present a bulky appearance.
9. Mourning bands may be worn when appropriate and will be fixed horizontally across the middle of the badge.

E. APPEARANCE

It is the duty of each member to maintain a neat and clean appearance at all times while on duty. Uniforms shall be kept neatly pressed and clean and all leather accessories shall be kept dyed and polished. Officers will wear the proper uniform and have the necessary equipment to complete their mission when reporting for duty. No articles shall be worn or carried exposed upon the uniform. No jewelry, with the exception of no more than two rings or one bracelet per arm shall be worn exposed on the body.

- a. Necklaces and neck chains of small diameter are permitted if they do not hold multiple or lengthy attachments, can be worn under the officer's uniform and would not create a safety risk.
- b. Employees may wear conservative, small, earrings that do not extend below the earlobe.
- c. Conservative design eyeglasses and sunglasses may be worn but mirrored sunglasses are prohibited.
- d. Exceptions to this policy may be made for officers working undercover assignments or for specialized assignments as authorized by a supervisor.

F. PHYSICAL AND MENTAL CONDITION

1. Officers shall maintain themselves in good physical condition in order to handle the duties of a law enforcement officer. No officer shall report for duty:
 - a. If they are physically or mentally fatigued to the point where their judgement, emotional, or physical abilities are impaired; or
 - b. While under the influence of alcohol or chemical substances that may impair judgment, emotional stability, or physical abilities. These substances include prescription and non-prescription medications or illegal or designer drugs. An officer receiving a prescription from a physician or other medical personnel shall specifically request of the issuing person whether or not the prescription will interfere with judgment, emotional stability, or physical abilities. The officer shall use this information in their decision to report for duty.

G. HAIRCUTS, SHAVES/GENERAL APPEARANCE

1. All personnel shall be well groomed, clean and maintain personal hygiene while on duty. Should incidents result in soiled clothing, unsanitary conditions, or a disheveled appearance, corrective measures shall be taken as soon as reasonably possible.
2. Male uniformed personnel's hair shall not touch the shirt collar nor extend over the ear or protrude over the sides of the uniform hat and also not interfere with the proper wearing of the uniform hat. It shall be cut at the sides and back so as to present an evenly graduated appearance. Hair coloring is permitted only in natural hair colors. Wigs, if worn, must look natural and conform to all of the above listed regulations. Unconventional hairstyles are not permitted.
3. Male uniformed personnel's face may be shaven or have moustaches, goatees or beards. A moustache, goatee or beard if worn, will be neatly trimmed and not extend below the corner of the mouth. Beards will be permitted and shall not exceed one-half inch in length.
4. Female uniformed personnel shall be well groomed at all times and shall meet the following minimum standards. The hair shall be neatly shaped and arranged in a professional style. Elaborate hairstyles that do not allow for the wearing of head gear such as helmets, gas masks, hats, etc., are prohibited. While in uniform, conspicuous barrettes, pins and combs shall not be worn in the hair. Long hair is allowed as long as it is worn up and secured while on duty. In all cases, hair styles shall allow officers to securely wear the uniform hat. Braids, ponytails, and similar styles are prohibited. Wigs, if worn, must look natural and conform to all of the above listed regulations. Makeup shall be conservative and natural

looking and applied so as to blend with skin tone. Heavy makeup for eye lids and face is not permitted, nor are false eyelashes.

5. If fingernail polish is worn it must be neat in appearance with the entire nail covered. Fingernails shall be clean and neatly cut at all times and not extend more than one-quarter inch beyond the fingertip. Jewelry or ornamentation on fingernails is prohibited.
6. Transgender employees shall be held to the grooming standards of their gender expression.
7. This department's chief executive, or his designee, has the final authority in determining acceptable standards for personnel grooming and appearance.

H. TATTOOS/BODY ART OR MODIFICATION

1. The Director of Public Safety reserves the right to have an officer cover a tattoo that could be deemed offensive. Tattoos, brandings, or intentional scarring as defined by this department, shall not be visible to the public. Tattoos, brandings, or intentional scars shall be covered while on duty by uniform or business attire if in plain clothes. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp or hands. Exceptions may be made for employees for permanent make up (e.g. eyeliner, lip liner) that conforms to the makeup guidelines found in this policy. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are prohibited.
2. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants, is prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, etc., must be removed while on duty or in uniform.
3. Dental ornamentation such as gold, platinum, silver, or other veneer caps for the purpose or ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc. Unnatural shaping of the teeth for nonmedical reasons is prohibited.

I. WEARING OF THE UNIFORM

The following regulations will apply to all sworn and uniformed personnel, while in uniform.

1. HAT

- a. The hat will be worn in such a manner that the lower most part of the hat bill will be on a line horizontal with the eyebrows.
- b. All department approved hats must be worn with the bill of the hat facing forward.
- c. Hats showing wear or fading of colors shall be deemed unserviceable and will be discarded and replaced.

2. SHIRTS

- a. The long sleeve shirt will be worn with a tie or open collar with mock turtleneck. Shirt sleeves will always be buttoned at the cuff and never rolled up at the wrist.
- b. Short sleeve shirts will be worn without a tie.

3. TIES AND TIE BARS

- a. Ties worn by department uniformed personnel shall be the official departmental specified tie. No other color or style will be permitted.
- b. The official department specified tie bar will be the only tie bar permitted. Tie tacks, IPA, or other insignia tie bars shall not be worn. The tie bars will be worn at a point on the tie parallel to the bottom of the shirt pocket flap when the flap is closed.
- c. Officers above the rank of patrol officer will wear gold tie bars and other personnel will wear silver tie bars.

4. TROUSERS

- a. All trousers will be of a length that allows the cuff to touch the top of the shoe at the laces. Any lesser length will not be permitted.
- b. Trousers will be clean and pressed at all times and will not be worn if showing signs of wear.

5. SHOES AND SOCKS

- a. Shoes or boots shall be black in color. Shoes or boots are allowed to be high gloss finish, man-made leather, or leather with leather or rubber soles and rubber heels. Shoes shall be kept clean, shined, and in good repair.
- b. Socks shall be white or black in color.

6. EMBLEMS AND INSIGNIA

- a. With the exception of raincoats, all outer garments and shirts of the prescribed police uniform will have affixed to them an official Lake County Forest Preserves Public Safety Department shoulder patch on each sleeve. All uniformed personnel shall wear on the class "A" uniform shirt, the prescribed name plate with their last name engraved on it. Name tags shall be worn on all dress uniform jackets. Uniformed personnel below the rank of sergeant will wear a silver colored name plate; all others will wear a gold name plate.
- b. A police star real or embroidered issued to a uniformed officer shall be worn on all outer garments while on duty. Uniform shirts and jackets have tabs for the wearing of the star or shield and they shall be worn on these tabs.
- c. The designation of rank insignia shall be worn as prescribed. Sergeants shall wear 3 stripe chevrons on each sleeve of all long sleeve uniform shirt and on all jackets, excluding rain wear. Sergeants shall wear gold, 3 stripe chevron collar pins on the collars of all short sleeve uniform shirts.
- d. Above the rank of sergeant, uniformed personnel shall wear rank designation on the collars of each shirt and on the epaulets of each jacket.
- e. Officers receiving meritorious awards may wear the award's designated ribbon over the officer's name plate, in compliance with Policy ADM 04.
- f. No other insignia, pins, charms, etc., may be worn on the uniform except those outlined in this general order, unless with the expressed permission of the Director of Public Safety.

J. EQUIPMENT

1. PROTECTIVE BODY ARMOR

The department requires that officers working a patrol assignment in uniform shall wear their protective body armor provided by the department. Investigators and administrative personnel should keep their vests ready for deployment at all times while on duty.

- a. While body armor is highly recommended, it need not be worn with the dress uniform.

2. HANDCUFFS

Handcuffs are to be modern Smith and Wesson, Peerless, or ASP type and key.

3. PEN

Personal preference, but with black ink.

4. FLASHLIGHT

Personal preference and/or flashlight issued by the department.

5. BATON

The baton shall be of the type, material, and size authorized by the department.

K. UNIFORM INSPECTIONS

1. All components of the Department shall conduct regular line inspections so that conditions, situations, actions contribute to the success or failure of police operations are exposed through careful review.

a. All supervisors are responsible for conducting inspections of personnel, equipment, property, and activity that falls within the scope of their immediate command or control at least quarterly, unless otherwise specified.

b. All personnel are subject to visual inspection to ensure that their physical appearance complies with both uniform and grooming standards.

c. Direct and indirect observation of employee activity will be utilized to ensure compliance with department standards.

d. All supervisors are responsible for conducting inspections of personnel, equipment, property, and activity that falls within the scope of their immediate command or control at least quarterly, unless otherwise specified.

e. When conducting line inspections, supervisors who discover an infraction will initiate immediate corrective action. Serious infractions will be documented on Departmental correspondence and forwarded via the chain of command to the appropriate Commander. Included in this correspondence will be the date and time of the infraction, a description of the infraction, and a statement of the corrective action taken or needed.

f. Supervisors who take or recommend corrective measures will be

responsible for making follow-up checks within 7 days to ensure that the infraction has been resolved satisfactorily and in a timely manner.

- g. Supervisors shall also document and commend Department members who regularly exceed standards.
- h. Shift supervisors have, as one of their responsibilities, the duty to ensure that their personnel are in compliance with uniform guidelines and appearance standards. This is a daily responsibility and will continue in addition to the following policy.

EFFECTIVE DATE

The effective date of this order, **PERSONAL APPEARANCE AND UNIFORM REGULATIONS**, is 00/00/0000. ADM 11

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

LAKE COUNTY FOREST PRESERVE
PUBLIC SAFETY DEPARTMENT
REVIEW BOARD POLICY

SECTION CODE

ADM 12

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

See: Lake County Forest Preserve District's Personnel Policy and Procedure 8.8, Vehicle Accident Review.



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

RECORDS- FREEDOM OF INFORMATION

SECTION CODE

ADM 13

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.22.03 ADM.25.02 ADM.25.03 ADM.25.11

I. PURPOSE

The purpose of this policy is to establish guidelines for records processing, retrieval, and retention.

II. POLICY

It is the policy of the Public Safety Department to maintain a comprehensive records management procedure that adheres to state law and protects the privacy of individuals.

III. DEFINITIONS

In addition to the definitions provided in the Act or elsewhere in these Rules, the following definitions apply:

BUSINESS DAY: Any day on which the District is open and staffed for regular public business.

CHRI: Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals and consists of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any dispositions arising there from (i.e., sentencing, correctional supervision, and release).

CRIMINAL JUSTICE PURPOSES: Subpoenas, court orders, or requests for records from criminal justice agencies made to the Public Safety Department for the purpose of court proceedings, investigations, or probation/ parole hearings.

FREEDOM OF INFORMATION ACT (FOIA): Title for Illinois Compiled Statutes 5 ILCS 140.1

PUBLIC ACCESS COUNSELOR: The Public Access Counselor of the Office of the Illinois Attorney General.

IV. PROCEDURES

A. PRIVACY AND SECURITY PRECAUTIONS

1. The privacy and security regulations of the Department's Records Division are in accordance with the following:
 - a. Local Records Act (Illinois Compiled Statutes 50 ILCS 205).
 - b. Illinois Uniform Conviction Act (Illinois Compiled Statutes 20 ILCS 2635).
 - c. Freedom of Information Act (Illinois Compiled Statutes 5 ILCS 140).
 - d. Open Records Act (Illinois Compiled Statutes 820 ILCS 40).
 - e. Lake County Forest District FOIA policy.
 - f. The privacy and security of criminal history record information (CHRI) is in accordance with the US Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois Law Enforcement Agencies Data System (LEADS) User's Agreement.
2. The Director of Public Safety shall be responsible for the overall operation and security of the Records Division, and shall delegate certain responsibilities to command staff.
3. Privacy and security of records are ensured through the following:
 - a. Command Staff will have access to the Records Division at all times. During business hours when the Records Division is open and staffed, physical access to the Division will not be limited. Police reports may be copied, but original police reports will not be removed from the Records Division.
 - b. Outside of normally staffed hours or during weekends and holidays, the Records Division will be locked and secured but supervisors will have access by key.
 - c. Archived records are physically maintained in a locked storage room. Access to archived records is limited to Records personnel and sworn supervisors.

- d. Officers and authorized departmental personnel shall have at all times the ability to access both current and archived records through the Records Management System (RMS) database.
 - e. Computer access is controlled through the use of passwords and related technology.
4. Requests for public records under the Freedom of Information Act (FOIA) (5 ILCS 140) may be submitted in writing to the Records Division in person, by email or by U.S. mail.
- a. Requests will typically be processed by the administrative assistant or records personnel within 5 days of receipt of the request, unless the department requests an extension.
 - b. All requests will be processed in accordance with the Lake County Forest Preserve District FOIA policy and state law.
 - c. The department will respond to such a request in one of three ways; Approve the request, deny the request in part, or deny the entire request for reasons stated in FOIA.
 - d. Denials may be appealed to the Attorney General Public Access Counselor.
5. Requests for police records/reports from outside sources will be processed as follows:
- a. Outside criminal justice agencies and branches will be granted at the discretion of either the administrative assistant or supervisor. Such requests typically will not have to be made in writing, and records/reports released to other criminal justice agencies and branches for official purposes will not have to be redacted. However, secondary dissemination is prohibited.
 - b. Other external sources will require the submission of a written request and will be granted at the discretion of the Director of Public Safety or designee. When such requests are granted, the released records/reports will have to be redacted.
 - c. External sources for background purposes will only be released when a signed waiver has been submitted by the person to whom the records pertain.
6. Copies of Traffic Crash reports will be provided upon payment of copy fees. Reports will be processed as follows:
- a. If the person requesting the Traffic Crash report was involved in the accident then the report does not have to be redacted.

- b. If the person requesting the Traffic Crash report was not involved in the accident then the report must be redacted.

B. JUVENILE RECORD ADMINISTRATION

1. The following guidelines and statutes will be followed regarding the collection, dissemination, and retention of fingerprints, photographs, and other forms of identification relating to juveniles.
 - a. Every juvenile taken into custody for a violation that would be a felony if committed by an adult shall be photographed and fingerprinted.
 - b. All juvenile photographs and fingerprints, whether resulting from arrest or placement on station adjustment, will be taken at the youth Detention Center.
 - c. All juvenile arrest information including booking reports, photographs, and fingerprints shall be maintained in locked file cabinets by the Records Division. All juvenile records, whether written or computerized, shall be kept separate and distinct from adult offender records.
2. Juvenile fingerprint and photograph information is intended for in-house purposes and will not be forwarded to any outside agency for criminal history purposes unless required by lawful court order. However, they may be used for specific comparison purposes in the formal investigation of criminal offenses.
3. The release and transmittal of fingerprints, photographs or digital images are governed by the Illinois Compiled Statutes (705 ILCS 405/1-7).
 - a. Identifying information about juveniles shall not be released to the media or general public unless the release is required by law or the juvenile has been reported as a missing person.
 - b. Juvenile records will be made available to officers for purposes of criminal investigation and/or background information.
 - c. Juvenile records may be viewed by police officers from other jurisdictions who are conducting a criminal investigation.
4. The Administrative Assistant and records division are responsible for purging the file of each juvenile as defined in state law. The Director of Public Safety or his designee shall purge all juvenile files within one year of the juvenile's eighteenth birthday.

C. EXPUNGEMENTS

1. It is the responsibility of the Director of Public Safety and Administrative Assistant to fully comply with all Court Orders of Expungement, including both juvenile and adult records.
2. All records of arrest of the defendant, together with case reports, supplemental reports, booking reports, evidence sheets, photographs, fingerprints, and other records of identification taken as a result of the arrest will be removed from all Department files and records.
3. The Administrative Assistant, under the directions of command staff, shall forward a copy of the court order to the Illinois Bureau of Identification (Illinois State Police).
4. All records shall be returned to the defendant or the attorney representing him in accordance with the court ordered Expungement.

D. RECORDS RETENTION SCHEDULE

The Department has a records retention schedule which is consistent with the State of Illinois Local Records Act retention schedule (Illinois Compiled Statutes 50 ILCS 205 1/9). 1. Dispositions shall be maintained in the District system.

E. UNIFORM CRIME REPORTING SYSTEM

1. All reportable incidents shall be submitted to the State and National Uniform Crime Reporting System or National Incident Based Reporting System (NIBRS) based upon an established reporting schedule.
2. The Director of Public Safety or designee are responsible for transmitting this information.

F. RECORDS ACCOUNTABILITY

1. Officers shall be responsible for accurately completing all field reports and arrest documentation. All written reports shall be forwarded to a supervisor for review to ensure their accuracy, completeness and legibility.
2. All reports shall be reviewed by a supervisor prior to being forwarded to the Records Division. After the supervisor reviews a report, it shall either be returned to the reporting officer for corrections or signed by the supervisor and forwarded to the Records Division. The signature of the reviewing supervisor indicates that the report has been read and verified that it has been completed in accordance with departmental policy and proper reporting practices.
3. At the end of each patrol shift, a shift supervisor shall ensure that all completed reports have been reviewed and forwarded to the Records Division.

- a. Any report that cannot be completed by the end of an officer's tour of duty shall be completed by the end of the officer's next workday. Absent unusual circumstances, reports typically should not be held over an officer's days off.
 - b. A supervisor may grant an officer additional time to complete a complicated report or to follow-up on a report, but such extension should not extend beyond one week.
4. The Records Division is responsible for ensuring that all reports have been completed and approved by comparing the log of file numbers generated against the list of completed files which have been submitted to Records.

G. COMPUTER FILE SECURITY

1. Computer files that reside on the local network, the RMS system, and Field Based Reporting are backed up on a daily basis.
2. All backup computer files are stored offsite by either the District information technology department or the Lake County Sheriff's Department information technology department. The files are kept in a secure, fireproof area.
3. Computer users shall be permitted physical access to hardware, software, and data as authorized by their position. Access to Department owned computers requires that users possess username and passwords. All usernames and passwords are treated as confidential, and knowledge of them shall be restricted to the person to whom they have been assigned.

All District computerized record functions contain an automated system for verifying passwords and access security.

4. It shall be the responsibility of the command staff to ensure that usernames and passwords remain operable until the authorization status of the user has been changed.
 - a. On an annual basis, either the Director of Public Safety or designee shall conduct an audit of the central records computer system for verification of usernames and passwords.
 - b. The Director of Public Safety or designee is responsible for having the usernames and passwords deleted of personnel who have ended their employment with the Department and for maintaining integrity of the password system. Any misuse of usernames or passwords will be reported to the Director of Public Safety
 - c. Access to the Illinois Law Enforcement Data system (LEADS) requires system prompted password changes on a regular basis.

H. COMPUTERIZED CRIMINAL HISTORIES

1. Computerized criminal history record access is controlled through the use of passwords and related technology.
2. The dissemination of computerized criminal history information will conform to the rules and regulations outlined in the LEADS user's agreement.

I. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

1. The Lake County Forest Preserves Public Safety Department Director will designate a command officer or records specialist as the Freedom of Information Act (FOIA) officer. The following Officials are responsible for responding to requests:
 - a. The Freedom of Information Officer is the person administratively responsible for receiving and processing requests. The Freedom of Information Officer is the person with authority on behalf of the District to grant or deny requests, to extend the response time, and to issue the appropriate notices with respect to all related matters. The Freedom of Information Officer may consult with District staff, officials, and others as appropriate before responding to a request.
 - b. The District may, from time to time, appoint Deputy Freedom of Information Officers to assist the Freedom of Information Officer in the performance of his or her duties under the Act and these Rules. In the absence of the Freedom of Information Officer, the Deputy Freedom of Information Officers are authorized to grant or deny requests, to extend the response time, and to issue the appropriate notices with respect to all related matters.
 - c. All requests for police records will be immediately forwarded to the Public Safety FOIA officer.
 - d. The Public Safety FOIA officer will respond to the request/s in compliance with the Illinois Freedom of Information Act procedures and guidelines.
2. Form of Request
 - a. Request must be filed with the District in writing. The District encourages requestors to submit requests on the form attached to these Rules ("Official Request Form") or in a similar form that contains, at a minimum, the following information:
 - i. The Requestor's name;
 - ii. Either the Requestor's mailing address, e-mail address, or telephone number;

- iii. A description of the public records requested;
 - iv. A statement of purpose, indicating whether the Requestor intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services;
 - v. A statement of whether the Requestor is, or represents, news media or a non-profit, scientific or academic organization; and
 - vi. A statement of whether the principal purpose of the request is either (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) academic, scientific or public research or education.
- b. If a Requestor submits a Request on a form other than the Official request form, and the Request does not contain all of the information, then the Requestor must complete a Supplemental Information form or similar writing.
 - c. Requests Must Be Complete. No Request will be deemed complete unless it contains, at a minimum, all of the information required pursuant to Paragraph.
 - d. Subpoenas; Except as provided in Section 9.5(c) of the FOIA Act, these rules will not apply to any subpoena for records received by the District and issued by, or in accordance with the rule of, a court or agency of competent jurisdiction.

3. Submittal of Request

Completed Requests must be filed with the District Freedom of Information Officer by mail, facsimile, electronic mail, or in person, in accordance with the following:

- a. In-Person Submissions must be given to the Freedom of Information Officer or Receptionist at the office of the District.
- b. Electronic Mail Submissions must be sent directly to the Freedom of Information Officer at FOIA@LCFPD.org and will be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day during Business Hours, regardless of date or time of submission.
- c. All Other Submissions by mail or other means must be addressed to the Freedom of Information Officer and will be deemed received only upon actual receipt by the District on a Business Day, regardless of date of submission. All District officials and

employees who receive a Request must immediately forward that Request to the Freedom of Information Officer.

4. Processing of Request

- a. The Freedom of Information Officer should complete the checklist immediately upon receipt of the Request. If the Freedom of Information Officer determines that the Request is not complete, as provided in Section II of the Checklist, the Freedom of Information Officer must mail a Notice of Incomplete Request form and a Supplemental Information form to the Requestor within five Business Days after receipt by the District of the Request. If the Freedom of Information Officer determines that the Request is complete, the Freedom of Information Officer must stamp or otherwise indicate on each completed Request, the date and time of receipt and, if known, the date on which the District must respond to the Request.
- b. The Freedom of Information Officer must maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until all matters related to the Request have been completed and in compliance with the Illinois Local Records Act.
- c. The Freedom of Information Officer must create an electronic or paper file for the retention of the original Request, a copy of the response by the District, a record of all written communications with the Requestor regarding the Request, and a copy of other communications related to the Request.
- d. The Freedom of Information Officer must keep all Notices of Denial in a single central office file, indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

J. RESPONSES TO REQUESTS

1. Time for Response

- a. Requests Made for Commercial Purposes- The District will respond within 21 Business Days after a completed Request Made for Commercial Purposes is received by the District
- b. Arrest Reports- For completed Requests for chronologically maintained arrest and criminal history information, the District will respond within 72 hours after the later to occur of (a) the arrest that is the subject of the Request, and (b) the time of receipt of the Request.

- c. All Other Requests- For all Requests other than those set forth in Paragraph III.A.1 or III.A.2 of these rules, the District will respond within five Business Days after a completed Request is received by the District, unless the District has extended the Response Time pursuant to Paragraph III.A.4 of these Rules.

2. Extension of Time

- a. If the Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request, then the Freedom of Information Officer, using a Notice of Extension form attached to these Rules or a similar written form, will notify the Requestor within the applicable Response Time of the determination, of the reasons requiring the extension, and of the length of the extension (which may not exceed five additional Business Days). The Freedom of Information Officer may not issue a Notice of Extension for Requests Made for Commercial Purposes.
- b. The Requestor and the District, using an Extension Agreement form attached to these Rules or a similar written form, may agree in writing to extend the time for compliance for a period to be mutually determined. In his or her discretion, the Freedom of Information Officer may deliver to the Requestor a Request for Extension Agreement form and an Extension Agreement form. The Freedom of Information Officer is authorized to execute, in his or her discretion, an Extension Agreement after it has been executed by the Requestor. The Freedom of Information Officer must respond to the Request within the applicable Response Time, unless and until the Requestor and the District have executed the Extension Agreement.

3. Disclosure of Public Records

- a. If the Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of the requested public records, then the Freedom of Information Officer will notify the Requestor in writing of his or her determination, using the Notice of Approval form attached to these Rules or a similar written form.
- b. If the Request is a Request Made for Commercial Purposes, and the requested records are not immediately available for inspection or pick-up, then the Notice of Approval will specify a reasonable date on which the requested records will be available for inspection or pick-up, based on the size and complexity of the Request.
- c. Except as otherwise specifically authorized by the Freedom of Information Officer, only District employees, the District Attorney, and District contractors are permitted to search District files,

records, or storage areas, or to use District equipment in connection with any Request.

- d. Original public records may not be removed from any District building at any time, except as authorized by the District's Executive Director.
- e. Public records approved by the Freedom of Information Officer for disclosure may be inspected, or copies of public records obtained, during Business Hours at the District Headquarters or another location designated by the Freedom of Information Officer. Requestors must make an appointment with the Freedom of Information Officer for a date and time to inspect public records at the District General Offices (or another location designated by the Freedom of Information Officer) approved by the Freedom of Information Officer for disclosure.
- f. Copies of public records approved by the Freedom of Information Officer for disclosure may be obtained during Business Hours at the District Headquarters or another location designated by the Freedom of Information Officer, provided that the Requestor had requested copies in the Request and has paid any applicable fees.
- g. Copies of public records will be mailed to the Requestor only if the Freedom of Information Officer reasonably determines that it is unduly burdensome for the Requestor to arrange for inspection of the original public records, or for pick-up of copies of the public records, at the District Headquarters; or if electronic copies of the public records are too large to be emailed to the Requestor.
- h. Requests for reproduction of any public records that are audio or video recordings will be honored in accordance with the provisions of the Act, the Illinois Open Meetings Act, any other applicable State law, and these Rules.
- i. If the requested public records are maintained by the District in an electronic format, then the District will reproduce copies of the requested public records in the electronic format specified by the Requestor, if feasible. The District may charge to the Requestor the actual cost of the medium necessary for that format.
- j. The Requestor must pay all copying, certification, and postage fees in advance of receiving copies of any public records.
- k. When the copies of the requested public records have been delivered or inspected, the Freedom of Information Officer and the Requestor must acknowledge delivery or inspection by execution of the Acknowledgment of Inspection form attached to these Rules or a similar written form.

4. Categorical Requests

- a. Notice to Meet and Confer; If the Freedom of Information Officer determines that a Request for all records falling within a category will unduly burden the District, and that the burden to the District outweighs the public interest in production of the public records sought, then the Freedom of Information Officer, using a Notice for Meeting form attached to these Rules or a similar written form, will notify the Requestor in writing of the determination, of the reasons supporting the determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the Request.
- b. Failure to Respond by District; The Freedom of Information Officer may neither determine that a Request is unduly burdensome, nor issue a Notice for Meeting, if the District has previously failed to respond to that Request within the applicable Response Time.
- c. Agreement to Narrow Request; If the Requestor agrees to meet and confer with the Freedom of Information Officer regarding the Request, then the Freedom of Information Officer will respond to the Request, or to the Request as narrowed at the meeting, within the applicable Response Time, calculated from the date of adjournment of the meeting. If the Requestor agrees to narrow the scope of the Request, the Freedom of Information Officer will deliver an Acknowledgment of Narrowed Request to the Requestor at the conclusion of the meeting, using the form attached to these Rules or a similar written form.
- d. Failure to Meet and Confer; If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request, then the Freedom of Information Officer will deny the Request on the fifth Business Day after the date of the Notice for Meeting, using the General Notice of Denial/Partial Denial of Request form attached to these Rules or a similar written form.

5. Denial

- a. Denials Under Section 7(1)(c) and 7(1)(f); If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under Sections 7(1)(c) or 7(1)(f) of the FOIA Act, then the Freedom of Information Officer must send notice to the Public Access Counselor of the District's intent to deny the Request, using the Notice of Intent to Deny form attached to these Rules or a similar written form. The Notice of Intent to Deny must include a copy of the Request and the proposed Section 7(1)(c)/7(1)(f) Notice of Denial. A copy of the Notice of Intent to Deny must be sent to the Requestor. If the Public Access Counselor determines that further inquiry into the Request is not warranted, then the Freedom of Information Officer will deliver the Section 7(1)(c)/7(1)(f) Notice of Denial to the Requestor as provided in these Rules.

- b. Other Denials; If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under any other provision of the FOIA Act or under these Rules, then, except as provided in this Subsection D, the Freedom of Information Officer must deliver a notice of denial to the Requestor, using the General Notice of Denial/Partial Denial of Request form attached to these Rules or a similar written form. The Freedom of Information Officer may not deliver the General Notice of Denial/Partial Denial of Request to the Public Access Counselor, except upon receipt of a request therefor from the Public Access Counselor pursuant to Section 9.5(c) of the Act.
 - c. Contents of Denials; Each Section 7(1)(c)/7(1)(f) Notice of Denial and General Notice of Denial/Partial Denial of Request must set forth the reason(s) for the denial, and must notify the Requestor of his or her rights to (a) seek review of the denial by the Public Access Counselor, and (b) seek judicial review under Section 11 of the Act.
 - d. Denials on Multiple Grounds; If the Freedom of Information Officer also determines that all, or some, or a portion of any requested public records are not subject to disclosure pursuant to both Paragraph III.D.1 and Paragraph III.D.2 of these Rules, the Freedom of Information Officer must prepare both a Section 7(1)(c)/7(1)(f) Notice of Denial and a General Notice of Denial, as provided in Paragraphs III.D.1 and III.D.2 of these rules.
 - e. Except as otherwise provided by the Act, all denials of Requests will be in writing.
 - f. If the Public Access Counselor determines that further inquiry into any denied Request is warranted, the Freedom of Information Officer will comply with the directives of the Public Access Counselor, or seek appropriate review of those directives, in accordance with the Act.
- 6. No Obligation to Create New Records; Except as provided in Section V of these Rules, the Act and these Rules do not require the District, in the course of responding to Requests, to create records that the District does not already maintain in record form.
 - 7. No Obligation to Interpret or Advise; Neither the Act nor these Rules require the District to interpret, or advise Requestors as to the meaning or significance of, any public records

K. FEES

- 1. Fees Established

Unless fees are waived or reduced, each Requestor must pay the following

fees for copying, certification, and mailing of public records:

- | | | |
|----|--|--------------------------------------|
| a. | Copies – 8½” x 11” or 8½” x 14”, black and white | |
| | First 50 pages | Free |
| | Additional pages | \$0.15 per side |
| b. | Certification | \$1.00 per record,
plus copy cost |
| c. | Mailing | Cost of Postage |

2. If the requested record is of a type not listed in item 1 above, or when the services of an outside vendor are required to copy any public record that is not 8½” x 11” or 8½” x 14”, black and white, then the fees charged for copying the record will be the actual charges incurred by the District, and the fees stated in item 1 above will not apply. The fees stated in items 1 through 3 will also not apply if a different fee for the requested records is fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium. If the records are determined to be able to be emailed to the Requester, there is no charge for this service.

3. The District has determined that the fees in this Subsection A are no more than necessary to reimburse the District for the actual cost of reproducing, certifying, and mailing public records requested pursuant to the Act and these Rules.

4. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier’s or certified check, or by money order prior to the examination, copying, certification or mailing of any public record.

5. Waiver of Fees

The fees provided in Subsection IV.A of these Rules may be waived or reduced by the Freedom of Information Officer if the Requestor includes in the Request the specific purpose of the Request and establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction is in the public interest. Any request for a fee waiver or reduction must be indicated in the Request at the time the Request is filed. A subsequent request will not be considered.

6. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the Request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the

general public. No fee waiver will be granted if the Request is for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

7. Waiver for Failure to Respond

If the Freedom of Information Officer does not respond to a Request properly submitted pursuant to Section II of these Rules within the applicable Response Time, then the District will not require the payment of fees for any copies of records produced in response to that Request.

L. DISTRICT OBLIGATIONS

1. Organizational Description

The Freedom of Information Officer, at least once each fiscal year, will produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the District. The description must identify and describe the membership of the District's Board of Commissioners and of all of its standing and special committees and other advisory bodies and also must include:

- a. A short summary of the District's purpose;
- b. A block diagram of the District's functional subdivisions;
- c. The approximate number of the District's full and part-time employees;
- d. The total amount of the District's operating budget; and
- e. The number and location of each of the District's offices.

2. Index of Public Records

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the District after July 1, 1984. The index must be reasonably detailed in order to aid persons in obtaining access to the public records of the District.

3. Records Stored by Electronic Data Processing

The Freedom of Information Officer must prepare and furnish, to any person requesting it, a description of the manner in which public records of the District stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

4. Summary of Procedures

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these Rules. If the District maintains a website, the Freedom of Information Officer must post the summary required pursuant to this Subsection V.D to the website.

5. Posting and Mailing of Information

The Freedom of Information Officer must keep posted at the District Headquarters, and will mail to any person making a request therefor, copies of the Organizational Description prepared pursuant to Subsection V.A of these Rules, the Index of Public Records prepared pursuant to Subsection V.B of these Rules, and the Summary of Procedures prepared pursuant to Subsection V.D of these Rules.

6. Filing of Notices of Denial

The Freedom of Information Officer must retain copies of all Notices of Denial and Notices of Intent to Deny in a single file at the District Headquarters that is open to the public and indexed according to the type of exemption asserted and, to the extent that categorization is feasible, the type of records requested.

EFFECTIVE DATE

The effective date of this order, **FREEDOM OF INFORMATION-RECORDS**, is 00/00/0000.
ADM 13

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EMPLOYEE ATTENDANCE PROCEDURES

SECTION CODE

ADM 14

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.07

The Lake County Forest Preserve District maintains policies for Hours of Work and Holiday and Leaves of Absences for non-union personnel and a collective bargaining agreement for unionized members of the Department.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures Section 3- Hours of Work and Section Four - Holidays and Leaves of Absence or Collective Bargaining Agreement between Lake County Forest Preserve District & Illinois Fraternal Order of Police Labor Council, Articles numbers: 9, 11,12,13,14 and 15.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

NATURE AND TYPE OF
DEPARTMENT TRAINING

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

ADM 15

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.02.01, TRN 02.02, TRN 02.03, ADM 06.01

I. PURPOSE

The purpose of this order is to establish the policies and procedures for the use of various types of training in order to fulfill the department training function.

II. POLICY

The primary purpose of training is to stimulate, develop and improve the skills, knowledge and abilities necessary for individuals to stay competent in the duties and responsibilities of their respective positions. Toward this purpose, the Department shall make use of a number of methods for providing training to personnel to include, but not limited to, new employee orientation, police academy and field training, roll call training, in-service training, and, advanced supervisory or command training.

III. DEFINITIONS

ROLL CALL TRAINING: Roll call training can be defined as training sessions involving a single topic of a short duration administered to department personnel.

IV. PROCEDURES

A. NEW EMPLOYEE ORIENTATION

All new employees of the Lake County Forest Preserves Public Safety Department, sworn and civilian, will be given an overview orientation to the organization, administration of the department. At a minimum, the new employee orientation will

include:

1. Explanation of agency role, mission, goals, policies, procedures, rules and regulations.
2. Salary, fringe benefits and working conditions.
3. Responsibilities and rights of employees.
4. Job requirements of their assigned position.

B. RECRUIT TRAINING ILLINOIS POLICE TRAINING ACT

In compliance with Illinois state law and the policies and procedures of the Illinois Law Enforcement Training and Standards Board (ILETSB), all Ranger Police Officers will successfully complete the Basic Law Enforcement Training Academy within six months of full-time employment unless the officer has previously completed a sanctioned academy and is certified by the ILETSB.

C. DUTIES AND RESPONSIBILITIES OF NEWLY SWORN OFFICERS

1. Newly sworn police officers will be precluded from assignment to positions enforcing the law or making arrest, without supervision, prior to successfully completing the academy and field training.
2. Newly sworn police officers, who have not completed the basic academy, may be assigned to other functions within the department such as communications, records, or duties with a qualified field training officer.
3. Officers assigned to the basic academy will comply with all Department, District, and academy policies and procedures. Officers will perform their duties in a manner that is consistent with these policies and procedures.

D. RECRUIT OFFICER'S TRAINING PROGRAM

The program is divided into three major phases:

1. Phase I – The recruit officer will successfully complete a mandated course of study at a ILETSB certified police training academy.
2. Phase II - The recruit officer will be assigned to field training officers for a total of 14 weeks to include 12 weeks field training and 2 weeks of shadowed patrol and are expected to apply the skills and knowledge learned at the academy in practical situations with the assistance of the field training officer. The recruit officer will complete a comprehensive checklist of tasks to assure that necessary police skills have been mastered. The field training officer will evaluate the recruit daily on job performance.
 - a. The field training officer will consult with the field training

supervisor on a regular basis to determine if the probationary officer is meeting or exceeding the department standards. The field training supervisor will confer with the command staff and determine if remedial training is required.

- b. Failure to progress satisfactorily during remedial training may be cause for termination from the department.
3. Phase III - The probationary officer will be assigned to a shift and monitored by the shift supervisor.

E. FIELD TRAINING

1. The field training and evaluation program provides post-academy on-the-job training and evaluation of probationary police officers. The program is designed to present the probationary officer with an environment and the necessary assistance to transfer the academic training of the police academy to the practical needs of the District. The field training and evaluation program assesses the probationary officer based upon valid, standardized and documented observation and measurement of on-the-job performance. Field training officers serve as initial supervisors, instructors and role models to probationary officers in the development of knowledge, skills and abilities and as observers and evaluators of the probationary officer's performance. The field training program procedures are set forth in the department field training manuals.
2. Responsibility and Authority
 - a. Command staff and supervisors assigned to oversee the field training program will be responsible for the overall coordination and duties of the field training and evaluation program including:
 - i. Assignment and scheduling of field training officers and probationary officers;
 - ii. Monitoring of field training activities and probationary officer performance;
 - iii. Review of daily observation reports to identify potential performance problems;
 - iv. Firearms training and qualifications;
 - v. Specialized training for field training officers;
 - vi. Identification of department training needs; and
 - vii. Evaluation of field training officers.

- b. The Director of Public Safety, with input from supervisors and command staff, will send interested officers to a field training officer certification courses and upon successful completion will be assigned to field training duties. The duties and responsibilities of the field training officer are outlined in the department field training manual.

F. PROBATIONARY OFFICER FIELD TRAINING MANUAL

All documents and materials required for the field training and evaluation program will be contained in the probationary officer field training manual. This manual will remain in a secure location and will be made available to field training officers, supervisors, and command staff for inspection and review purposes.

G. FIELD TRAINING EVALUATION REPORTS

- 1. Field training officers shall complete the necessary field training observation and evaluation reports and discuss the results of the reports with the probationary officer.
- 2. Evaluation reports will be numbered sequentially to ensure completeness and facilitate administrative review of the probationary officer's progress. The field training supervisor will be responsible for ensuring that the necessary reports are completed properly and as soon as practical.
- 3. All field training reports and documents will be routed to the field training supervisor and command staff.
 - a. The reports will be kept in an individual file for each probationary officer and will be available to all field training officers and supervisors for review.
 - b. All training records will be maintained in the field training files upon successful completion of the probationary period.

H. ROLL CALL TRAINING

- 1. Roll call training can be defined as training sessions involving a single topic of a short duration administered to department personnel.
- 2. The purposes of roll call training are:
 - a. To inform department personnel about changes in the law, policies or procedures;
 - b. To review current laws, policies and procedures as a refresher; or,

- c. To discuss an actual or hypothetical police incident or situation and the proper methods for handling the incident.
- 3. Authority and Responsibility
 - a. All command staff, supervisors, officers and civilian employees are encouraged to identify and recommend topics for discussion at roll call meetings.
 - b. All supervisors are encouraged to conduct roll call training sessions or assign officers to present training topics. The training may encompass current laws, policies and procedures, or skills and tactics. Supervisors will document this training (topic, personnel in attendance, comments) and forward it to the Training Commander.
- 4. Instructional Methods and Techniques - Within the constraints of time and space, the instructor will have responsibility for the use of the most effective and efficient instructional methods and techniques to ensure comprehension by the audience.
- 5. Scheduling - The scheduling of roll call training will be the responsibility of supervisors and command staff.

I. EXTERNAL IN-SERVICE TRAINING

- 1. Officers may be assigned to external training based on a needs assessment of the training that include budget, course availability, manpower, and value to the department and officer. External training prioritization will include:
 - a. Remedial in-service training to improve the basic skills, knowledge and abilities necessary to perform the specific job.
 - b. Refresher or mandated in-service training to keep the employee up-to-date on the duties and responsibilities of the job and to enhance the employee's skills beyond the minimum level.
 - c. Advanced level of training in areas of specialization necessary to carry out the department mission or to prepare the officer for a new assignment or promotion.
- 2. The Director of Public Safety makes the final decision about the assignment of personnel to external in-service training based upon the recommendations and/or requests of various staff and officers.

J. SPECIALIZED IN-SERVICE TRAINING

- 1. The department will provide advanced levels of training in specific specialties based on the benefit to the department.

2. The department will provide supervised on the job training in specific specialties based on the benefit to the department.

K. ADVANCED LEADERSHIP TRAINING

1. Advanced leadership training will be provided for department members that demonstrate leadership abilities and the drive to be leaders.
2. The training commander will select the officers to be assigned to advanced leadership training after consulting with staff and the Director of Public Safety.

L. OTHER TRAINING APPROACHES

1. The department will identify, evaluate, and institute different methods of technological training that includes web based and interactive scenario training.
2. When practical the department will video or digitally record training to be used as a future training asset.

M. TRAINING PROGRAM DEVELOPMENT RESOURCES

1. The training commander and supervisor will create an annual training plan that incorporates department needs and uses the completed plan to create an annual training budget. The plan may incorporate any or all of the following resources to create the plan:
 - a. Mandated training identified by law or through ILETSB;
 - b. Staff meetings;
 - c. Staff reports;
 - d. Inspection reports;
 - e. Training evaluations;
 - f. Evaluation of and consultation with police personnel;
 - g. Observation of field personnel;
 - h. Internal affairs investigative reports; and
 - i. Input by the Director of Public Safety.

EFFECTIVE DATE

The effective date of this order, **NATURE AND TYPE OF DEPARTMENT TRAINING**, is 00/00/0000. ADM 15

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

RELEASING INFORMATION AND PIO
DUTIES

SECTION CODE

ADM 16

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 22.01, 22.02, 22.03

The Lake County Forest Preserve District maintains a Districtwide Media Communication policy.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 8.6 - Media Communication.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

PERFORMANCE EVALUATION PROGRAM

SECTION CODE

ADM 17

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER 05.01, PER 05.02

I. PURPOSE

The purpose of this order is to establish the policies and procedures for the Department Performance Evaluation Program.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to evaluate each employee's work performance, thereby providing the Department and the employee of an assessment of how the employee is doing.

III. DEFINITIONS

None

IV. PROCEDURES

A. **PERFORMANCE EVALUATION**

1. A formal performance evaluation program, assesses employees against objective and specific measures. Feedback to employees regarding their performance and progress is provided in a systematic manner and evaluations are documented.

The primary purpose of the Department Performance Evaluation Program is to provide supervisors with a job related tool for:

- a. Evaluating employee's performance on a formal, periodic basis;
- b. Promoting common understanding of individual needs, work objectives and standards of acceptable performance;
- c. Providing subordinates with feedback as to how well the supervisor feels the subordinate is meeting expectations;
- d. Suggesting the specific courses of action the subordinate can take in order to meet or exceed expectations;
- e. Providing supervisors with feedback as to how they can help subordinates in their personal growth and development;
- f. Setting objectives for future performance;
- g. Providing supervisors with an objective tool for determining order of merit for promotional testing; and
- h. Important administrative uses of the performance evaluation in the department include: identifying employee training needs; guiding administrative decisions regarding re-assignments, disciplinary actions and terminations.

B. WHO IS EVALUATED

- 1. All non-probationary employees of the department shall receive a performance evaluation by the end of each shift bid along with constructive counseling as to how performance can be improved.
- 2. All probationary officers will follow the Field Training Officer guidelines and be evaluated monthly by their supervisor. Once a probationary employee completes their probationary period they will receive their first evaluation by the end of the shift bid.
- 3. All non-sworn personnel will follow the Lake County Forest Preserves Personnel Policies and Procedure # 6.3 Performance Appraisals and will be evaluated.

C. WHO CONDUCTS THE EVALUATION

The appraisal form shall be completed by the employee's immediate supervisors. In the patrol section, Commanders and Sergeants of each shift will have joint responsibility for evaluating patrolmen. The sergeants will be the appraisers. The sergeants will confer with each other to ensure that a professional evaluation of the patrol officer was completed. The Director of Public Safety or his designee will review the evaluation and sign as the Department Head.

Sergeants will be appraised by the Commanders. The Director of Public Safety reviews the evaluation and signs as the Director of Public Safety.

Commanders will be appraised by the Director of Public Safety.

The Administrative Assistant will be appraised by the Director of Public Safety.

D. ROLE OF THE SUPERVISOR

1. The most important responsibility of a supervisor is to accomplish work through others. A supervisor must be capable of performing the following critical tasks in order to meet this essential job responsibility:
 - a. Ensure that subordinates receive the training that they need to do the job.
 - b. Provide training that subordinates need to do the job.
 - c. Appraise subordinate performance of assignments on a continuing basis.
 - d. Reinforce satisfactory performance.
 - e. Correct performance that is below standard.
2. It is expected that all supervisors will maintain their own documentation on all personnel that justifies either negative or positive performance ratings. Supervisors will not maintain disciplinary files.
3. The performance evaluation of supervisors will include an assessment of the fairness and impartiality of the ratings they give; their participation as coaches and counselors of their employees; and their ability to carry out the appraiser's role in the performance evaluation system.

E. AUTHORITY AND RESPONSIBILITY

1. The Director of Public Safety is responsible to the Chief Operations Officer for the administration and coordination of the Performance Evaluation Program.
2. The evaluation of each employee's performance will be documented on a performance evaluation form.
3. The evaluation of each employee's performance will cover a specific period and will be based only on performance during that period.

4. At the beginning of each rating period the supervisor and the subordinate will meet to set goals and objectives for the subordinate during the next rating period. The supervisor will also meet with the subordinate during the rating period to advise the subordinate that he is either performing to standard or needs to improve performance and to accomplish the goals established in the initial meeting.
5. When a non-probationary employee's performance is judged to be unsatisfactory, the employee will be advised of such at the mid-year point of the evaluation period. This will be done before the behavior becomes a pattern, and the unsatisfactory performance would adversely affect his/her evaluation. The employee will be shown ways to improve performance. Should the unsatisfactory performance continue, this fact will be noted in the annual evaluation form.
6. Employees will have an opportunity to review their completed evaluation form during a final interview with their supervisor and to provide written comments about the completed evaluation form.
7. Contested performance evaluations may be reviewed through the chain of command to the Director of Public Safety and Director of Administration and Chief Operations Officer.
8. The results of the performance evaluation will be used for identifying employee training needs, and for guiding administrative decisions regarding advancement into specialized programs, promotions, re-assignments, disciplinary actions and terminations.

F. RETENTION OF PERFORMANCE EVALUATIONS

The formal performance evaluation form will be maintained in the personnel file of the employee.

G. UNSATISFACTORY PERFORMANCE RATING

1. If an employee should receive any unsatisfactory ratings the supervisor should substantiate the rating and define actions to be taken to improve the performance of an employee.
2. It is expected that supervisors will advise employees immediately whenever they observe unsatisfactory performance and that they document this performance.
3. If an employee receives an unsatisfactory rating a special evaluation review will be conducted within 90 days from the date of the original evaluation. This special evaluation will require the supervisor to create a performance improvement plan (PIP) which specifically outlines what work is required

of the employee, how the work will be accomplished, and how the work will be measured.

4. After the special review is held, the original evaluation and the supervisor's recommendation for action concerning the employee will be directed to the Director of Public Safety.
5. If the employee receives an unsatisfactory rating on the special review the employee may face disciplinary action.

H. EVALUATION TOOLS

The following tools may be utilized by supervisors in preparing for the evaluation of an employee's performance evaluation form:

1. Job Description.
2. Supporting documentation including case reports, incident notes, counseling notes, written statements or any documentation needed to justify a rating. All documentation justifying marginal or unsatisfactory ratings should be attached to the performance evaluation.
3. The judgment of a supervisor should be based on fact rather than unsupported opinions. Therefore, each supervisor should be able to identify and keep track of observed incidents of employee performance that clearly illustrates whether an employee is performing above, on target or below the performance standards and objectives previously agreed upon. Supervisors should maintain their own documentation. It is recommended that the supervisor maintain a log of incidents throughout the rating period. This will allow the supervisor to base his ratings on the employee's performance for the entire rating period instead of what the supervisor remembers.
4. Notes on coaching or counseling employees as incidents occur. In addition to noting specific examples of good or poor performance, supervisors should verbally point out incidents to employees as they occur. Good incidents should be recognized and the employee complimented. Poor incidents should be pointed out immediately and corrective action taken by the supervisor.

I. DYNAMIC NATURE OF THE PERFORMANCE EVALUATION PROGRAM

1. The Performance Evaluation Program, its instruments and procedures are management tools for improving the knowledge, skills, abilities and contributions of all employees. As such, they are means to an end (improved work performance), not an end in themselves.
2. It is the intent of the Lake County Forest Preserves Public Safety Department Performance Evaluation Program to review, assess, inspect,

modify, change, replace and improve any component of the performance evaluation process, if necessary. As a result, the Performance Evaluation Program must be viewed as a dynamic, evolving process.

J. ANNUAL INSPECTION

Occasionally, the Director of Public Safety will inspect the performance evaluation system. The Commanders will chair this review committee.

At a minimum, this committee will review the following:

1. Perceived problems/inequities with the performance evaluation process, in general, or specific instruments or procedures.
2. Instances of extreme ratings and reasons for them. Instances of contested ratings and reasons for them.
3. Recommendations for process modifications or improvements.
4. The analysis and recommendations of the review committee will be presented to the Director of Public Safety in a written report.

EFFECTIVE DATE

The effective date of this order, **PERFORMANCE EVALUATION PROGRAM**, 00/00/0000.
ADM 17

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

<u>SUBJECT</u> ALERTING COMMAND NOTIFICATION	<u>SECTION CODE</u> ADM 18
<u>DATE OF ISSUE</u> 00/00/0000	<u>EFFECTIVE DATE</u> 00/00/0000
<u>REVIEW DATE</u> 00/00/0000	
<u>CANCELS</u> All Previous Orders in Conflict	<u>DISTRIBUTION</u> All Personnel

Accreditation Standards: None

I. PURPOSE

To establish certain conditions where supervisors and officers in charge will notify command staff, including Commanders and the Director of Public Safety.

II. POLICY

Supervisors or officers in charge will promptly notify command staff and the Director of Public Safety of any incidents that are deemed to be of a serious or unusual nature.

III. DEFINITIONS

None

IV. PROCEDURES

This order will be applicable to all supervisors or officers in charge acting in a supervisory capacity.

A. **RESPONSIBILITY**

Supervisors or officers in charge will be responsible for knowing the provisions contained in this policy and will provide proper instructions to personnel assuming their responsibilities in their absence or when the supervisor or officer in charge are unable to make notifications.

B. **GENERAL**

1. Commanders will be promptly notified and informed by the on duty supervisor or officer in charge of any incident of a serious or unusual nature. The following are examples when notifications are mandatory:
 - a. Criminal homicide, suspicious death, or possible suicides;
 - b. Aggravated battery or sexual assault;
 - c. Burglaries to facilities;
 - d. Discharge of weapon by a police officer, on or off duty, other than when such discharge has been authorized by a shift supervisor or officer in charge for the destruction of an animal;
 - e. Department member being injured in any manner;
 - f. Fire in the District including facility or wild fire;
 - g. Felony arrest;
 - h. Serious personnel issues;
 - i. Hostage situations;
 - j. Active shooter or barricaded subjects;
 - k. Severe weather damage;
 - l. Disaster situations;
 - m. Any incident that has the possibility of adversely affecting public relations, either of a derogatory or meritorious nature;
 - n. Armed robbery or robbery;
 - o. Civil Disturbance;
 - p. Major accidents involving death or serious injury, or involving hazardous materials or other specialty cargo not of a common nature.
 - q. Missing persons where a search effort needs to be initiated;
 - r. Vehicle pursuits involving District personnel; and
 - s. Traffic accidents involving officers.
2. Supervisors, officers in charge, or command staff will notify the Director

of Public Safety of any occurrence determined to be serious or unusual in nature.

EFFECTIVE DATE

The effective date of this order, **ALERTING COMMAND NOTIFICATION**, is 00/00/00.
ADM 18

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

TRAINING/ADMINISTRATION

SECTION CODE

ADM 19

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.02.01, TRN 04.01

I. PURPOSE

To address the administration and organization of the training function.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to train and prepare employees to be professional and knowledgeable when interacting with the public and completing their mission. The Department will provide its members with training that will prepare them to act decisively and correctly in a variety of situations and make them productive and effective in their assigned duties. Training will be provided to prepare members for specialization, promotional opportunity and to ensure their general safety and the safety of those they come in contact with. Department members will be trained throughout their career from recruit to advanced instruction in an effort to accomplish the mission.

III. DEFINITIONS

None

IV. PROCEDURES

A. TRAINING/ADMINISTRATION

1. The Director of Public Safety shall designate a Training Commander and

Sergeant. The Training Commander/Sergeant will be responsible for the administration of the training function and are authorized to assign both sworn and non-sworn personnel to training as outlined in this order.

2. The Training Commander/Sergeant coordinates the department's training programs. The Training Commander/Sergeant function also includes the following activities:
 - a. Planning, developing, implementing and evaluating the needs of the department and assigning training programs to develop employees to meet these needs.
 - b. Notifying personnel of required training and ensuring that required training programs are attended.
 - c. Notifying department personnel of training that is available.
 - d. Maintenance of the training records to include updating of records and monitoring participation in training programs.

B. TRAINING RESOURCES

1. The Training Commander/Sergeant will provide input and assist in developing and evaluating training programs. The Training Commander/Sergeant will use the following resources in the development of the program:
 - a. Annual reports.
 - b. Staff meetings.
 - c. Input from field personnel.
 - d. Evaluation of training classes.
 - e. Input from the Director of Public Safety.
 - f. Field observations.
 - g. Internal affairs investigations reports.
 - h. Informal inquiry reports.
 - i. Job task analysis.

C. TRAINING REVIEW/NOTIFICATION

1. The Training Commander/Sergeant will review the department's training annually to evaluate, update and revise the training program as is necessary. The review will ensure the following:

- a. Personnel and operational needs are being met;
 - b. New directives, policies and laws have been reviewed;
 - c. The number of persons trained and the type of training attended is recorded; and
 - d. All mandates have been met or exceeded annually.
2. The annual evaluation will be completed and submitted to the Director of Public Safety to coincide with the annual budget preparation process.
 3. The Training Commander/Sergeant will notify personnel in advance of scheduled training. The notice will specify whether the training is mandatory or not.
 4. Personnel may be excused from training under the following circumstances:
 - a. When on vacation or holiday except when such training is mandatory and cannot be rescheduled.
 - b. When granted permission to miss training by a supervisor for good cause, such as court appearances, illness, personal or department business of an emergency or serious nature.
 5. Personnel will be required to make up mandatory training that is missed due to absence.
 6. The Training Commander/Sergeant will maintain a training record which permanently records: names of agency personnel receiving training, dates and number of hours, title of training class, outline or training goals, and name of trainer(s) and method of presentation shall be submitted to the Training Commander/Sergeant for registration.

EFFECTIVE DATE

The effective date of this order, **TRAINING/ADMINISTRATION**, is 00/00/0000.
ADM 19

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

INTERNAL AFFAIRS INVESTIGATIONS/
ADMINISTRATION

SECTION CODE

ADM 20

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.18.01. 18.02., 18.03., 18.04.,

I. PURPOSE

The purpose of this policy is to establish guidelines for the internal investigation of Department employees and the process for ensuring professional standards are maintained.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that complaints against Department members be processed efficiently and properly to protect the public from internal misconduct.

III. DEFINITIONS

INQUIRY: The initial investigation of an allegation of misconduct or a citizen complaint. The purpose of the inquiry is to examine facts in order to determine if a formal complaint should be commenced.

FORMAL COMPLAINT: An investigation intended to gather facts and determine whether or not there is evidence of misconduct. A sustained complaint may be the basis for discipline, up to and including termination, or the filing of criminal charges.

MISCONDUCT: Any conduct that is contrary to the proper performance of official duties or the use of official authority; a violation of departmental rules, policies, procedures, or directives; any conduct which adversely reflects upon the officer or the department.

CRIMINAL MISCONDUCT: Any violation of criminal or quasi-criminal provisions of federal, state, or municipal statute; Official Misconduct as defined in 720 ILCS 5/33-3 of the Illinois Compiled Statutes; the use of official authority that is a violation of criminal law.

IV. PROCEDURES

A. INVESTIGATIVE AUTHORITY

1. The investigation of all personnel complaints shall be conducted under the authority of the Director of Public Safety. The Commanders shall manage and review all internal investigations.
2. All complaints made against employees of the Department shall be investigated. Complaints may be made in person, over the phone, or in writing. Anonymous complaints will be investigated as inquiries.
3. All Department employees are required to cooperate in the process with individuals assigned, by either the Director of Public Safety or the Commanders, to conduct such investigations.
4. In the event that criminal violations are alleged against an employee, generally, the criminal investigation shall precede the administrative/internal investigation. Outside investigative agencies may be utilized if needed.
5. Employees assigned to conduct internal investigations shall report directly to Commanders.
6. Only supervisors or persons assigned by the Director of Public Safety or the Commanders may investigate another Departmental employee.

B. RECORDS

1. All records of allegations of misconduct, written inquiries, or investigative reports shall be filed with the Director of Public Safety and the Commanders.
2. The release of any records maintained shall be in accordance with the law.
3. Notice of disciplinary action taken as a result of an internal affairs investigation shall be entered in the employee's personnel file.
4. No document related to a complaint investigation which resulted in a finding of Unfounded, Exonerated, or Not Sustained shall be included in an employee's discipline file.

C. RECEIVING COMPLAINTS

1. In the interest of expeditiously handling complaints of misconduct, all departmental personnel are directed to accept reports of employee misconduct from persons who wish to file a complaint regardless of the hour of the day or the day of the week. The complaints will be immediately passed along to the supervisor in charge of the shift for dissemination.
2. Citizens are encouraged to report complaints as soon after the incident as possible.
3. Formal complaints alleging police employee misconduct shall be filed within 30 days of the reported incident unless unusual circumstances prevent such filing. In such cases, the complainant shall notify the Department of their intent to file a complaint within the 30-day filing period and request an extension up to 60 days.
4. Complaints alleging police employee misconduct shall be accepted from any source and through any means, including those filed anonymously.
5. Employees may attempt to resolve a complaint, but shall never attempt to dissuade any citizen from making any complaint against any employee of the department.
6. Persons and telephone calls will promptly be directed to the attention of an on-duty supervisor for purposes of receiving the complaint.
 - a. Appropriate steps will be taken to reasonably expedite the direction of the complaint to an on-duty supervisor. However, it may occasionally be necessary to obtain the complainant's name, address, and telephone number for a return phone call and to avoid unreasonable delay when an on-duty supervisor is unavailable.
 - b. Arrangements shall be made for foreign language interpreters and sign language interpreters as needed to communicate with complainants and witnesses.
7. Citizens should be encouraged to submit their complaints in person so that a report of the complaint is taken. Complaints made by telephone will be taken but are not encouraged. Written complaints are preferred.
8. A complainant is to be addressed with courtesy and respect. When an interview is conducted with a complainant, it should be conducted in a non-intimidating, non-confrontational setting which is conducive to privacy and which limits interruptions.
9. Thorough efforts shall be made to identify complainants, witnesses, and other pertinent persons associated with or relevant to the complaint investigation.

10. Identified complainants, witnesses, and other pertinent persons shall be interviewed separately unless extenuating circumstances dictate otherwise.
11. Complainants who are under the influence of alcohol and/or drugs and cannot provide coherent information should be advised to make the complaint at a later date and time or when they can provide coherent information.
12. A citizen complaint made in person will initially be received and completely documented as a preliminary report. It is the supervisor's responsibility to interpret and summarize the complaint or allegations. Supervisors shall also audio- and video-tape the complaint when possible. The recording of the complaint is to be Handled as evidence and included in the complaint file.
13. Complainants should generally be advised that according to 50 ILCS 725/3.8: "Anyone filing a complaint against a sworn police officer must have the complaint supported by a sworn affidavit." Complainants should also generally be advised that filing a false complaint could subject them to both criminal and civil liability.
14. A complainant who has been criminally charged in relation to the incident resulting in the complaint shall be warned that information provided by them or gathered during the investigation is potentially discoverable and may be used in court.
15. Complainants shall be required to:
 - a. Sign the complaint form affidavit in accordance with 50 ILCS725/3.8, Chapter 85, Paragraph 2561. The supervisor will have the complaint notarized and provide a copy of it to the complainant.
 - b. Make themselves available to be interviewed in person by the investigating supervisor.
 - c. Promptly supply the investigating supervisor with evidence, supporting documentation, or the identity of any witness pertaining to the complaint.
16. Complainants will be given a copy of the complaint.
17. Third Party Representation:
 - a. If a third party wishes to act as a representative for the complainant, the supervisor should first inquire as to whether or not the party witnessed the incident. If it is determined that the person is a witness, then the parties should be interviewed separately. The supervisor may make exceptions for children or persons of limited mental ability.

- b. If the representative is not a witness or complainant, the supervisor may allow the person to witness the interview and provide moral support. It is suggested that the complainant(s) be separated from the representative briefly to confirm that they actually want the representative with them.
 - c. The representative may not act as a legal representative unless they are an Attorney and can provide adequate proof of their status.
 - d. The representative shall be advised that they may not speak for the complainant and may not disrupt, interfere, or question the supervisor regarding the process, policies, or questions asked while the interview is being conducted. If the representative refuses to comply, then they will be asked to leave the room. Reasonable questions posed by the representative either prior to or after the interview should be answered by the supervisor.
 - e. The supervisor may discontinue any interview that he determines is counterproductive to the complaint process and request that the complainant(s) put their information in writing. When such an incident occurs, it shall be documented by the involved supervisor. Documentation of the incident shall include the reason for the initial complaint, if known, and the reason why the interview was discontinued.
 - f. No supervisor shall refuse to take a complaint solely because the complainant requested a representative.
18. Citizens who allege excessive use of force or report of injuries may be asked to sign a written authorization for release of relevant medical records to the police department. Photographs of reported injuries will be completed by a crime scene technician.
19. The supervisor or officer taking any complaint shall promptly notify the commanders of the receipt of the complaint and the circumstances surrounding the allegation.
20. If a supervisor or officer, is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate supervisor will notify the Director of Public Safety and the Commanders. This could include allegations of criminal activity, sexual harassment, or incidents involving injury or death, officer-involved shootings, and incidents requiring significant follow-up investigation.
21. The Commanders are responsible for notifying the Director of Public Safety when a citizen complaint investigation is generated. The information provided to the Director of Public Safety will include the name and personal identifiers of the complainant, the date and location of the incident leading to the complaint, and the preliminary allegations. The Commanders will

review each citizen complaint investigation and also receive a copy of the complaint when the investigation has commenced.

D. COMPLAINT PROCESS INFORMATION

1. The Department will make information on procedures for registering complaints available to the public.
2. Information about filing a complaint or commending an employee will be given upon request. Employees accepting complaints are also responsible for explaining complaint procedures.
3. Information concerning the registering of complaints against the Department or any employee will be made available to the public on the Department's web page.

E. ANNUAL STATISTICS

1. Commanders will compile all complaints against officers annually and provide a written summary to the Director of Public Safety.
2. The Director of Public Safety will maintain annual statistical summaries on complaints against employees and the dispositions of complaints.
3. The statistical summaries shall be included in the Department's published annual report.

EFFECTIVE DATE

The effective date of this order, **INTERNAL AFFAIRS INVESTIGATIONS/ADMINISTRATION**, is 00/00/0000. ADM 20

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INTERNAL AFFAIRS INVESTIGATIONS/
COMPLAINT PROCEDURES

SECTION CODE

ADM 20-A

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.18.01. 18.02., 18.03., 18.04.

I. PURPOSE

The purpose of this policy is to establish guidelines for the internal investigation of Department employees and the process for ensuring professional standards are maintained.

II. POLICY

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III. DEFINITIONS

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FORMAL COMPLAINT: An investigation intended to gather facts and determine whether or not there is evidence of misconduct. A sustained complaint may be the basis for discipline, up to and including termination, or the filing of criminal charges.

MISCONDUCT: Any conduct that is contrary to the proper performance of official duties or the use of official authority; a violation of departmental rules, policies,

procedures, or directives; any conduct which adversely reflects upon the officer or the department.

CRIMINAL MISCONDUCT: Any violation of criminal or quasi-criminal provisions of federal, state, or municipal statute; Official Misconduct as defined in 720 ILCS 5/33-3 of the Illinois Compiled Statutes; the use of official authority that is a violation of criminal law.

IV. PROCEDURES

A. TYPES OF COMPLAINTS

1. All complaints against the Department or its employees will be investigated. Based upon the nature and/or complexity of a complaint, an allegation of employee misconduct may be investigated as an inquiry, informal complaint, or formal complaint.
 - a. Inquiry: An inquiry is a classification of complaint used to address a citizen concern or complaint about a policy, procedure, or tactic used by Department personnel. These inquiries may be managed at the supervisor's level.
 - b. Informal complaint: An informal complaint is a classification of complaint used to address minor policy violations where the result of the investigation will not result in discipline exceeding three days of suspension.
 - c. Formal complaint: A formal complaint is a classification of complaint used to address serious policy or law violations where the results of an investigation may result in more than three days of suspension, termination, or criminal charges
2. Investigations at supervisory level;
 - a. Allegations of misconduct, other than those considered extremely serious in nature, may be investigated at the supervisory level.
 - b. Employees may attempt to resolve a complaint, but shall never attempt to dissuade any citizen from making a complaint against any employee or the department.
 - c. Employees shall never agree to reduce or dismiss charges, or solicit information on criminal activity in exchange for consideration on any pending charges, in an effort to resolve a complaint or dissuade a citizen from filing a complaint.
 - d. The supervisor who investigates an allegation of misconduct shall take the investigation to its conclusion and fully document the steps taken in the investigation, findings, and recommendations for

corrective action. All corrective actions will be documented. Corrective actions include counseling, training, written or verbal warnings, suspension, or termination.

- e. The supervisor who has been assigned to conduct an investigation shall keep the command staff and the Director of Public Safety apprised of the status and progress of the complaint/investigation.
 - f. The Director of Public Safety may elect not to initiate a formal complaint when the complaint does not rise to the status of an allegation of misconduct.
 - g. When a citizen questions the actions of an employee and it is determined by the receiving supervisor that the employee acted within prescribed policy, procedure, or tactics, the matter will be handled as an inquiry.
 - h. The receiving supervisor, Director of Public Safety, or his designee shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is sanctioned by the Department.
 - i. All complaints filed by a citizen will be documented and investigated by the supervisor receiving the complaint. Any serious violations that require a formal investigation will be forwarded to the command staff. The Director of Public Safety will then make a determination as to whether the matter will be handled as an informal or formal complaint.
 - j. Failure by a complainant to cooperate with the investigative process may result in the matter being handled as an inquiry and not a formal complaint, depending on the seriousness of the complaint.
3. Allegations of misconduct which are considered extremely serious in nature shall immediately be reported to the Director of Public Safety and command staff.
- a. The investigating supervisor will complete the citizen complaint form and forward it immediately to the command staff.
 - b. The command staff will review the complaint with the Director of Public Safety and a determination will be made on how to proceed with the investigation.
4. The citizen complaint form must be accompanied by a sworn affidavit, in accordance with Illinois Compiled Statutes (50 ILCS 725/3.8). Citizens should generally be advised that filing a false complaint could subject them to criminal charges and civil liability.

B. NOTIFICATION TO DIRECTOR OF PUBLIC SAFETY

1. Supervisors shall promptly notify the Director of Public Safety and command staff in writing, of every inquiry and/or allegation of misconduct. Inquiries may be documented by memo, but in cases of allegations of misconduct the notification shall be made by forwarding the complaint packet to the command staff.
2. If, during the course of any complaint investigation, the supervisor reasonably comes to believe that an employee may have committed a crime then the Director of Public Safety shall be notified immediately.
3. If a supervisor is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate command staff and the Director of Public Safety will be notified immediately.

C. INVESTIGATIVE TIME LIMITS

1. It is recognized that some internal investigations are complex and may extend for a substantial period of time. In most instances, unless more extensive investigation or review is required, allegations of misconduct shall be investigated and completed within 45 days. Status reports on the progress of investigations shall regularly be provided to the Director of Public Safety.
2. In those instances where additional time is required, extensions may be authorized by the Director of Public Safety.

D. COMPLAINANT STATUS REPORTS

1. Communication will be maintained with all complainants regarding the status of their complaints.
2. The command staff will acknowledge the receipt of the complaint to the reporting party. This written acknowledgement will include a description of the allegation and identify the investigating supervisor.
3. The supervisor completing the citizen complaint report shall assure the reporting party that the allegations will be thoroughly investigated and upon completion of the investigation, they will be notified in writing of the finding of the investigation. In cases where the investigation extends beyond 45 days, periodic status reports may be provided to the complainant.
4. A letter from the investigator will be mailed to the reporting party informing them of the results of the investigation.
5. Minor inquiries may only require a follow up phone call or email to the complainant outlining the findings and results of their complaint.

E. NOTICE OF INVESTIGATION RIGHTS

1. When an employee becomes the subject of either a formal complaint or an internal investigation, a written statement of the complaint or allegations and an explanation of the employee's rights and responsibilities relative to the investigation, provided that the investigation will not be compromised by this notification.
2. Written notification will come from the investigating supervisor or command staff.
3. All questioning will be conducted in accordance with the Uniform Peace Officers' Disciplinary Act (50 ILCS 725, et seq.) and the Collective Bargaining Agreement.
4. Investigations of non-sworn employees are governed under the Lake County Forest Preserves Personnel Policies and Procedures.
5. Before any officer is interrogated, the results of which may be the basis for seeking the officer's discharge or a suspension in excess of three days, the officer shall be advised of his rights in accordance with the statutory Uniform Peace Officers Disciplinary Act.
6. All employees shall be truthful and completely answer all questions concerning an administrative investigation posed to him by the interviewing officer. If any officer refuses to answer questions pertaining to a misconduct investigation, prior to proceeding with further questions, a determination will first be made by the Director of Public Safety or his designee as to whether or not the officer will be ordered to answer certain questions specifically, narrowly, and directly related to their duties as a Lake County Forest Preserves Public Safety Officer. The officer will also be warned that their refusal to answer questions constitutes insubordination and could be the basis for seeking suspension or discharge. The questioning will then proceed consistent with that determination.
7. When an employee is being interviewed in an administrative matter and there is likelihood that the interview may reveal criminal conduct on the part of the employee, the results of the interview will not be used against him in a criminal prosecution. However, he will be required to answer all questions to assist in the criminal process. This does not mean that criminal charges cannot result from a separate criminal investigation.
8. This policy shall not be construed to supersede in part or in whole any Lake County Forest Preserve District Ordinance, Administrative Policy, the Illinois Police Officer Bill of Rights, or any collective bargaining agreement in force. Failure to abide by this directive shall not preclude the Department from taking disciplinary action against any employee.

F. INVESTIGATION OF CRIMINAL COMPLAINTS

1. A complaint of any violation of law by an employee will create the need to initiate a criminal investigations and a separate formal internal investigation. The criminal investigation will take precedent and will be conducted by a separate law enforcement agency or task force. Criminal investigations will be conducted at the discretion of the Director of Public Safety and will be presented to the State's Attorney's office for review and determination of action.
2. Any complaint of criminal activity will be immediately referred to the command staff and the Director of Public Safety.
3. Investigations of alleged employee criminal misconduct will be conducted in coordination with the State's Attorney's office and in accordance with constitutional and statutory criminal procedural rights of persons.
4. The complainant, victim, and employee shall be advised of the result of the investigation and the decisions of the State's Attorney.

G. INVESTIGATIVE REQUIREMENTS

1. All employees are required to cooperate fully with an internal affair investigation unless the investigation may be criminal in nature or if any violations of the law are identified during the investigation. Constitutional protections take effect during investigations that may result in criminal prosecution.
2. Officers are required to be truthful and disclose all pertinent information known to them regarding the administrative matter under investigation. Employees may be further required to submit to the gathering of non-testimonial evidence.
3. In accordance with 50 ILCS 725/3.11, no police employee shall be compelled to submit to a polygraph examination on a complaint. However, an employee may at any time request a polygraph examination to be provided by the Department.
4. Investigators may use any legal means available to identify an employee during an investigation where the employee's identity is unknown.
5. Employees have no expectation of privacy with regard to departmental lockers, desks, computers, telephones, storage areas, offices, or vehicles.
6. Employees may be required to respond to allegations of misconduct in writing. Requests shall be made in accordance with the Uniform Peace Officers Discipline Act, collective bargaining agreement, and any Constitutional Rights that may apply.

H. RELIEVING EMPLOYEES FROM DUTY

1. It is a violation of District and Department policy to report for duty intoxicated or under the influence of alcoholic beverage or behavior-modifying prescription medicine, over the counter medicines, or illegal drug, medicine or substance.
2. Supervisors will interview any employee suspected of being intoxicated or using behavior-modifying substances. The supervisor will notify command staff and the Director of Public Safety as soon as possible.
3. Two supervisors of the rank of Sergeant or above, must confer and agree on the appearance of intoxication or the odor of alcoholic beverage or the effects of other behavior-modifying substance
4. A supervisor may place an employee on administrative leave with pay if it is determined that the employee is under the influence of an alcoholic beverage and/or other behavior-modifying substance.
5. Any drug or alcohol testing of the employee shall comply with Forest Preserve policy.
6. The employee will be transported home by a supervisor after the investigation is completed and not remain at work while intoxicated or under the influence of a behavior-modifying substance. The employee will report to the department on the next scheduled work day after the effects of the alcoholic beverage or behavior-modifying substance are no longer exhibited by the employee.
7. A supervisor shall make notification that the employee had to be sent home through that department chain of command.
8. A supervisor shall complete a written report articulating the facts of the case, observations, basis for reasonable suspicion, actions taken, and any pertinent information that is relevant to the incident. The report will be submitted immediately upon completion to the command staff and the Director of Public Safety.
9. The Director of Public Safety may place any employee on administrative leave and temporarily remove police powers during an investigation where it is determined that it is in the best interest of the District and Department to limit the employees access to facilities, information, or other employees.
10. An employee placed on administrative leave during an investigation will be available during scheduled work hours for interviews and other investigation related activities.

I. CONCLUSION OF FACT

1. Conclusion of an investigation should be expected within forty-five (45) calendar days unless the Director of Public Safety grants an extension. The complainant shall be notified of any delay and the reason for the delay.
2. The assigned supervisor, shall complete the final investigative report. The final report shall consider all relevant documents, interview statements, and evidence to determine and provide a factual account of what did or did not occur. Conflicting evidence or information shall be noted.
3. At the conclusion of an internal investigation a conclusion of fact must be specified. Investigations can result in any of the following types of dispositions:
 - a. Unfounded: The complaint or incident, allegation is false, not factual, or unwarranted.
 - b. Exonerated: The complaint or incident occurred, but the actions of the agency or employee is consistent with law and/or policy, procedure, or rule.
 - c. Not Sustained: There is insufficient evidence to prove or disprove the complaint or incident.
 - d. Sustained: The allegation is true and the action of the agency or employee was inconsistent with law or departmental policy, procedure, or rule.
 - e. Misconduct Noted: There are no sustained findings pertaining to the original complaint, however other violations of law and/or departmental policy are discovered during the investigation.
4. For each finding related to an allegation of misconduct, specific actions shall be pursued. Actions can include:
 - a. No action to be taken.
 - b. Training.
 - c. Counseling.
 - d. Written reprimand.
 - e. Suspension from duty.
 - f. Transfer.
 - g. Demotion.
 - h. Resignation.

- i. Discharge or dismissal.
 - j. Criminal charges to be pursued.
5. The recommended disposition shall be included with the written report summary completed by the supervisor on each case.
 6. Both the complainant and employee shall be informed of the disposition after the investigation is closed.
 7. Both the complainant and the employee shall be afforded proper appeal channels.
 - a. The complainant may request review of the Director of Public Safety classification of the complaint and/or the disposition.
 - b. The employee may appeal through applicable grievance procedures or other appeal provisions pursuant to law.
 8. When a complaint recommendation is unfounded, not sustained, or exonerated, the investigative report and related paperwork shall be forwarded to the Director of Public Safety for review.
 9. If the complaint is sustained, each supervisor in the employee's chain of command will make a recommendation for disciplinary action and provide reasoning for their recommendation. Command staff will review prior similar cases, employee's disciplinary records and recommend discipline.

When a complaint finding is sustained and disciplinary action is to be taken, a statement describing the sustained misconduct, the policy, procedure, or rule violated, and what disciplinary action is to be taken will be provided to the employee.
 10. A disposition letter will also be mailed to the complainant explaining that the complaint was sustained and that appropriate action will be taken.
 11. The Director of Public Safety shall review all investigative reports and either:
 - a. Accept the report as submitted; or
 - b. Direct further action; or
 - c. Accept the report but change the disposition or recommendation for discipline; or
 - d. In complex or sensitive cases, the Director of Public Safety may request a meeting with the complainant or appropriate staff.

12. If an administrative review by the Director of Public Safety reveals policy violations, a supplemental report will be generated. This report, along with all other information regarding the complaint, will be reviewed by the employee's chain of command.
13. Supervisors shall not reprimand or discipline employees on formal citizen complaints prior to final review and concurrence by the Director of Public Safety.

J. DISCIPLINARY ACTIONS

1. Counseling is a procedure where a supervisor may correct a minor issue or commend an employee for positive behavior. All counseling will be placed in the manager's file and used during the annual evaluation of an employee.
 - a. The final disciplinary action for a citizen complaint or internal investigation must be approved by the Director of Public Safety or designee. This does not preclude supervisors from counseling employees for minor infractions or rule violations or positive actions they observe or which have been reported to them.
 - b. The counseling will be conducted by the employee's immediate supervisor.
 - c. The supervisor will brief other supervisor's and command staff about the counseling and note it in the manager's file.
2. Oral and Written Warnings are steps in the discipline continuum used to document more serious violations of policy. Oral and written warnings reprimands will be recommended by supervisors, reviewed by command staff and the Director of Public Safety, and served by the supervisor. Human Resources will review all warnings for fairness.
 - a. The letter will be written on the district letterhead by a supervisor within the employee's chain of command.
 - b. Prior to distribution, the letter must be approved by either the Director of Public Safety or designee.
 - c. Following approval, the supervisor who issued the discipline will hand deliver and discuss it with the employee.
 - d. The employee and supervisor will sign and date the letter following the review of the discipline and it will be forwarded for inclusion in the employee's personnel file.
3. Suspensions are reserved for serious or repeated violations of policies or work rules.

- a. All suspensions must be approved by the Director of Public Safety or designee and reviewed by Human Resources for fairness.
 - b. A supervisor may recommend and complete a suspension letter for review. The letter will identify the facts of the incident, policies violated, and dates of suspension
 - c. Suspension letters will be written on the District approved letterhead.
 - d. Prior to distribution, the letter and suspension dates must be approved by the Director of Public Safety.
 - e. Following approval, the supervisor who wrote the letter will meet and discuss the letter with the employee.
 - f. The supervisor will provide a copy of the signed letter to the employee with the suspension dates affixed.
 - g. The supervisor and the employee will date and sign the letter following their discussion and the letter will be placed in the employee's personnel file.
4. All interviews and disciplinary meetings will be attended by the originating supervisor, a second supervisor or command staff, and the employee. The bargaining unit employee may request a union representative be present during the process.

EFFECTIVE DATE

The effective date of this order, **INTERNAL AFFAIRS INVESTIGATIONS/ COMPLAINT PROCEDURES**, is 00/00/0000. ADM 20-A

 John F. Tannahill
 Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

 Signature

 Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INSPECTIONS - PROPERTY
MANAGEMENT - NON DEPARTMENTAL

SECTION CODE

ADM 21

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.16.03

I. PURPOSE

To ensure adequate management control over the property management function through audits, inspections, and inventories of non-departmental property.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to ensure accurate and timely audits, inspections and inventories of all property contained in its evidence holding areas. These audits, inspections and inventories, in addition to maintaining thorough property management records, support the department's integrity and transparency.

III. DEFINITIONS

EVIDENCE/PROPERTY MANAGER: The evidence and property manager, manages all aspects of the of the evidence/property room, audits, inspections, inventories and disposal of evidence/property according to Illinois State law.

EVIDENCE CUSTODIAN: The evidence custodian is assigned to the evidence/property room and is charged with the responsibility for documenting, storing, retrieving, and disposing of evidence.

IV. PROCEDURES

The evidence and property managers shall be responsible for ensuring that property management audits, inspections, and inventories are carried out according to the procedures set forth in this order.

A. PROPERTY INSPECTION

1. At least quarterly, the evidence and property managers having supervision of the evidence custodian's, shall conduct an inspection of all restricted property storage areas for adherence to procedures used for the control and storage of property.
2. This inspection is conducted to determine that property storage areas are being maintained in a clean and orderly fashion, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that property accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

B. ANNUAL AUDIT

1. An annual audit of property shall be conducted by an evidence manager.
2. The purpose of this audit shall be to ensure the integrity of the system and account for property of a sensitive nature that includes, but not limited to, serious case evidence, weapons, drugs, jewelry, and cash.
3. Evidence managers shall be selected by the Director of Public The evidence manager shall submit an annual inventory and written inspection report to the commander indicating:
 - a. Method of inspection,
 - b. Results of inspection, and
 - c. Recommendations, if any.

C. UNANNOUNCED INSPECTIONS

1. Unannounced inspections of property storage areas shall be conducted by the property manager or his designee to determine compliance with policy and procedure.
2. Property accountability and security procedures should receive primary attention during spot inspections. A random comparison of records with

physical property should consume most of the time allotted to conduct a spot inspection. These inspections are in addition to and in support of other regularly scheduled inspections.

3. All unannounced inspections shall be followed within five (5) working days with a written report to the Director of Public Safety. The report will include:
 - a. Method and extent of inspection,
 - b. Results of inspection, and
 - c. Recommendations.
4. A copy of this report shall also be submitted to the evidence manager and the evidence custodian's supervisor.

D. CHANGE OF PROPERTY

A complete inventory of all evidence and property shall be completed whenever any property manager or evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property manager or evidence custodian and the outgoing property manager or evidence custodian to ensure that records are correct and properly annotated.

EFFECTIVE DATE

The effective date of this order, **INSPECTIONS-PROPERTY MANAGEMENT- NON DEPARTMENTAL**, is 00/00/0000. ADM 21

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

BUILDING SECURITY/KEY CONTROL
INTERVIEW ROOM

SECTION CODE

ADM 22

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: ADM.16.02, OPR13.01, ADM 24.10

I. PURPOSE

To provide written direction to department personnel regarding the security of the police facility and to provide controls over keys, key cards, and secure access.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to maintain a secured police facility and provide assistance to the facility manager with control of keys, key cards, and secure access for the public safety section of the Operations and Public Safety facility.

III. DEFINITIONS

None

IV. PROCEDURES

A. **KEY MANAGER**

1. The District has determined that the Facilities Manager will be the key manager for all facilities. The Facilities manager will establish and maintain a secure key safe and a key control system.
2. The District has determined that the Administration Director will be the electronic entry card manager for all facilities. The Administration Director

will establish a secure card control system.

3. The department will assign an assistant key manager to work with the Facilities Director to determine which rooms each individual is authorized to access in the performance of their duties and issue those personnel the appropriate keys and electronic rights.
4. A record will be created and maintained by the key manager for keys being issued to and returned by employees.
5. No key will be duplicated without written authorization of the key manager. Anyone losing a key or key card will report such loss immediately to a supervisor and the assistant key manager. The assistant key manager will inform the proper manager of any key loss that directly effects that manager's area of responsibility. The assistant key manager will immediately contact the key manager or the Administration Director of any loss of keys or key cards, respectively.

B. EXTERIOR DOOR AND LOBBY SECURITY

1. The main exterior lobby entrance shall be open and unrestricted during regular business hours Monday - Friday 6:30 am - 3 pm. During all other hours, the main exterior lobby door shall be locked.
2. The Public Safety Department lobby entry doorway shall remain closed and locked at all times and access shall be monitored and controlled electronically by records personnel.

C. INTERVIEW ROOM SECURITY

1. The Department has one soft interview room and two interview/interrogation rooms within the Lake County Forest Preserves Public Safety Department. None of the interview rooms are securable and only the two interview/interrogation rooms are video and sound monitored. Officers must remember the legal requirements of custodial interrogations and non-custodial interviews when closing doors. Officers are required to secure firearms when interviewing or interrogating persons in the two interview/interrogation rooms.
2. Under normal circumstances, no more than two law enforcement personnel will be present in an interview/interrogations room during an interview or interrogation. Additional personnel may be allowed as necessary or under exceptional circumstances.
3. Unless an interview is being electronically monitored by another officer, an officer utilizing the interview/interrogation rooms will carry a radio and/or a telephone with them to be used in the event they require assistance. The officer will request status checks by Dispatch to assure safety.

4. Equipment kept in the interview/interrogation rooms will be kept to a minimum and will include a table, chairs and audio/visual monitoring equipment. Officers will prepare the room prior to an interview to reduce clutter, distractions, and other items that diminish an effective environment or create a safety hazard.
5. Suspect will be searched and all items will be removed from their person prior to any interview/interrogation. Access to fire sources, flammable objects, or other objects that may be used to defeat locks or restraining devices are forbidden in the interview/interrogation rooms.
6. All arrested persons and suspects will be searched prior to entry into an interview/interrogation room, and interview rooms shall be searched prior to each use. Arrested persons who are in custody shall not be left unattended, unless monitored through audio/visual technology. Suspects will not be restrained by securing them to fixed objects of any kind.
7. The subject being interviewed/interrogated will be allowed access to a restroom and to food, and water. Officers will not refuse comfort breaks as needed. Subjects will be escorted to the restroom by a sworn officer who will stand by outside the restroom door and then escort the subject back to the interview room. Restrooms will be searched prior to and after the suspect uses a restroom facility.
8. All officers will be trained in proper suspect handling procedures in the use of investigative interview rooms.

D. GENERATOR SECURITY

1. The Lake County Forest Preserve District maintains an alternate source of electrical power for the Operations and Public Safety Facility that is sufficient to ensure continued operations of emergency needs, in the event of the failure of the primary power source.
2. The District shall ensure:
 - a. Operational readiness of the alternate power source by scheduled and routine testing; and
 - b. Instituting security measures to prevent unauthorized access to control/service panels.

EFFECTIVE DATE

The effective date of this order, **BUILDING SECURITY/KEY CONTROL**, is 00/00/0000.

ADM 22

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

SOCIAL NETWORKING POLICY

SECTION CODE

ADM 23

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

I. PURPOSE

The purpose of this policy is to outline expectations of Lake County Forest Preserves Public Safety Department employees with respect to their use of social media and social networking and the direct effect such use has upon the reputation and perception of the Lake County Forest Preserve District and Public Safety Department.

II. POLICY

Members of the Department shall not use any form of social media or social networking, including but not limited to, Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, UseNet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, in any way so as to tarnish the department's reputation. As employees of the Lake County Forest Preserves Public Safety Department, you are embodiments of our mission. It is vital that each employee accept their role as ambassadors of the department, striving to maintain public trust and confidence, in not only their professional actions but also in their personal and online actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in this department will hinder the efforts of the department to fulfill our mission. By virtue of your position as an employee of the District, you are held to a higher standard than general members of the public and online activities should reflect such professional expectations and standards. Any online actions taken that detract from the mission of the department, or reflect negatively on your position as a member of the Department, will be viewed as a direct violation of this policy.

III. DEFINITIONS

SOCIAL MEDIA: A variety of online sources that allow people to communicate, share information, share photos, share videos, share audio, and exchange text and other multimedia files with others via some form of online or cellular network platform.

SOCIAL NETWORKING: Using such mobile formats as Facebook, Twitter, My Space, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, UseNet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.

MOBILE SOCIAL NETWORKING: Social networking using a mobile phone or other cellular based device.

INTERNET: A computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.

WORLD WIDE WEB: Computer network consisting of a collection of internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol.

BLOG: A series of entries, either written by one person or a group of people, to an online journal, usually posted in chronological order, like a diary. Blogs can allow comments to entries or not.

BLOGGING: To read, write, or edit a shared online journal. Blogging can also encompass the act of commenting and engaging with other commenters on any blog, including one operated by a third party.

POST: An item inserted to a blog or an entry to any type of computerized bulletin board or forum.

POSTING: The act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.

FORUM: An online discussion site.

COMMENTS: Responses to a blog post, news article, social media entry or other social networking post.

COMMENTING: The act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

AVATAR: A computer user's representation of himself/herself or alter ego.

IDENTITY: An online identity, internet identity or internet persona that a social networking user establishes. This can be a real name, alias, a pseudonym or a creative description.

HANDLE: The name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.

USER NAME: The name provided by the participant during the registration process associated with a website that will be displayed publicly on the site.

IV. PROCEDURES

A. SOCIAL NETWORKING

1. Employees are prohibited from using department computers or cell phones/devices for any unauthorized purpose, including participating in social media or social networking.
2. Employees are prohibited from using any social media or social networking platform while on-duty, unless permission is granted for investigative or public information purposes.
3. Unless granted explicit permission, all employees of the Lake County Forest Preserves Public Safety Department are prohibited from posting any of the following in any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other exchange forums:
 - a. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this department.
 - b. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of this department, either in homage or critique.
 - c. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with this department.
 - d. Any item, symbol, wording, number, likeness or material that is identifiable to this department.
 - e. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the department.
4. Employees who choose to maintain or participate in social media or social networking platforms while off-duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the department or its mission. In the course of operating or participating in such venues, unless explicitly granted permission by the department, employees shall not identify themselves, in any way, as an employee of this department.
5. Employees shall not use any reference to infer they are employees of this department during social media or social networking participation or maintenance.

6. Employees will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that identifies the employee as an employee of the department.
7. Employees will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the department.
8. Sexually graphic or explicit material, of any kind, shall not be posted by employees on any form of social media or social networking site.
9. Sexually graphic or explicit material posted by others to the employee's social media or social networking sites shall be immediately removed by the employee.
10. Weaponry, both owned by this department and/or owned personally or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.
11. Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the employee's views on the public shall not be detrimental to the department's mission nor shall it, in any way, undermine the public's trust or confidence in this department.
12. Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the employee's views on the legal, judicial, or criminal systems shall not, in any way, undermine the public's trust and confidence in this department.
13. Any posting that detracts from the department's mission will be considered a direct violation of this policy.
14. Unless serving as an explicitly permitted tool of public information or community outreach, no employee shall use their rank and/or title in any social media or social networking activity, including inclusion of said rank and/or title into the online identity or avatar.
15. Employees who are brought under administrative or internal investigation related to their performance, functionality or duties, may be ordered to provide the department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
16. Employees who are brought under administrative or internal investigation related to the department's operation, productivity, efficiency, morale or reputation, may be ordered to provide the department, or its designated

investigator, with access to the social media and social networking platforms in which they participate or maintain.

17. If requested, any employee shall complete an affidavit attesting to all the social media and social networking platforms in which they maintain or participate.
18. Any candidate seeking employment with this department shall complete an affidavit attesting to all the social media and social networking platforms in which they maintain or participate. The candidate shall be required to provide the background investigator with access to the social networking platforms in which they participate or maintain.

EFFECTIVE DATE

The effective date of this order, **SOCIAL NETWORKING POLICY**, is 00/00/0000. ADM 23

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

OVERTIME

SECTION CODE

ADM 24

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

REFERENCE

F.O.P. Labor Contract

Accreditation Standards: None

The Lake County Forest Preserve District maintains a Districtwide overtime policy.

See: Lake County Forest Preserve District Personnel Policy and Procedure 3.2 - Overtime Policy and the Collective Bargaining Agreement between Lake County Forest Preserve District & Illinois Fraternal Order of Police Labor Council, section 9.5 Overtime Payment.



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

FIELD TRAINING PROGRAM

SECTION CODE

ADM 25

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.01.02

I. PURPOSE

The purpose of this policy is to establish guidelines for the field training and evaluation process.

II. POLICY

It is the policy of the Lake County Forest Preserve District to provide a Field Training and Evaluation Program that is an extension of the law enforcement selection process that combines field training with objective evaluations to ensure that the standards of a competent police officer are met.

III. DEFINITIONS

FIELD TRAINING CADRE: The Field Training Cadre consists of Field Training Officers, Field Training Sergeants, the Field Training Coordinator, and the Field Training Commander. The cadre will make recommendations concerning advancement through the training phases, extension of training, advancement from probationary status to permanent status, and termination of employment for probationary officers.

FIELD TRAINING COMMANDER: The Field Training Commander shall be designated by the Director of Public Safety and who is responsible for administering and evaluating the Field Training and Evaluation Program.

FIELD TRAINING COORDINATOR: The Field Training Coordinator shall be a supervisory-level employee designated by the Director of Public Safety who is responsible for assisting the Field Training Commander with the general administration and evaluation of the Field Training and Evaluation Program.

FIELD TRAINING OFFICER (FTO): A Field Training Officer is a sworn officer who trains and evaluates probationary officers based upon valid, standardized, and documented observation and measurement of on-the-job performance. All Field Training Officers are certified and receive training in the principles of the Field Training Program.

FIELD TRAINING SERGEANT (FTS): A Field Training Sergeant is a shift supervisor responsible for the training and evaluation of probationary personnel assigned to the shift. All Field Training Sergeants receive training in the supervision of the Field Training Program.

ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD (ILETSB) CERTIFICATION: Certification by ILETSB that a person has met the minimum selection and training requirements and is eligible to continue employment as a police officer.

PROBATIONARY OFFICER: Refers to an individual who is ILETSB-certified as a police officer, who has been sworn in as an officer of the Department, and who is currently on probation. This term is used interchangeably with the title recruit.

IV. PROCEDURES

A. GOALS OF THE FIELD TRAINING PROGRAM

1. It will be the responsibility of the field training cadre to provide the Director of Public Safety with detailed information on the progress of each new probationary officer and ensure the goals of the program are met. The goals of the Field Training and Evaluation process is to:
 - a. Assist in the Department's overall selection process;
 - b. Establish a probationary police officer appraisal system. The program is designed to provide a valid, job-related, post-Basic Training Academy evaluation of probationary police officer performance. The process utilizes a standardized and systematic approach to the documented measurement of a probationary police officer's performance;
 - c. Establish a program performance review procedure. The program provides an appraisal system which provides feedback to the trainees regarding their strengths and weaknesses. This feedback assists in measuring the effectiveness of the Department's selection and training processes;
 - d. Provide post-Basic Training Academy training and on-the-job training to probationary police officers;
 - e. Establish career opportunities within the Department. The Field Training and Evaluation Program is a potential career path within the Department. While performing the duties of a Field Training Officer (FTO), the FTO gains experience and knowledge that

increases leadership and evaluation skills and enhances career opportunities; and

- f. Establish an improved in-service retraining program. The program provides a system for the retraining and orientation of sworn officers returning to Patrol from extended absences or assignments.

B. FIELD TRAINING PROGRAM ORGANIZATION

1. Field Training Program Instruction Manual.
 - a. The Field Training Program Instruction Manual has been developed for the purpose of providing a standard comprehensive study plan for the Field Training Program. The manual also provides a mechanism for evaluating and monitoring the probationary officer's progress in the program.
 - b. The Field Training Program Instruction Manual will be the primary guide in the probationary officer's progressive training and development. While in the Field Training Program, the manual will be utilized. The probationary officer will be responsible for having the Field Training manual immediately accessible at all times while involved in the Field Training Program.
 - c. Probationary officers are expected to become thoroughly familiar with the contents of the Field Training Program Instructional Manual.
 - d. The requirements outlined in the Field Training Program Instructional Manual shall be met in a timely manner. The FTO and Field Training Sergeant are charged with the responsibility of ensuring compliance with this manual.
2. The Field Training Commander shall be responsible for the following:
 - a. Monitoring the progress of all probationary employees.
 - b. Reviewing the work of the field training coordinator and field training sergeants.
 - c. Making recommendations to the Director of Public Safety on retaining, extending, training, and/or dismissing probationary officers.
 - d. Attending training sessions and meetings to receive firsthand information concerning probationary officers and evaluating the instructional techniques of field training officers.
3. The Field Training Coordinator shall be responsible for the following:

- a. Disseminating information to the field training cadre on recruit officer academy performance.
 - b. Monitoring and evaluating the overall development of probationary officers.
 - c. Planning, directing, and evaluating field training assignments.
 - d. Ensuring weekly contact with officers attending the basic academy.
 - e. Working closely with shift supervisors of probationary officers to recognize and correct training deficiencies.
 - f. Reviewing the daily, weekly and monthly evaluations of probationary officers completed by field training sergeants or officers.
 - g. Conducting an end-of-probation evaluation of each probationary officer.
 - h. Preparing the agenda for and moderating training sessions and monthly field training meetings.
4. Field Training Sergeants shall be responsible for the following:
- a. Keeping other shift supervisors informed of the progress of probationary officers;
 - b. Ensuring that the training and evaluation processes are completed using daily observation reports, verbal communication, tests, and personal observations;
 - c. Ensuring that the probationary officer's Field Training Manual is current and properly completed;
 - d. Reviewing reports written by probationary officers;
 - e. Monitoring and supervising the overall training of probationary officers assigned to the shift to ensure that standards are being met.
5. Field Training Officers shall be responsible for:
- a. The training and evaluation of the probationary officer assigned to a field training officer.
 - b. Reporting to the assigned field training sergeant on any issues concerning field training.

C. ASSIGNMENT OF PROBATIONARY POLICE OFFICERS

1. Assignments.
 - a. Probationary police officers shall be assigned to the Patrol Division unless otherwise ordered by the Director of Public Safety.
 - b. Probationary officers shall be assigned to an FTO after completing the basic academy as recognized by the ILETSB. If the probationary officer already has been to the academy, he/she will omit the academy training.
 - c. Each probationary officer shall be placed in the field training program under the supervision of a field training officer.
 - d. Once determined, the field training assignment may be varied when a probationary officer requires additional training or is accelerated.
 - e. The Field Training Commander, with the approval of the Director of Public Safety, may continue the field training assignment for a probationary officer beyond the pre-determined time if necessary.

D. THE FIELD TRAINING AND EVALUATION PROGRAM

1. The Field Training and Evaluation Program shall be divided into the following steps:
 - a. Basic Orientation Course (BOC) which consists of four days of in-house orientation training and.
 - b. STEP 1 – Basic Field Training (BFT) – 25 certified training days in duration. On the first day of STEP 1, the probationary officer will be an observer/limited participant and there will be no formal observation (no Daily Observation Report (DOR). Eight (8) DOR's may be waived by the training commander if:
 - i. The recruit was re-hired or hired as an experienced officer, and
 - ii. All syllabus training is completed, and
 - iii. A recommendation is made jointly by the field training cadre.
 - c. STEP 2 – Intermediate Field Training (IFT) – 25 certified training days in duration. Eight (8) DOR's may be waived by the training commander if:
 - i. The recruit was re-hired or hired as an experienced officer, and
 - ii. All syllabus training is completed, and

- iii. A recommendation is made jointly by the field training cadre.
 - d. STEP 3– Evaluation Check-Ride (ECR) – 10 certified training days where probationary officers will be placed in a patrol district and squad car alone and observed by an FTO who will evaluate the probationary officer’s patrol skills, community interactions, decision making processes, and other skills necessary for officer success.
 - e. STEP 4 – Solo Patrol – Constitutes the remainder of the probationary period. The officer remains on probationary status and the assigned supervisor continues to complete Monthly Evaluations.
- 3. Probationary officer field assignments and the field training officers will be rotated during field training Steps 1 through 4.
 - 4. A Field Training and Evaluation step may be extended for a probationary officer at the discretion of the Field Training Commander.

E. FIELD TRAINING EVALUATION PROCESS

- 1. During STEPS 1 through 4, a Daily Observation Report (DOR) will be completed by the field training officer either at the end of the shift or at the beginning of the next shift.
- 2. During STEPS 1 through 3, a Weekly Evaluation Report will be completed by the designated Field Training Sergeant for each five (5) day training and evaluation period.
- 3. During STEP 4, the designated Field Training Sergeant will complete a Monthly Evaluation Report on the probationary officer’s field performance.
- 4. At the conclusion of STEP 4, the probationary officer will complete a written evaluation of the field training program and forward it to the field training coordinator.

F. FIELD TRAINING BOARD AND SELECTION/ REMOVAL OF FIELD TRAINING OFFICERS

- 1. Field Training Board shall consist of the following members:
 - a. Field Training Commander (President).
 - b. Field Training Coordinator (Recording Secretary).
 - c. One (1) patrol sergeant (Board Member).
 - d. One (1) field training sergeant (Board Member).

- e. Two (2) field training officers (Board Members).
2. A Field Training Board may take the following actions:
 - a. Recommend an extension of the probationary or training period;
 - b. Recommend retaining a probationary officer;
 - c. Recommend dismissal of a probationary officer;
 3. Selection of Field Training Officers.
 - a. The Field Training Commander shall post a notice when there are Field Training Officer openings.
 - b. Those interested will submit written applications to the Field Training Commander.
 - c. Those interested must meet the following minimum qualifications:
 - i. Sworn officer with three (3) years of experience with the Department and is in good standing with the department.
 - ii. Upon consensus recommendation by all supervisors to the Field Training Commander the qualified applicants will be assessed by the Field Training Board and a recommendation submitted to the Field Training Commander. The final selection of FTOs will lie with the Field Training Commander.
 - d. Prior to serving as a Field Training Officer, those officers selected shall successfully complete a training program for the position. The training program shall be consistent with the Field Training Program objectives.
 4. Removal of Field Training Officers.
 - a. A Field Training Officer may be removed from field training and evaluation duties by request, or
 - b. At the direction of the Field Training Commander for cause, or
 - c. Upon assignment to other than patrol duties.

G. RECRUIT DISMISSAL PROCESS

1. A recommendation for dismissal may be initiated by the Field Training Board for any probationary officer who is not performing at a satisfactory level after sufficient training opportunities and methods have been provided.
2. Memoranda and recommendations for termination shall be forwarded to the Field Training Commander.
 - a. The Field Training Commander shall assemble the Field Training Board's recommendation, all memoranda, and ensure that all supporting documentation is attached.
 - b. The Field Training Commander will prepare a detailed report and, together with the Field Training Board's recommendation, forward it to the Director of Public Safety.
 - c. The Director of Public Safety has sole responsibility for the administrative decision regarding any requested dismissal referred by the Field Training Commander.
 - d. The Director of Public Safety may concur with the recommendation and initiate termination proceedings or direct further training for the probationary officer.

H. DISPOSITION OF FIELD TRAINING EVALUATIONS

Upon completion of any Field Training Board action or termination, the officer's Field Training and Evaluation Program forms will be filed as follows:

1. Maintained in the department training files by officer name.
2. Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a "need to know" upon approval of the Director of Public Safety.

I. IN-SERVICE RETRAINING FOR RETURNING PATROL OFFICERS

1. Sworn officers who have been out of patrol for a period of 365 calendar days or more will be assigned to an FTO for a minimum of five (5) days. This period may be extended up to ten (10) days at the discretion of the Field Training Commander. In cases where sworn officers have been out of patrol for less than 365 days, assignment to a field training officer will be at the discretion of the Director of Public Safety.
2. During the time such sworn officers are assigned with an FTO, they will not be subject to the formalized evaluations (DOR) required for probationary officers in training. The field training officer's function is to ensure that the officer is familiar with all agency forms, updated policies, procedures, rules and regulations, and to ensure that the returning officer is provided such opportunities as are necessary to meet or qualify in skill areas such as firearms.

- 3 Sworn officers returning to patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties, and as such will be assigned as a two officer unit.

EFFECTIVE DATE

The effective date of this order, **FIELD TRAINING PROGRAM**, is 00/00/0000. ADM 25

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INTERNET/E-MAIL ACCESS

SECTION CODE

ADM 26

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: None

The Lake County Forest Preserve District maintains a Districtwide internet and e-mail policy.

See: Lake County Forest Preserve District Personnel Policies and Procedures 8.9 - Information Technology Security, 8.10 - End User Account, 8.11 - Wireless Networking, 8.12 - Online Social Media, and the Communication Policy Form.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

USES FOR CONTROLLED BUY FUNDS

SECTION CODE

ADM 27

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: ADM 15.03

This policy is not applicable at this time.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

WELLNESS PROGRAM

SECTION CODE

ADM 28

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: None

The Lake County Forest Preserve District maintains a Districtwide wellness program policy.

See: Lake County Forest Preserve Health and Wellness Program located on the Lake County Forest Preserve Employee website (FERN).



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

COMMUNITY INVOLVEMENT

SECTION CODE

ADM 29

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 20.01, ADM 20.02, ADM 21.01

I. PURPOSE

The purpose of this policy is to establish guidelines for the policies, procedures, and components of the community involvement program.

II. POLICY

The Department is committed to the philosophy of community oriented and problem solving policing as a department-wide policy in which all employees play a role in developing partnerships with the community.

III. DEFINITIONS

None

IV. PROCEDURES**A. COMMUNITY INVOLVEMENT**

The Department's community involvement plan includes:

1. Establishing liaison with formal community organizations and other community groups.
2. Informing all employees that they share responsibility for achieving community involvement objectives and play a vital role in the overall community involvement efforts of the Department.

3. Developing community involvement policy that includes citizen participation with the police, and other agencies, to form a framework for addressing community concerns and problems.
4. Publicizing departmental mission, vision, objectives, achievements, and challenges related to community involvement.
5. Conveying information transmitted from citizens' organizations to the department.
6. Improving department practices which impact police community interactions and/or relations.
7. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigation processes, and conferences with supervisors.
8. Assisting with the establishment of community groups where they are needed.
9. Assigning specialized personnel to promote community involvement in specific areas, including:
 - a. School Resource Officers for District programs.
 - b. Public Information Officer.
10. Conducting periodic and ongoing training for department employees in community involvement and the problem-solving process.

B. COMMUNITY INVOLVEMENT REPORT

At least quarterly, the Commanders shall complete a report detailing community involvement efforts and activities and forward it to the Director of Public Safety. The report shall include the following:

1. A description of current concerns voiced by the community.
2. A description of potential problems that have a bearing on law enforcement activities within the community.
3. A statement of recommended actions designed to address previously identified concerns and problems.
4. A statement of progress made toward addressing previously identified concerns and problems.

C. TRANSMITTING RELEVANT INFORMATION

1. Employees who identify or receive information relevant to community involvement activities shall forward such information, either in writing or by E-mail, through their chain of command to the attention of the shift supervisor.
2. Community concerns will be shared with department members, who will provide input to a problem solving plan that will be implemented to address community concerns.

EFFECTIVE DATE

The effective date of this order, **COMMUNITY INVOLVEMENT**, is 00/00/0000. ADM 29

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DRUG TESTING POLICY

SECTION CODE

ADM 30

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: None

The Lake County Forest Preserve District maintains a Districtwide Drug Testing policy.

See: Lake County Forest Preserve District Personnel Policies and Procedures 11.6 - Drug-Free Workplace Collective Bargaining Agreement between Lake County Forest Preserve District & Illinois Fraternal Order of Police Labor Council, Article number 23.



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

LIMITS OF AUTHORITY

SECTION CODE

ADM 31

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.02.01, ADM.02.02., ADM.02.03, ADM.02.04

I. PURPOSE

The purpose of this policy is to define the legally mandated authority vested in sworn officers and to outline the circumstances when sworn officers should exercise alternatives to arrest and confinement. This policy provides written guidelines which govern the use of discretion by sworn officers, arrest procedures, and requires that constitutional requirements are observed during investigations.

II. POLICY

The Lake County Forest Preserves Public Safety Department believes that the legal parameters of an officer's authority are critical to the proper functioning of the department. The department further believes that the public is entitled to be served by police officers whose authority is clearly and distinctly articulated subject to each officer's informed discretion.

III. DEFINITIONS

CURTILAGE: Includes the area immediately surrounding a dwelling, and it counts as part of the home for many legal purposes, including searches and many self-defense laws. When considering whether something is in a dwelling's curtilage, courts consider four factors:

1. The proximity of the thing to the dwelling;
2. Whether the thing is within an enclosure surrounding the home;
3. What the thing is used for.

4. What steps, if any, the resident took to protect the thing from observation access by people passing by.

STRIP SEARCH: Having an arrested person remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such a person. (Illinois Compiled Statutes 725 ILCS 5/102, paragraph D.)

SWORN OFFICER: For the purpose of this directive, the term sworn officer refers to all ranks of police officers having the authority to make a full custodial arrest.

IV. PROCEDURES

A. LIMITS OF AUTHORITY

1. The U.S. Constitution, Illinois Constitution and Illinois Compiled Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes, ordinances, and arrests.
2. Illinois Compiled Statutes (70 ILCS 805/8a) Downstate Forest Preserve District Act., grants the authority to Forest Preserve's to create and define police powers.
3. Illinois Compiled Statutes (70 ILCS 805/8a) Downstate Forest Preserve District Act Section 8a specifies the duties of Lake County Forest Preserve Public Safety Department to include:
 - a. Enforcing all Forest Preserve ordinances and statutes effective in the Forest Preserve;
 - b. Preserving order;
 - c. Preventing law violations; and
 - d. Arresting law violators.
4. The Director of Public Safety is responsible for the performance of all of the Department's functions and that all members of the department shall serve subject to the orders of the Director of Public Safety.

B. ARREST AUTHORITY (ADULTS).

Sworn officers of the Lake County Forest Preserves Public Safety Department have the full authority granted peace officers by Illinois statute, which includes:

1. The authority to make arrests, with or without process, of persons found violating any Forest Preserve ordinance or any criminal law of the state;
2. The authority to commit arrested persons for examination;
3. The authority, if necessary, to detain arrested persons in custody in a safe place until they can be brought before the proper court; and
4. The authority to exercise all other powers corporate authorities may prescribe as conservators of the peace; and
5. Arrest with Warrant: 725 ILCS 5/107-2(1) specifies the arrest authority of a police officers and that a peace officer may arrest a person when:
 - a. He has a warrant commanding that such person be arrested; or
 - b. He has reasonable grounds to believe that a warrant for the person's arrest has been issued in this State or in another jurisdiction.
6. Arrest Without Warrant: 725 ILCS 5/107-2(1)(C) specifies that a peace officer may arrest a person when he has reasonable grounds to believe that the person is committing or has committed an offense, which is defined as any penal statute of this State.
7. Warrant from Another State: 725 ILCS 225/14 authorizes a peace officer to make a warrantless arrest of a person on probable cause to believe that the person has been charged with a felony in another state. Upon such warrantless arrest, the arrestee must be taken before a judge without unreasonable delay and a complaint setting forth grounds for the arrest must be made under oath.
8. Release Without Charge or NTA: 725 ILCS 5/107-6 authorizes a peace officer who arrests a person without a warrant is authorized to release the person without requiring him to appear before a court when the officer is satisfied that there are no grounds for criminal complaint against the arrested person.
9. Release by NTA: 725 ILCS 5/107-12 authorizes a peace officer to issue a Notice to Appear to any person in lieu of making an authorized warrantless arrest of such person.
10. Sheriff's Powers within City Limits: 65 ILCS 5/3.1-15-25 authorizes police officers of a municipality, for purposes of warrant execution within the municipality, to have all the common law and statutory powers of sheriffs. It also authorizes all police officers to execute all warrants for violation of municipal ordinances or state criminal laws.

11. Arrest outside County Jurisdiction (Excluding Hot Pursuit): 725 ILCS 5/107-4 defines the scope of arrest powers of Illinois Police Officers. A Lake County Forest Preserves Public Safety Department officer on duty may make an arrest or conduct a temporary questioning of an individual outside our jurisdiction if:
 - a. The officer is engaged in the investigation of an offense that occurred in our jurisdiction or becomes personally aware of the immediate commission of a felony or misdemeanor; and
 - b. Every reasonable effort has been made to include the local department in the arrest.
12. Search Warrant: Officers who possess a search warrant have the authority to execute the warrant anywhere within the State of Illinois. (Illinois Compiled Statutes 725 ILCS 5/107-2). Prior to executing the warrant, the local law enforcement agency should be notified of the officer's presence within the jurisdiction.
13. "Hot or Fresh Pursuit": Officers have the authority to make an arrest based upon probable cause and without a warrant anywhere in Illinois when the officer is engaged in "hot or fresh pursuit" (People v. Clark, 360 N.E. 2d 1160 {1977}).
14. Mutual Aid Assistance: Sworn officers from the Lake County Forest Preserves Public Safety Department have full authority as peace officers in another municipality when fulfilling a mutual aid role as provided by statute (Illinois Compiled Statutes 65 ILCS 5/1-4-8 and 65 ILCS 5/11-1-2.1).
15. Arrest by Private Person: Officers have the authority to make a warrantless arrest if the arrest would be valid if made by a private citizen (Illinois Compiled Statutes 725 ILCS 5/107-3).
16. Assisting another Law Enforcement Officer: Sworn officers from the Lake County Forest Preserves Public Safety Department may be summoned outside the Lake County Forest Preserves to aid another law enforcement officer. Any person assisting a peace officer, under the authority of Illinois Compiled Statutes 725 ILCS 5/107-8, has the same powers of arrest as the peace officer being assisted.

C. NON-ARREST CUSTODY.

1. Alcohol Incapacitation: 20 ILCS 301/25-15 authorizes a peace officer, upon probable cause to believe that a person is incapacitated by alcohol or other drugs in a public place, to take the person into protective custody for purposes of taking the person to a detoxification facility or for emergency

treatment.

2. **Mentally Ill Persons:** 405 ILCS 5/3-606 authorizes a peace officer to take into custody and transport a person to a mental health facility when the officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization to protect such person or others from harm.
3. **Person in Need of Medical Treatment:** It has long been recognized and affirmed in court that providing for public safety is a proper exercise of police authority. In this role, officers may come upon persons who have suffered injury and refuse medical treatment. In some cases, in which medical treatment is refused, the injured person will not be competent to knowingly refuse treatment due to conditions which may include intoxication, drug influence, or disorientation. Such conditions may be due to age, medical condition, effects of serious injury, or other possible causes.
 - a. In such cases when an officer determines, based upon observation and reasoned judgment, or is made aware by a competent individual possessing the experience or knowledge (i.e. paramedic), that an injured person requires prompt medical attention for a life-threatening injury and the person appears incompetent to make such a knowing decision, the officer is authorized and expected to cause the injured person's transport to a medical facility by ambulance. When an officer is confronted with a serious question as to need, and injuries do not appear to be life-threatening, a supervisor may be consulted for further direction.
 - b. In the event that an officer causes a person to be transported for medical treatment, either voluntarily or involuntarily, the facts and circumstances shall be documented in a police report.

D. OFF-DUTY AUTHORITY AND RESPONSIBILITY.

An officer, by virtue of his public employment, is vested by law with a duty to maintain public order and to make lawful arrests. An off-duty officer, however, faced with a situation involving criminal conduct, is usually neither equipped nor prepared to handle the situation in the same manner as if he were on duty. Therefore, an off-duty officer confronted with a situation involving criminal conduct should consider causing the responsible law enforcement agency to take appropriate action. However, in some cases, the exigency of a given situation may call for immediate action by the officer. The off-duty officer should take action only after considering the tactical situation with regard to his own safety, the safety of the public, and the interests of the Department.

E. OUT OF STATE AUTHORITY AND RESPONSIBILITY.

Peace officer powers of sworn officers of the Lake County Forest Preserves Public Safety Department do not extend beyond this state. When a police matter of the Lake County Forest Preserves requires police action, but is outside the State of Illinois, the appropriate law enforcement agency must be utilized before any enforcement action is taken.

F. AUTHORITY TO CARRY AND USE WEAPONS

1. Illinois compiled Statutes 720 ILCS 5/24-1, 720 ILCS 5/24-2, and 430 ILCS 65/2 grant the legal authority to sworn officers to carry firearms.
2. The legal authority of sworn officers to use weapons in the performance of their duties are governed by the United States Constitution, Illinois Compiled Statutes, case law, and Departmental Policy and Procedure.

G. CONSTITUTIONAL REQUIREMENTS OBSERVED

1. During the course of a criminal investigation, all officers will ensure that the constitutional rights of persons involved are not violated and shall follow all procedures as set forth in the Illinois Compiled Statutes pertaining to constitutional requirements.

Particular attention should be given to protect against:

- a. Coercion or involuntary confessions or admissions during interviews, field interviews, or interrogations.
- b. Failure to inform defendants of their rights, including access to counsel.
- c. Pretrial publicity tending to prejudice a fair trial.
- d. Delay in arraignment.

H. ARREST PROCEDURES WITH OR WITHOUT A WARRANT

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

- a. Protecting the officer from attack.
 - b. Preventing the person from escaping.
 - c. Discovering fruits of the crime.
 - d. Discovering any instruments, articles, or things which may have been used in the commission of the offense.
 - e. Discovering any instruments, articles, or things which may constitute evidence of the offense (including contraband).
2. It shall be recognized that the phrase “arrestee’s immediate presence” has been defined by the Supreme Court as the area within the arrestee’s immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other things to assault the officer or affect an escape or seize concealable or destructible evidence. All arrestees shall be accorded the protections of the “Rights of Accused” as provided for in the Illinois Compiled Statutes 725 ILCS 5/103, et seq.
 3. Unless otherwise directed by a shift supervisor or superior, the arresting officer will be responsible for preparing the appropriate police reports.

I. ALTERNATIVES TO ARREST AND CONFINEMENT, PRETRIAL RELEASE

1. Officers must exercise discretion in the selection of an appropriate alternative to an arrest. Therefore, it is important to be aware of the alternatives to arrest and confinement. Alternatives of this nature include:
 - a. Traffic Citations: Traffic citations are used for non-felony violations of the Illinois Vehicle Code (Illinois Compiled Statutes 625 ILCS 5) and certain District ordinances.
 - b. Notices to Appear: Notices to Appear are used for various, non-traffic or District ordinance violations.
 - c. Written Warnings: Written warnings are used for minor traffic and ordinance violations. Officers are reminded that voluntary compliance is the goal of minor enforcement actions. Warnings should not be used for major violations or those violations specifically addressed in a written directive.
 - d. Referral: Referral is the practice of directing a matter to another departmental component, District department, governmental agency or social service organization.

- e. Informal resolution: Informal resolution is the practice of resolving problems without arrest, citation or referral. Problem solving is a significant measure of an officer and the department's ability to maintain order. Informal resolution is an excellent method to deal with minor violations, simple disputes or disagreements, or where the investigating officer determines that inadequate probable cause exists. Officers will seek direction from their supervisor when the appropriate course of action is in doubt.
- 2. Officers must consider the following factors when exercising alternatives to arrest:
 - a. The presence or absence of probable cause.
 - b. The level of cooperation by victims, witnesses, suspects and offenders.
 - c. Existing law and the elements of the offense.
 - d. The severity of the offense.
 - e. Available resources.
 - f. Departmental Policy and Procedure and written directives.
 - 3. Alternatives to pre-arraignment confinement are cited in the Rules of the Illinois Supreme Court. Persons who are arrested in Illinois are generally entitled to bond. The Supreme Court promulgates a pre-set bond schedule for misdemeanors and traffic violations. In the event an arrestee cannot post the pre-set bond, the officer may authorize an "I" (signature only) bond, pursuant to the rules of the Court. A judge must set bonds for felony arrests. Only a judge may reduce bonds for warrant arrests.

J. USE OF DISCRETION BY SWORN OFFICERS

- 1. It is unrealistic to expect officers to enforce all laws and ordinances regardless of the circumstances encountered. The proper use of discretion is an important aspect of law enforcement and is predicated on good judgment. The use of discretion requires that an officer make responsible decisions which can withstand scrutiny by the Department, other jurisdictional components of the criminal justice system, and the community itself.
- 2. Sworn officers are encouraged to exercise discretion when exercising their various duties. The use of discretion shall always be in accordance with the law and departmental directives. When discretion is employed, it must be reasonable, defensible, and always accomplish a legitimate law

enforcement purpose.

3. An officer's discretionary decision regarding severity of enforcement action or inaction shall not be influenced by malice, vengeance, or prejudice based upon status, age, race, ethnic background, religious belief, gender or sexual preference, or any other non-criminal justice purpose.

K. STRIP SEARCHES

1. It shall be the policy of the Public Safety Department that no person arrested for any offense, whether felony, misdemeanor, traffic, or regulatory shall be strip searched unless there is reasonable belief that the individual is concealing a weapon and/or cannabis and/or a controlled substance.
 - a. No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in this state.
 - b. All strip searches conducted under this section shall be performed by persons of the same sex as the arrested person and on the premises where the search cannot be observed by persons not physically conducting the search.
 - c. Any sworn officer or employee of the Public Safety Department conducting a strip search shall first obtain the written permission of a supervisor for the purposes of authorizing strip searches in accordance with this section.
 - d. Any sworn officer or employee conducting a strip search shall prepare a report of the strip search. This report shall be forwarded to the Director of Public Safety. The report shall include:
 1. Written authorization for the strip search.
 2. Name of the person subject to the search.
 3. Name(s) of the person(s) conducting the search.
 4. Time, date, and place of the search.
 5. Reasons for the search.
 - e. A copy of the report shall be provided to the person subjected to the search.

L. WARRANTLESS SEARCH AND SEIZURE.

1. Warrantless searches or seizures must be based upon one of the recognized exceptions to the warrant requirement in order to be lawful. The recognized exceptions to the warrant requirement include:
 - a. Searches or seizures incident to arrest.
 - b. Movable vehicle exception.
 - c. Exigent circumstances.
 - d. Open areas/fields.
 - e. Premises or property involving no reasonable expectation to privacy.
 - f. Consent.
 - g. Plain view.
2. Consent Searches
 - a. When an officer desires to conduct a search not authorized by these procedural rules and no search warrant exists, consent to search may be requested only if reasonable suspicion exists. The person(s) who consents to the search must have genuine authority over the immediate area or object to be searched. Consent may be given either verbally or in writing. Verbal consent should be witnessed by a third party. When feasible, written consent should be obtained prior to consent searches.
3. In order for consent to be valid it must be:
 - a. Clearly given;
 - b. Freely and intelligently given;
 - c. Given without duress or coercion; and
 - d. Specific as to what may be searched.
4. The person(s) giving consent may withdraw their consent at any time.

5. Any officer conducting a consent search shall complete either a report or a field interview card. The officer shall:
 - a. Document the circumstances surrounding the search.
 - b. Document specifically which officers were present for the search.
 - c. Forward the report or the field interview card to a supervisor at the conclusion of the shift, or as soon as possible.

M. SEARCH OF PAROLEES

1. The Illinois Supreme Court held in *People v. Wilson*, No. 102562, 2-7-08, in a unanimous decision, that the residence and person of an individual who is subject to Mandatory Supervised Release (MSR) may be searched without warrant and without suspicion, and that the Fourth Amendment does not prohibit a police officer from conducting a search of a parolee without any prior suspicion. 730 ILCS 5/3-3-7(a) (10) provides that a condition of every Mandatory Supervised Release (MSR) is that the subject consent to a search of his or her person, property, or residence under his or her control. Officers basing their search on this ruling should state in their report documentation (FI Card or report) how they knew that the subject was on Mandatory Supervised Release (MSR), and indicate that the search is based on these rulings and laws.
2. The following procedure will be followed before searching parolees:
 - a. Verify the parolee status with the Department of Corrections
 - b. Attempt to make contact with the case parole officer to advise them of the contact.
 - c. Ensure that enough officers are present for safety reasons.
 - d. Document the search on a report and forward it to the Department of Corrections Parole Section

N. PLAIN VIEW

1. An officer lawfully in any place may seize any weapons, illegal items or contraband which he observes in plain view without a search warrant (including items observed through the use of external lighting.)
2. There are two conditions required to justify a plain view seizure:
 - a. The officer has a lawful reason to be at that place and is there for a

lawful purpose in an area entitled to Fourth Amendment protection;
and

- b. It must be immediately apparent that the item is a weapon, illegal item, or contraband to justify its seizure. Moving items or the rearrangement of items to note serial numbers, for example, is not supported by the plain view doctrine
3. An officer lawfully in any place to affect an arrest may not enter into other rooms solely for the purpose of looking for illegal items or contraband. A visual inspection of other areas can be made if there is reasonable suspicion based on specific and articulable facts that another person(s) is present and may pose a threat to officers. This inspection must be limited to areas where a person could be found and can last no longer than is reasonable and necessary to dispel the suspicion of danger and no longer than it takes to complete the arrest and depart.

O. SEARCHES INCIDENT TO ARREST

1. Search of person incident to arrest.
 - a. A full-custody arrest is the taking of a person into physical custody for the purpose of removing the arrestee from the place of arrest and taking him to police headquarters for arrest processing or interview, to court, or to jail.
 - b. A search incident to an arrest includes the person and the surrounding area in which an arrestee can reach. A search incident to an arrest may only be completed while the arrestee is still in the area of the arrest and has access to the area around them.
2. Whenever an officer makes a full-custody arrest of a person, he shall conduct a full search of the arrested person's clothing and the surface of his/her body in a manner designed to reveal the presence of weapons, illegal items, and contraband.
3. The officer may at his/her discretion, also conduct a warrantless search of:
 - a. The contents of items or containers within the area of arrestee's immediate control at the time of the search (whether or not on their body or on/in their clothing).
 - b. The contents of items or containers beyond the arrestee's immediate control if the arrest is made in a location where the arrestee has no reasonable expectation of privacy.

P. SEARCH OF A VEHICLE INCIDENT TO ARREST

1. Pursuant to the United States Supreme Court ruling in *Arizona v. Gant*, officers are no longer automatically entitled to a search of the passenger compartment of a vehicle from which an individual is arrested. Prior to the *Gant*-ruling, the permissible scope of a search incident to arrest included the area within the defendant's immediate control at the time of arrest; the permissible scope of a search incident to arrest is now considered to be the area within the defendant's immediate control at the time of the search.
2. As a result of the *Gant* ruling, a search incident to arrest of the passenger compartment of a vehicle is now permitted only when:
 - a. It is reasonable to believe that evidence relevant to the crime of arrest might be found in the vehicle; or
 - b. There is probable cause to believe that a vehicle contains evidence of a crime; or
 - c. There is reasonable suspicion to believe that anyone in the vehicle (not only the arrestee) is dangerous or might access the vehicle to gain immediate control of weapons.
3. Unless circumstances dictate otherwise, warrantless searches should be conducted at the time and place of arrest and in the immediate presence of the arrested person. If illegal items or contraband are found, or probable cause otherwise develops, a wider search may be justified.
4. If items or containers are seized incident to arrest and removed from the area of the arrestee's immediate control, a warrantless search to examine the contents of said item or container must be based on one or more of the following:
 - a. Consent
 - b. Exigent circumstances.
 - c. Examination pursuant to departmental policy for inventories of an arrestee's property, provided that the officer reasonably expects that the arrestee will be detained in jail until a court appearance.
 - d. Inventory search of the vehicle pursuant to the impound of vehicle procedures.

Q. STOP FOLLOWED BY CITATION OR NOTICE TO APPEAR

Individuals charged with petty traffic violations or other petty offenses and other

persons who are not placed under full-custody arrest should not be searched and neither should their vehicles. If, based upon specific and articulable facts, the officer making the stop reasonably suspects that the person is armed and dangerous he may “frisk” the person for weapons and may search areas of the passenger compartment where a weapon may be concealed within the immediate reach of the individual.

R. MOVEABLE VEHICLE EXCEPTION

1. Incident to Arrest

- a. The moveable vehicle exception allows an officer to search the entire vehicle when he has probable cause to believe evidence may be located where he is looking.
- b. If probable cause is limited to a certain area, the officer cannot go beyond the scope of that search.
- c. This type of search should not be confused with a search incident to arrest where the area of immediate control becomes an issue.
- d. It is not necessary to keep the arrestee near the vehicle during this type of search. The search should be conducted at the scene after the arrestee has been secured in a squad car. In some cases, conditions may not allow the vehicle to be searched at the scene of the arrest.

Such conditions include;

- i. Hostile crowd.
- ii. Bad weather.
- iii. Heavy traffic.
- iv. Absence of needed equipment or keys.

In such cases the vehicle shall be secured in police custody, inventoried and searched as soon as practical and/or safe. The officer may consider consulting with a supervisor or representative of the State’s Attorney’s office for guidance after moving the vehicle.

2. Not Incident to Arrest

- a. If an officer has probable cause to believe that seizable items are in a vehicle, either locked or unlocked, all areas of the vehicle and any

containers within the vehicle that could contain the seizable items may be searched without a warrant as long as:

- b. The vehicle is in a public place.
- c. The vehicle appears to be drivable.
- d. The vehicle is occupied or has recently been occupied.
- e. The officer concludes there is inadequate time in which to obtain a search warrant before the vehicle is driven away or the seizable items can be removed from the vehicle.

S. EXIGENT CIRCUMSTANCES AND FRESH PURSUIT

1. The exigent circumstances exception to the warrant requirement allows an officer to search without a warrant under situations where the officer recognizes there is substantial risk to persons, property, or evidence if the officer does not immediately enter and search. There are several key factors to consider in determining whether or not exigent circumstances exist. They include:
 - a. The gravity of the offense, particularly crimes of violence.
 - b. The suspect is reasonably believed to be armed and dangerous.
 - c. There is probable cause that the suspect committed the offense.
 - d. There is a strong likelihood that the suspect is on the premises.
 - e. That the suspect is likely to escape if not immediately apprehended.
 - f. The circumstances of entry and time delay.
 - g. The likelihood evidence will be lost, destroyed, or tampered with (Non-Residential Premises Only).
 - h. Immediate entry is necessary to prevent death or great bodily harm, or to render assistance to sick or injured within the premises (Any Premise).
 - i. The reasonableness of the police conduct.
2. Fresh pursuit occurs when officers take direct action to apprehend a suspect who is fleeing to avoid arrest.

- a. An officer in fresh pursuit of a fleeing felony suspect may follow the suspect into a vehicle or building for purposes of making a probable cause arrest and may search the premises to locate the suspect and to protect the officer. Following an arrest, any further searching must be governed by the procedural rules for searches incident to arrest.
- b. Absent exigent circumstances or consent, a warrantless entry into an individual's home to arrest him for a violation of a non-jailable offense is a Fourth Amendment violation.

T. CRIME SCENE SEARCHES

1. Crime scene searches may fall into several categories of warrantless searches, including:
 - a. Consent.
 - b. Plain view.
 - c. Search incident to arrest.
 - d. Exigent circumstances.
2. Officers will complete a preliminary search of a crime scene for victims, suspects, or witnesses. Officers will allow injured parties to be treated immediately. Officers will secure the crime scene where there is an expectation of privacy and acquire a search warrant to complete the investigation or processing of the crime scene.
3. Officers will consider seeking the advice of the States Attorney office for crime scene searches, particularly for residences where persons have an expectation of privacy and exceptions to the search warrant requirement do not apply.

U. SEARCHES OF PROPERTY/PREMISE INVOLVING NO REASONABLE EXPECTATION OF PRIVACY

1. An officer lawfully in any place may, without a search warrant, recover and search for seizable items located in areas or in containers where there is no reasonable expectation of privacy, including the following:
 - a. Open fields.

- b. Abandoned Property.
 - c. Trash containers as long as the user of the container has taken the final steps to dispose of its contents.
 - d. District owned property and facilities where an expectation of privacy does not exist.
2. Areas immediately surrounding buildings and homes should not be considered open fields. Instead, courts have viewed these areas as curtilage, or the equivalent of a yard. Curtilage is protected under the 4th Amendment and are presumed to be within the area where there is an expectation of privacy.
3. Areas generally outside the curtilage that are viewed as “open fields” include:
- a. Woods
 - b. Pastures
 - c. Grasslands
 - d. Waterways
 - e. Open land not within curtilage.
4. If an owner has taken any steps to protect the above listed areas from trespass or observation; it may no longer be considered “open fields.”
5. An officer without a search warrant may search for seizable items on any premises based on the consent of a third party if a suspect no longer has the right of possession on the premises or to which the suspect has demonstrated his or her intention not to return.

V. WARRANT SEARCHES

1. If an officer concludes during an investigation that a search warrant may result in the recovery of evidence that may be lost or destroyed if there is a delay, the officer will, without unreasonable delay, present all available information to his or her supervisor. The supervisor will determine whether or not to seek a search warrant.

2. The legal requirements for obtaining and serving search warrants can be found in 725 ILCS 5/108, paragraphs 3-14.
3. Upon written complaint under oath or affirmation which states sufficient facts for probable cause, and which particularly describes the place and/or person to be searched and the things to be seized, any judge may issue a search warrant for seizure of:
 - a. Things used in the commission of, or which may be evidence of, the offense for which the warrant is issued.
 - b. A kidnapping victim.
 - c. A human fetus or corpse.
4. The following elements must appear upon the face of the search warrant for it to be valid on its face:
 - a. It must be issued by a judge.
 - b. It must be issued in duplicate.
 - c. It may either be directed to all peace officers in the State of Illinois or to a specific person/officer.
 - d. It commands the directed person(s) to search a particular person or place.
 - e. It commands the seizure of particularly described things.
 - f. It specifies the time and date of issuance.
 - g. It must be signed by the judge with the title of his or her office.
5. The officer who obtained the warrant is responsible for the following:
 - a. Serving the search warrant only upon approval and direction of a supervisor.
 - b. Ensuring the warrant is served prior to the specified expiration date.
 - c. Making sure that only necessary and reasonable force is used to affect entry to the specified place to be searched.
 - d. Ensuring that only the property or person specified in the warrant

are searched.

- e. Seizing only the items described in the warrant, or such other items as can be lawfully seized.
- f. Leaving a duplicate copy of the warrant shall be left with any person from whom property has been seized, or left at the scene if no person is available.
- g. Completing an inventory must be completed of all items removed by officers during the warrant services and be returned within 48 hours to the court that issued the warrant.
- h. The inventory must be prepared and signed under oath by the officer who obtained/served the warrant.
- i. Completing a field base report (FBR) explaining the circumstances surrounding the search and warrant service. A copy of the warrant, warrant return, and inventory must be included with the report.

W. WARRANT SEARCH OF PREMISES

- 1. Preparation and Planning for Warrant Service.
 - a. An on duty supervisor shall be notified of a pending search.
 - b. The supervisor in command of the search warrant shall be responsible for:
 - i. Reviewing the search warrant for accuracy and validity prior to service of the warrant.
 - ii. Determining and identifying any hazards that may exist.
 - iii. Determining the number, type, and skill level of personnel needed.
 - iv. Determining equipment needs.
 - v. Discussing the service plan with all officers and ensuring that each officer understand their duties and responsibilities. In most cases the service plan and assignments should be written and distributed to each member of the team.
 - vi. Ensuring that all officers are wearing badges and bullet resistant vests or other items identifying them as police

officers and that these items are clearly displayed and easily recognizable.

- vii. Attempt to obtain sketches, photographs or floor plan of the premises to be searched.
- viii. Verify the correct address to be searched by address or description.
- ix. Make every reasonable effort to ensure that the correct premise is being entered prior to entry.

X. SEARCH WARRANT SERVICE

1. The supervisor in charge of the warrant service shall coordinate the search with all other supervisors and personnel involved.
 - a. The search team shall knock and announce its identity and purpose to the person(s) in apparent control of the premise to be searched unless the warrant authorizes a forcible no-knock entry based on reasonable belief that weapons are present or knocking would create a dangerous situation for the residents or the team. If it is unclear that anyone is present, the notice of entry must be given in a manner likely to be heard by anyone who is present.
 - b. After knocking and announcing, the search team may use necessary and reasonable force to gain entry if they believe that admittance is being denied, unreasonably delayed, or that the premise is unoccupied.
 - c. If the search team has been compromised (i.e. they are seen approaching the premise and they have probable cause to believe that knocking and announcing would endanger the life or safety of any person), necessary and reasonable force may be used to gain entry without notice being given.
 - d. The search team shall enter the premise according to the predetermined plan.
 - e. The first person to enter the premise must be in an authorized police uniform.
 - f. When the initial entry is made, other officers should be stationed where they can observe all possible exits. These officers should be in uniform or wearing clothing that readily identifies them as police officers.

- g. The officer in charge of the search must read and provide a copy of the warrant to the resident or person from whom property has been seized. If no person is available a copy of the warrant shall be left in a conspicuous location at the place searched.

Y. SEARCHING PERSONS FOUND ON PREMISES DURING THE EXECUTION OF A SEARCH WARRANT.

- 1. A person's presence on private premises at which a search warrant is being executed does not give rise to probable cause to search that person, nor does it provide reasonable suspicion for a frisk.
- 2. Searches or frisks of persons found on premises during the execution of a search warrant are permitted under the following circumstances:
 - a. The person to be searched is named in the warrant;
 - b. There is probable cause to believe the person is concealing an object on his person which is named in the warrant;
 - c. There are reasonable belief that the person is armed and dangerous to officers permitting a frisk;
 - d. When probable cause exists for the arrest of the person; and
 - e. The person has a "sufficient connection" to the residence.
- 3. If it is discovered that an incorrect person, place, or vehicle has been searched, the supervisor in charge of the search shall:
 - a. Determine how the error occurred.
 - b. Explain to the residents that the Department made an error and, if possible, explain why the error occurred.
 - c. Apologize for any inconvenience.
 - d. Forward a copy of the offense report to the Director of Public Safety.

Z. FORCIBLE ENTRY OF RESIDENCE OR PREMISE TO ARREST A PERSON

- 1. An officer may make a forcible entry into a residence or premises to arrest a person only if all of the following are true:
 - a. A felony arrest warrant for that person has been obtained.

- b. There is probable cause to believe that the person is present.
 - c. The premise entered is the address listed on the arrest warrant.
 - d. All other methods of entry have been exhausted or exigent circumstances exist.
2. Officers may make a “forcible” entry into a third party’s residence or premises to arrest the subject of an arrest warrant only if a search warrant has been obtained.
 3. Cases of fresh pursuit or exigent circumstances could justify entering without an arrest warrant, a search warrant, or without consent. (See Warrantless Searches for these limited exceptions).

AA. MOVABLE VEHICLES EXCEPTIONS

1. When special circumstances exist, a search warrant should be obtained before searching a vehicle in connection with an arrest.
 - a. A search warrant should be obtained when there is adequate time to obtain the warrant before the arrest of a suspect and it is anticipated that the target vehicle will be at the location where the arrest and search will occur.
 - b. A search warrant should be obtained when the target vehicle has come into police custody and can be readily secured while the warrant is sought and delaying the search will not be detrimental to the investigation.

BB. ARREST PROCEDURES WITH OR WITHOUT A WARRANT

1. Illinois Compiled Statutes 725 ILCS 5/107-2 provides that a peace officer may arrest a person when he has reasonable grounds to believe that a person is committing or has committed an offense. When a lawful arrest is affected, with or without an arrest warrant, a law enforcement officer may reasonably search the person arrested and the area within such person’s immediate presence, or under his immediate control, during or after the arrest for the authorized purpose of:
 - a. Protecting the officer from attack.
 - b. Preventing the person from escaping.
 - c. Discovering fruits of the crime.

- d. Discovering any instruments, articles, or things which may have been used in the commission of the offense.
- e. Discovering any instruments, articles, or things which may constitute evidence of the offense (including contraband). It shall be recognized that the phrase “arrestee’s immediate presence” has been defined by the Supreme Court as the area within the arrestee’s immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other things to assault the officer or affect an escape or seize concealable or destructible evidence. All arrestees shall be accorded the protections of the “Rights of Accused” as provided for in the Illinois Compiled Statutes 725 ILCS 5/103, et seq.
- f. Unless otherwise directed by a supervisor or superior, the arresting officer will be responsible for preparing the appropriate police reports.

CC. ALTERNATIVES TO ARREST AND CONFINEMENT

- 1. Officers often are required to exercise discretion when selecting an alternative to arrest. There are many alternatives include:

- a. Traffic Citations:

Traffic citations may be used for non-felony violations of the Illinois Vehicle Code (Illinois Compiled Statutes 625 ILCS 5) and certain District ordinances.

- b. Notices to Appear:

Notices to Appear are used for various, non-traffic Forest Preserve ordinance violations.

- c. Written Warnings:

Written warnings are used for minor traffic and ordinance violations. Officers are reminded that voluntary compliance is the goal of minor enforcement actions. Warnings should not be used for major violations or those violations specifically addressed in a written directive.

- d. Referral:

Referral is the practice of directing a matter to another Departmental

component, County department, governmental agency or social service organization.

e. Informal resolution:

Informal resolution is the practice of resolving problems without arrest, citation or referral. Problem solving is a significant measure of an officer and the department's ability to maintain order. Informal resolution is a positive method to manage minor violations, simple disputes or disagreements, or where the investigating officer determines that inadequate probable cause exists. Officers will seek direction from their supervisor when the appropriate course of action is in doubt.

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

- a. The presence or absence of probable cause.
- b. The level of cooperation by victims, witnesses, suspects and offenders.
- c. Existing law and the elements of the offense.
- d. The severity of the offense.
- e. Available resources.

DD. BOND AND OFFICER DISCRETION

1. Alternatives to pre-arraignment confinement are identified in the Rules of the Illinois Supreme Court. Persons who are arrested in Illinois are generally entitled to bond. The Supreme Court promulgates a pre-set bond schedule for misdemeanors and traffic violations. In the event an arrestee cannot post the pre-set bond, the officer may authorize an individual ("I") bond, pursuant to the rules of the Court. A judge must set bonds for felony arrests. Only a judge may reduce bonds for warrant arrests.
2. It is unrealistic to expect officers to enforce all laws and ordinances regardless of the circumstances encountered. The proper use of discretion is an important aspect of law enforcement and is predicated on good judgment. The use of discretion requires that an officer make responsible decisions which can withstand scrutiny by the Department, other jurisdictional components of the criminal justice system, and the community itself.
3. Sworn officers are encouraged to exercise discretion when exercising their

various duties. The use of discretion shall always be in accordance with the law and departmental directives. When discretion is employed, it must be reasonable, defensible, and always accomplish a legitimate law enforcement purpose.

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

EFFECTIVE DATE

The effective date of this order, **LIMITS OF AUTHORITY**, is 00/00/0000. ADM 31

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

CRIME ANALYSIS

SECTION CODE

ADM 32

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 11.01

I. PURPOSE

The purpose of this order is to establish a crime analysis function that will collect, collate, analyze, and disseminate information gathered from sources within the department and from agencies outside the department with the goal of assisting operational and administrative personnel with planning and deployment of resources in order to prevent and suppress criminal activity.

II. POLICY

It is the policy of the department to analyze crime trends, crime reports, methods of operation, and use that analysis to solve problems, address crime and quality of life issues, and predict crime when possible.

III. DEFINITIONS

None

IV. PROCEDURES

A CRIME ANALYSIS

1. Commanders will create and manage a formally organized crime analysis function.
2. Analysis of crime data is accomplished using standard mathematical formulas.
3. The system employed for crime analysis includes:

- a. Computer spreadsheet programs.
 - b. Computer graphing and presentation programs.
 - c. Computer and GIS mapping and link analysis programs.
 - d. Basic logic.
4. Sources used for the collection of crime data include:
- a. Incident reports.
 - b. Supplemental reports.
 - c. Arrest Reports.
 - d. Field Interviews.
 - e. Monthly statistical reports.
 - f. Intelligence from internal sources.
 - g. Intelligence from other agencies and their sources.
 - h. Traffic citations and crash data.
 - i. Citizen reports/information.
 - j. Field interviews and intelligence information.
5. The crime analysis function will identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems. The crime analysis function will consider factors including, but not limited to:
- a. Frequency by type of crime.
 - b. Geographical factors.
 - c. Temporal Factors.
 - d. Victim or property descriptions.
 - e. Suspect, offender and vehicle descriptions.
 - f. Modus operandi.
 - g. Physical evidence information.

- h. Problem-oriented or community policing strategies.
6. Crime analysis information is disseminated to Department personnel as needed. Temporal and geographic data collected and analyzed will be filed and distributed as confidential information to Lake County Forest Preserves Public Safety Officer's and select other law enforcement agencies. These items can be distributed via electronic or hard-copy versions. This will be accomplished through:
 - a. Crime Analysis bulletins, which include analysis of crime patterns,
 - b. Weekly Crime Bulletins,
 - c. Officer safety, wanted, or police hazard bulletins,
 - d. Information sharing at roll call.
 7. The Department will release crime analysis information to other criminal justice agencies whenever appropriate and necessary to fulfill its mission or to support the common mission of the law enforcement community.
 8. The Director of Public Safety shall be advised of existing or emerging criminal patterns as they are identified. Notification can be accomplished at staff meetings, command meetings, daily interaction, memoranda, weekly reports, and/or crime analysis bulletins.

B. FEEDBACK ANALYSIS

1. In order to evaluate the Department's crime analysis program, all personnel are encouraged to provide feedback to the Commanders regarding the effectiveness of the information disseminated.
2. The Commanders will periodically survey department members to determine the effectiveness of the process and identify areas needing modification.
3. Employee input is encouraged, and suggestions for change will be considered and implemented when and where practical.

EFFECTIVE DATE

The effective date of this order, **CRIME ANALYSIS**, is 00/00/0000. ADM 32

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

RESEARCH & DEVELOPMENT

SECTION CODE

ADM 33

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 10.01

I. PURPOSE

The purpose of this policy is to define the research and development activities of the Lake County Forest Preserves Public Safety Department. Research and development is the conglomeration of strategies for bringing about a desirable future condition. Research and development involves the development and utilization of limited personnel, equipment, and resources in ways that will affect future public welfare.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to enhance effective and efficient operations through the use of research and development of personnel, equipment, and strategies.

III. DEFINITIONS

None

IV. PROCEDURES**A. RESEARCH AND DEVELOPMENT**

1. The functions and responsibilities of research and development include, but are not limited to, the following:
 - a. Formulating Departmental goals and objectives.
 - b. Gathering, organizing, and presenting information for departmental planning purposes.
 - c. Formulating written directives.

- d. Directing and coordinating activities necessary to achieve and retain accredited status for the department.
- e. Coordinating the budget planning process.
- f. Maintaining and coordinating the development of the Department's Strategic Plan.
- g. Preparing other such reports or recommendations as directed by the Director of Public Safety.
- h. Evaluating departmental achievements directed toward accomplishing goals and objectives.

B. ORGANIZATIONAL PLACEMENT

Command staff assigned to the research and development function will be responsible for supervising and coordinating research and development.

C. STRATEGIC PLAN

- 1. To ensure the goals and objectives of the Department are well planned and documented, and to provide for effective and efficient staffing, equipment, and operational funding for the department, the Director of Public Safety and command staff will develop a plan that will encompass a five-year period and will include:
 - a. Long-term goals and operational objectives,
 - b. Anticipated demands for service, training, and work load,
 - c. Personnel allocation and distribution,
 - d. Capital improvement and equipment requirements,
- 2. The plan will be reviewed and modified annually to assess the changing needs and requirements of the department.

EFFECTIVE DATE

The effective date of this order, **PLANNING & RESEARCH**, is 00/00/0000. ADM 33

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

REPORT REVIEW FUNCTION

SECTION CODE

ADM 34

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standard: None

I. PURPOSE

The purposes of this order are to provide an orderly system for the preparation, review, and audit of official police reports; to identify and correct inadequacies; and, to create improvement in the quality, accuracy and timeliness of reporting. This order defines the procedures, authorities and responsibilities involved in the preparation, processing, and review of official reports in the Lake County Forest Preserves Public Safety Department.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to achieve and maintain a high level of quality in documenting the circumstances and actions involved in official police activities. This objective is essential to the validity of police records; the support of criminal prosecution; and the effectiveness of investigative analysis and evaluative efforts.

III. DEFINITIONS

None

IV. PROCEDURES**A. REPORT REVIEW FUNCTION**

1. A report review function has been established in the department for the purpose of providing a central review and audit of official reports. The report review function is therefore redefined to incorporate responsibilities related to these systems and processes.
2. Major objectives of the report review process are to promote uniformity in

preparation, supervisory review, correction, evaluation and timely processing of reports between the several patrol watches and other report origination points. While uniformity tends to equalize factors such as error correction, it is not intended to reduce the authority or flexibility of first line supervisors in their review and assessment of reports, or their actions to provide training to eliminate inconsistencies.

3. Report review is a joint responsibility of all personnel involved in the reporting sequence, from initiating officer to supervisor and commander. Review, correction, evaluation and training necessary to report quality should be conducted at every level and not considered a task for central report review only.
4. This policy applies to all official police reports regardless of report format or originator.

B. AUTHORITY AND RESPONSIBILITY

1. Reporting officers are delegated the authority and responsibility for determining the nature and extent of police action necessary in each assigned activity, and for the format and content of the documenting report. Officers are to be guided by provisions of related department orders and directives, and may request clarification and interpretation from the supervisors. They are responsible for complete, accurate reporting of activity facts and circumstances in concise, legible form, and for the timely submission of all required reports.
2. Supervisors are responsible to review and determine adequacy of staff reporting; to require correction or addition to reports where inadequate; to delay report submission where justified; and to determine the nature and quality of work performed. Supervisors are responsible for timely report completion and submission, and for conducting or recommending personnel training required for improvement in reporting quality.
3. Command staff are delegated the authority and responsibility to act on behalf of the Director of Public Safety in conducting a central review of all official police reports.
4. Command staff are responsible for timely processing of reports, coordination with supervisors and department employees on questions and improvement action; entry of data into the computer system; coordination of offense reports with investigations; and follow up on assigned investigations; maintenance of such records and analytical data as required to support the review process and related records systems.

C. REPORT REVIEW PROCEDURE

1. All police reports assigned an incident number will be transmitted to a supervisor. Any delay in submission must be approved by the respective supervisor. Where necessary and justified, the supervisor may arrange for later report submission.
2. Reports will be reviewed by the supervisor for completeness, accuracy and adequacy. Where corrections or additions are required, the reporting officer will be required to make adjustments.
3. Command staff will examine each report in detail to determine completeness, accuracy and readability. Reports that require corrections will be returned to the responsible supervisor with an explanation specifying the nature of error. The supervisor will ensure that all corrections are completed by the reporting officer.

EFFECTIVE DATE

The effective date of this order, **REPORT REVIEW FUNCTION**, is 00/00/0000.
ADM 34

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

POLICE RIDE-ALONG PROGRAM

SECTION CODE

ADM 35

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.07.03

I. PURPOSE

The purpose of this order is to solicit public support and to dispel negative images of police work, by providing an opportunity for citizens to view firsthand a police officer's duties.

II. POLICY

It will be the policy of the Lake County Forest Preserves Public Safety Department to support the Ride-Along Program to promote better public relations between the citizens of Lake County and the officers.

III. DEFINITIONS

None

IV. PROCEDURES

A. GUIDELINES

1. Each person that participates in this program shall be cleared by a computer records check and will complete and sign a waiver of liability. The waiver shall be completed and returned to the supervisor before the requested ride along.
2. Participation in the Ride-Along program shall be limited in the number of times a person may participate in the program.
3. Participants must be neat in appearance and dress.
4. Participants will remain in the vehicle during police related activities and

will follow the officer's directions at all times.

5. Participants will be briefed prior to the ride-along of these expectations and acknowledge understanding of these expectations.
6. Only one participant will be allowed in each vehicle.
7. Participants must be at least eighteen years of age unless prior exception is granted by the Director of Public Safety.
8. Participants will be assigned to officers of the same sex when possible.
9. Participants may only participate for one scheduled shift per occasion.
10. A participant will not act in an inappropriate manner or interfere with the officer's duties. A warning may be provided to the participant before ending a ride-along. The ride-along will be terminated by the officer if the actions persist.
11. Supervisors may at any time cancel the ride-along based on department needs or safety considerations.

EFFECTIVE DATE

The effective date of this order, **POLICE RIDE-ALONG PROGRAM**, is 00/00/0000.
ADM 35

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

CASE REPORT

SECTION CODE

ADM 36

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 25.01, 25.06, 25.07

I. PURPOSE

The purpose of this order is to establish policies and procedures for documenting the activities of Public Safety personnel and information provided to the department.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to document all criminal reports, calls for service, and interactions with the public. Properly collected and managed information is key to good community relations.

III. DEFINITIONS

None

IV. PROCEDURES

A. **CASE REPORTING**

1. Situations requiring police response or contact will be documented in the Computer Assisted Dispatch system (CAD), and/ or Field Based Reporting system (FBR), and/or patrol logs.
 - a. A determination will be made by the officer if a CAD report is sufficient for documenting an incident or whether further actions and reports are required.
 - b. An officer will seek the advice of a supervisor when unsure

what level that an incident should be documented.

- c. An officer assigned to a criminal or other call for service incident requiring follow-up or actions by the department or officer will ensure that a CAD report has been generated and will prepare a computer generated FBR report.
- d. All employees will treat Department activities and information as confidential. No employee will confirm to any person or agency not specifically authorized to receive such information, the existence or non-existence of any intelligence or investigative, criminal or other Department record or information.
- e. No employees will communicate in any manner, directly or indirectly, to any suspects or offenders any information in possession of the Department which might assist such persons to escape detection, arrest, prosecution or punishment. No Department employee will dispose of or conceal evidence of unlawful activity or money, merchandise or other property unlawfully obtained.
- f. Employees will not interfere with or interrupt any investigatory or legal process, nor discuss without authorization, the content of any on-going investigation, other than as may be required in the performance of their official duties.
- g. Within the scope of their employment, employees receiving or possessing facts or information relative to a real or alleged criminal offense will not withhold such facts or information, but will report the facts or information to appropriate supervisory or Command personnel.
- h. No employee will make false, inaccurate or deliberately misleading official reports. No employee will knowingly enter or cause to be entered in any Department log, record or report, any inaccurate false or deliberately misleading information. However, in furtherance of covert operations, such entry or report may be authorized by the Director of Public Safety.
- i. Information available through the Illinois Law Enforcement Data System is confidential and is subject to the provisions of this policy.
- j. Any employee who is aware that another employee violates this policy will immediately report that action to an immediate Supervisor. In the event that the employee believes that the supervisor is the one in violation of this policy, the report will be made to the Director of Public Safety. Employees will fully cooperate with the investigation of violations of this policy.

2. Every incident in one or more of the following categories will be documented in the CAD and/or FBR system if alleged to have occurred within the jurisdiction of the Lake County Forest Preserves Public Safety Department:
 - a. Citizens' reports of crime or criminal activity;
 - b. Complaints by citizens which may lead to criminal charges or further actions by the officer;
 - c. Citizen requests for service when:
 - i. An officer receives a citizen complaint directly from a person;
 - ii. An officer is dispatched for criminal incidents or calls for service;
 - iii. An officer self-initiates or observes an incident;
 - iv. An officer is assigned to investigate any incident;
 - v. An officer takes physical actions or makes decisions that directly effects the incident; or,
 - vi. When an officer is required to follow up on the incident, investigate, or take action at a later time.
 - d. Criminal or call for service cases initiated by officers.
 - e. Incidents resulting in arrest, citation, or the issuance of a summons.
 - f. Traffic Crashes.
 - g. Any other incident as directed by a supervisor.
3. In the event that a citizen contacts the police department to report a crime in which the jurisdiction of the offense cannot be determined, the responding officer shall document the incident in a case report and attempt to identify the proper jurisdiction. The report will be forwarded to the proper jurisdiction when identified.
4. Officers will utilize a patrol log to document all other activities and observations that do not require a CAD or FBR report.

B CASE REPORT NUMBERING SYSTEM

1. The District utilizes both Computer Assisted Dispatch (CAD) and Field Based Reporting (FBR) software to document each incident. A computer generated sequential number is generated for each call for service or report of criminal activity. Each generated number will be identified by the year and the sequential number.
2. CAD and FBR numbers are the control numbers for the case reports, evidence, and any other items related to a specific case.

C. COMPUTERIZED CASE REPORT FORMS

1. Computerized case reports allow for a large amount of information to be collected and stored electronically where it can be easily accessed. The data will provide information that may be used to track crime trends and conduct crime analysis functions.
2. The case report consists of two important sections that include: ;
 - a. The modules are designed to identify case numbers, date, time, location, people involved, property, vehicles, and evidence. Officers shall complete these fields with the most accurate information available.
 - b. The case report narrative will be a chronological accounting of the incident and will include all pertinent information about the incident, persons' involvement, actions of the officer, and outcomes of the incident.
 - c. Any information gathered after the initial report has been completed will be added to the case report in a separate supplemental report that uses the same report number.
 - d. Officers will transfer the completed reports to the Supervisor folder within FBR. Supervisors will review the report for completeness and accuracy before forwarding the report to the Records Folder.
 - e. Personnel assigned to the records function will review all reports before entering the report into the Records Management System.

EFFECTIVE DATE

The effective date of this order, **CASE REPORT**, is 00/00/0000. ADM 36

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

ABANDONED VEHICLES

SECTION CODE

ADM 37

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

AMENDED

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.06.12

I. PURPOSE

The purpose of this order is to establish the policies and procedures for the Lake County Forest Preserves Public Safety Department to provide an effective and consistent means of disposing of abandoned, junked and inoperable motor vehicles from Lake County Forest Preserve District property.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to dispose of abandoned, junked or inoperable motor vehicles consistent with District ordinances and Illinois law.

III. DEFINITIONS

ABANDONED VEHICLE: "Abandoned vehicle" means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has not been moved or used for 7 consecutive days or more and is apparently deserted. (625 ILCS 5/1-101.05)

IV. PROCEDURE

A. ABANDONED VEHICLES

1. An officer will initiate an investigation after observing a possible abandoned vehicle or receiving a report from other parties of an abandoned

vehicle.

2. Officers will verify whether the vehicle is in compliance or not with the mandatory vehicle equipment and registration provisions of the Illinois Vehicle Code and is in a state of disrepair by:
 - a. Verifying registration and vehicle identification number through the Law Enforcement Agency Data System (LEADS). Verifying through a LEADS search that the vehicle is not stolen or wanted for investigation.
 - b. Make reasonable attempts to contact the last registered owner of the vehicle by phone, email, or in person.
 - c. Officers who make contact with an owner will advise them of the reasons that the vehicle must be removed from District property and provide a time limit for removal.
 - d. Officer will remove any vehicle immediately when an owner cannot be identified.
 - e. Officers will request Lake County Radio to send a tow provider for removal of the vehicle if a vehicle remains on District property for 48 hours after notification to the owner.
 - f. Officers will document the incident by creating a Computer Assisted Dispatch (CAD) and Field Based Reporting (FBR) incident number and completing a report in FBR.
 - g. Officers will create a folder with all the vehicle and tow information inside and forward it to the assigned impound officer.

B. NOTICE OF TOWED OR IMPOUNDED VEHICLE

1. Tow providers will be responsible for notifying the owner of the vehicle who towed the vehicle and where it is stored.
2. The tow provider will send a certified letter to the registered owner of the vehicle advising them of the impounded vehicle.

C. FINAL DISPOSITION

1. Assigned impound officers will follow the procedure outlined in the Illinois Compiled Statutes, 625 ILCS 5/Ch. 4, for disposing of abandoned vehicles after notification from the tow provider that the owner could not be notified or the vehicle remains unclaimed.
2. All actions will be documented in FBR and included in the towed vehicle file.

3. Vehicles seven (7) years of age or newer will be sold at public auction in accordance with Illinois Compiled Statutes, 625 ILCS 5/Ch. 4.
4. Assigned impound officers will complete the necessary paperwork to obtain a salvage title for vehicles more than seven (7) years old. Vehicles will then be disposed of as salvage.
5. Records of all vehicles auctioned or salvaged will be maintained for a minimum period of one year.

EFFECTIVE DATE

The effective date of this order, **ABANDONED VEHICLES**, is 00/00/0000. ADM 37

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

OATH OF OFFICE

SECTION CODE

ADM 38

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this order is to establish basic responsibilities, beliefs, and conduct expected of all law enforcement personnel that are consistent with upholding the nation's constitution and ethical behavior of law enforcement.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that personnel that accept a sworn position with the Lake County Forest Preserve District will take an Oath of Office to uphold the Constitution of the United States and the State of Illinois, and enforce the laws of the State of Illinois and the ordinances of the Lake County Forest Preserve District.

III. DEFINITIONS

None

IV. PROCEDURES

- A. The Oath of Office will be administered upon the initial employment of the individual. An individual hired as a probationary police officer may act as a police officer only after certification by the Illinois Law Enforcement Training and Standards Board.
- B. The Lake County Clerk or designee will administer the initial Oath of Office to the newly employed individual.

1. After receiving the Oath, the newly sworn employee and the Director of Public Safety or his designee will sign their names and the Police Officer identification number on a dated copy of the Oath of Office.
 2. A copy of the signed and dated oath will be placed in the personnel file of the newly sworn employee.
 3. The newly sworn employee will receive a copy of the signed oath.
- C. Failure to abide by the Oath of Office.
- Failure to abide by the conditions and standards set forth in the oath will be considered a violation of the Rules of Conduct and may result in disciplinary action up to and including termination.
- D. The Oath of Office to be administered by the Lake County Clerk is attached as ADM 38A.

EFFECTIVE DATE

The effective date of this order, **OATH OF OFFICE**, is 00/00/0000. ADM 38

 John F. Tannahill
 Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

 Signature

 Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT
CODE OF ETHICS

SECTION CODE
ADM 39

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards:

II. PURPOSE

The Public Safety Department has adopted a Code of Ethics for sworn and civilian employees and a Code of Conduct for employees to follow while completing their work. The purpose of this policy is to ensure that all sworn and civilian employees of the Public Safety Department are fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing

II. POLICY

It is the policy of the Lake County Forest Preserve District to provide a clear understanding of the responsibilities of employees to perform their duties within the standards outlined in the Code of Ethics and Code of Conduct.

Every member of the Lake County Forest Preserve District Public Safety Department will adhere to the Public Safety Department Code of Ethics for sworn or civilian employees and a Code of Conduct for sworn employees. These Code of Ethics and Code of Conduct will act as a standard of professional performance that every member of the Department is expected to follow in the performance of their duties with the Lake County Forest Preserve District.

V. DEFINITIONS

CODE OF ETHICS: A written code of standards outlining ethical expectations for members of the Public Safety Department.

CODE OF CONDUCT: A written document outlining the expectations of conduct for the Public Safety Department.

VI. PROCEDURES

- A. The Code of Ethics and Code of Conduct will be administered upon the initial employment of a newly hired individual. Upon reading and understanding the Code of Ethics and Code of Conduct, the newly employed individual will affirm their understanding of the Code of Ethics and Code of Conduct and sign their name as affirming their intent to abide by the codes as adopted by this agency.
- B. The Code of Ethics and Code of Conduct will be reviewed annually with all employees as part of the ongoing training program to reaffirm the employee's commitment to the ideals of the codes.
- C. A copy of the signed and dated affirmation will be filed in the personnel folder of the newly hired sworn employee.
- D. Failure to abide by the Code of Ethics or Code of Conduct will be considered a violation of the policy and may result in disciplinary action up to and including termination.

EFFECTIVE DATE

The effective date of this order, **CODE OF ETHICS**, is 00/00/0000. ADM 39

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

MISSION, GOALS, AND OBJECTIVES

SECTION CODE

ADM 40

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

III. PURPOSE

The purpose of this policy is to establish the system for setting and evaluating the Lake County Forest Preserves Public Safety Department's mission, goals and objectives.

IV. POLICY

It is the policy of the Lake County Forest Preserve District Public Safety Department to annually review the department's mission and establish goals and objectives for each organizational component of the department, and the department as a whole. Department goals and objectives are an essential part of the planning process. They ensure direction, unity of purpose and serve as a basis for measuring progress

V. DEFINITIONS

None

VI. PROCEDURES

A. Mission

The mission of the Public Safety Department is created through the interactions and expectations of the communities we serve and the input of both internal and external stakeholders. This mission statement will be reviewed annually and modified as expectations for the department change.

B. Goals and Objectives

1. Department personnel responsible for the operation and/or planning of each organizational component of the Department, and other personnel as designated by the Director of Public Safety, will submit a list of proposed goals and objectives for the upcoming calendar year. The proposed goals and objectives will be submitted to the Director of Public Safety each July for consideration in the next year budget cycle.
2. Goals include plans to implement new programs, procedures, operations, and changes to improve the administration and operation of a unit or organizational component. Projected expenses for the accomplishment of the stated goals and any capital improvements must be included. Objectives are the individual steps necessary to accomplish stated goals.
3. The Director of Public Safety will review the goals and objectives and meet with staff in August to discuss the goals, objectives, budget, and priorities for the next year. Approved goals and objectives will be returned to the appropriate units/divisions, where they will be kept on file. The Commanders will maintain a copy of each approved list of goals and objectives.
4. All personnel responsible for the operation and/or planning of an organizational component, for which a list of goals and objectives are established, will submit a memorandum to the Director of Public Safety detailing the progress made by that organizational component toward the attainment of their goals and objectives. Progress report memorandums will be submitted to the Director of Public Safety on or before November 1 of the same year.

EFFECTIVE DATE

The effective date of this order, **MISSION, GOALS, AND OBJECTIVES**, is 00/00/0000.
ADM 40

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

OFFICER CREDENTIALING-ISSUANCE
AND EMPLOYEE RESPONSIBILITIES

SECTION CODE

ADM 41

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: None

I. PURPOSE

The purpose of this policy is to identify the responsibilities of the employees to protect and report any deficiencies or loss of public safety credentials.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to issue credentials and badges to employees and to identify employee responsibilities to protect and report any deficiencies or loss.

III. DEFINITIONS

None

IV. PROCEDURES

A. **ISSUANCE**

1. The department will issue badges and identification cards to personnel identifying the employee's position within the department. The Director of Public Safety or designee will issue the badges and identification cards and ensure that the employee has signed for the items.

2. Employees are responsible for the security and safe keeping of issued badges and identification card. Officers will immediately report to a supervisor when a badge or identification card is damaged, lost, or stolen.
3. Employees will use and produce credentials to identify themselves as an employee of the department either when taking public safety actions while in civilian attire or not in an approved uniform.

B. MISSING CREDENTIALS

1. Employees will immediately report any damaged, lost, or stolen badges or identification cards to a supervisor.
2. Officers will complete a report detailing the damage, loss, or theft of badges or identification cards.
3. Supervisors will ensure the loss or theft is entered immediately into the lost and stolen section of the Law Enforcement Administrative Data System (LEADS).
4. Supervisors will investigate the loss or theft of badges or identification cards and determine if the loss or theft is due to negligence or careless acts by the employee and submit those findings to the Director of Public Safety through the chain of command.
5. Negligent or careless loss of a badge or identification card may result in disciplinary action.

EFFECTIVE DATE

The effective date of this order, **OFFICER CREDENTIAL-ISSUING AND LOST OR STOLEN** is 00/00/0000. ADM 41

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

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LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

<u>SUBJECT</u>	<u>SECTION CODE</u>
MOTORIST ASSISTANCE AND VEHICLE TOW PROCEDURES	OPS 01
<u>DATE OF ISSUE</u>	<u>EFFECTIVE DATE</u>
00/00/0000	00/00/0000
<u>Review Date</u>	
00/00/0000	
<u>CANCELS</u>	<u>DISTRIBUTION</u>
All Previous Orders in Conflict	All Personnel

Accreditation Standards: OPR.06.11. and OPR.06.12

I. PURPOSE

The purpose of this policy is to establish the procedures for the Lake County Forest Preserves Public Safety Department to provide motorist assistance and vehicle towing.

II. POLICY

It shall be the policy of the Lake County Forest Preserves Public Safety Department to respond to motorist requests for assistance and to offer assistance when a stranded motorist is observed.

III. DEFINITIONS

- A. ABANDONED VEHICLE – Abandoned motor vehicle means any motor vehicle which is left on District property, in full view of the public, anywhere within the District except on the property of a lessee for a period of 24 hours or more and under such circumstances as to cause such motor vehicle to reasonably appear to be abandoned.
- B. VEHICLE (625 ILCS 5/1-217) - Every device, in, upon or by which any person or property is or may be transported or drawn upon a highway, whether subject to or exempt from registration, excepting however, bicycles, snowmobiles, and devices used exclusively upon stationary rails or tracks.

IV. PROCEDURES

A. MOTORIST ASSISTANCE

The types of assistance provided by the department to motorists includes, but is not limited to:

1. Providing public information and direction.
2. Obtaining mechanical assistance or towing service.
3. Providing protection to stranded motorists.
4. Providing emergency assistance to roadway users.
5. Identifying and reporting road hazards or potential hazards.
6. Checking and removing abandoned vehicles.
7. Distributing traffic safety educational materials.
8. Assisting motorists locked out of their vehicle.

B. REMOVAL OF DISABLED VEHICLES

1. Minor Mechanical Repairs - Department personnel are prohibited from providing mechanical repairs of disabled vehicles, including jump starting dead batteries.
2. Pushing Vehicles - Except in extreme, life threatening emergencies, department vehicles and personnel are prohibited from pushing disabled vehicles.
3. Towing Service - It shall be the department policy to obtain towing services for disabled motorists by contacting the company requested by the motorist. If the motorist does not have a personal choice, the officer will contact the communication center for a tow. The communication center will dispatch, on a rotational basis, one of the towing services that have an agreement with the Lake County Sheriff's Department.

C. PUBLIC INFORMATION AND DIRECTION

1. During the course of their duties, department personnel may be contacted by citizens with request for information about police services, other District services, or directions to a particular location.
2. It is expected that all department personnel will provide the requested information to the best of their knowledge or will refer the citizen to someone who can provide the information.

D. STRANDED MOTORIST PROTECTION

1. Department personnel may make arrangements through the Communications Center to obtain transportation or to summon help for a disabled or stranded motorist or pedestrian.
2. Citizens residing within Lake County may be transported to their home by department personnel with the approval of the shift supervisor.
 - a. The communications center is to be advised of the citizen's sex, name, address, and start and stop odometer readings.
 - b. If assistance cannot be obtained for the citizen, the citizen may be transported to a District facility, where a telephone will be made available.
 - c. During adverse weather conditions, department personnel shall make an effort to transport or to arrange for transportation to a place of safety for persons who are stranded.
 - d. Pedestrians not dressed appropriately for existing severe weather should be checked by department personnel and, if necessary, assisted in obtaining shelter from the weather.

E. EMERGENCY ASSISTANCE TO ROADWAY USERS

1. Emergency first aid, emergency fire suppression, medical assistance and/or fire service assistance will be provided or obtained for motorists or pedestrians requiring emergency assistance.
2. Department personnel are expected to provide first responder assistance until fire department or medical personnel arrive at the scene.
3. Escorting civilian vehicles in medical emergencies, with use of lights and siren, are prohibited. Options include:
 - a. When possible and if practical in the officer's opinion, call for emergency medical service to respond to the designated location.
 - b. Guide the vehicle to the nearest medical facility within the normal flow of traffic and without emergency equipment.

F. TRAFFIC SAFETY EDUCATIONAL MATERIALS

1. The Department will distribute educational materials on traffic laws and regulations, intoxicated driving prevention, safety restraint information and special traffic safety programs.
2. The purpose of these traffic education materials is to support traffic enforcement efforts and to enhance public understanding of traffic safety programs.

G. VEHICLE LOCKOUTS

1. Members of the Lake County Forest Preserve District Public Safety Department shall not open vehicle doors for the public who have locked themselves out of their automobiles, unless:
 - a. The officer receiving the request believes an emergency situation exists or could exist, or
 - b. With the approval of the shift supervisor, and
 - c. A waiver is completed and signed by the requestor prior to any attempts to open a vehicle, and
 - d. The requestor is verbally informed by the officer that the District is in no way responsible for any damages incurred during the opening of the vehicle.

H. REPORTING HAZARDOUS ROAD CONDITIONS

1. Officers should be aware of roadway and roadside hazards that could directly contribute to increased crashes.
2. Immediate Attention Situations – When a hazard is identified and in the officer’s opinion immediate correction is required, the officer shall:
 - a. Notify dispatch of the situation.
 - b. Indicate what assistance, notifications, or special equipment is needed.
 - c. Protect the scene, including bystanders.
 - d. Direct or reroute traffic as needed.
 - e. Complete required report(s).
3. Other Notifications

Upon discovery of hazardous environmental conditions on District property, the officer shall notify the proper Director and complete a work order for repair.
4. Classification
 - a. Hazardous conditions are identified by one or more of the following categories:
 - i. Malfunctions.

- ii. Defective.
 - iii. Missing or lack of control.
 - iv. Broken or damaged.
 - v. Obstructed.
- b. Hazardous conditions may include:
- i. Mechanical traffic devices.
 - ii. Traffic and information signs.
 - iii. Train crossing locations.
 - iv. Roadway lighting.
 - v. Broken water mains.
 - vi. Wires down.
 - vii. Fallen trees.
 - viii. Roadway debris.
 - ix. Dangerous ice or snow accumulations.
 - x. Roadway safety devices such as road markers, striping, reflectors, and impact devices.
 - xi. Defects in the roadway such as ruts or holes.
 - xii. Vehicles parked or abandoned on the traveled portion of the roadway.
5. Roadside Hazards – This refers to all physical features of the roadside environment that may, upon impact, cause vehicle damage or personal injury.
- a. Non-yielding supports for signs, devices, and lights.
 - b. Guard rails which are weak, too low, fail to guide a vehicle properly, are improperly located, or are unnecessary.
 - c. Bridge railings, exposed bridge abutments, and fixed objects into which a vehicle may crash with high injury probability.
 - d. Utility poles, trees, ditches, inappropriate steep banks, and other

features into which a vehicle might crash rather than come to a stop in a clear distance.

I. CATEGORIES OF VEHICLE TOWS

1. Emergency Tow - The towing of a vehicle that has been disabled in the roadway, is causing a traffic hazard or the owner cannot be reached or refuses to authorize the police tow after a reasonable period of time.
2. Vehicle Crash Tow - The towing of a vehicle involved in a vehicle crash being investigated by the department may occur:
 - a. When the vehicle is disabled;
 - b. When the vehicle is drivable but cannot be secured or safely relocated at the crash scene; or
 - c. When the vehicle should be towed to protect the property interests of an injured parties.
3. Arrest Tow - The towing of a vehicle belonging to or in possession of a legally arrested subject may occur when:
 - a. Conditions exist prohibiting the safe relocation of the vehicle;
 - b. The custodial transfer of the vehicle to a lawfully eligible third party cannot occur within a reasonable amount of time;
 - c. Vehicle is utilized to commit a crime or required for investigation;
or
 - d. Vehicle is subject to asset forfeiture proceedings.
4. DUI Temporary Impound – All vehicles involved in a DUI arrest will be towed to the impound area of the contract tow agency..
5. Evidence/Impoundment Tow - The towing of any vehicle for evidentiary purposes such as evidence processing, impoundment, or recovered stolen vehicle.
6. Abandoned Vehicle Tow - The towing of an abandoned vehicle from either District property or a roadway that constitutes a health hazard, a safety hazard, or a danger to citizens in the area.

J. EMERGENCY TOW PROCEDURES

1. In the event that a disabled vehicle is found in the roadway and the driver or owner cannot be located in a reasonable period of time, or the owner or driver has not made the necessary tow arrangements; the responding officer will take the following actions:

- a. Notify the communications center to contact a towing service for the emergency tow.
- b. Complete the Vehicle Tow/Impound Report.
- c. If applicable, issue citations(s) for the appropriate charges.
- d. Remain at the scene until the traffic hazard has been removed.

K. VEHICLE CRASH TOW PROCEDURES

1. Vehicles involved in vehicle crashes which cannot be driven from the scene, cannot be safely relocated at the scene, need protection of property, or may constitute a traffic hazard are subject to towing at the discretion of the investigating officer.
2. If the driver of the involved vehicle requests a specific towing company, the investigating officer will advise the communications center to contact that company.
3. If the driver does not request a specific company, the communications center will contact, on a rotational basis, one of the towing services that have an agreement with the Lake County Sheriff's Department.
4. A Vehicle Tow/Impound Report is not required for traffic crash tows.

L. ARREST TOW PROCEDURES

1. In the event that an officer is required to tow a vehicle that has been driven or used by an arrested individual, the arresting officer will:
 - a. Conduct an inventory of the arrestee's vehicle including all closed or secured containers and storage compartments; inventory all valuables on a Vehicle Impoundment Form; and, secure the vehicle and valuables to safeguard the arrestee's property.
 - b. Complete the Vehicle Tow/Impound Report.
2. The vehicle owner is responsible for all towing and storage charges.

M. EVIDENCE/IMPOUNDMENT TOW PROCEDURES

1. In the event that a vehicle is to be towed from a crime scene to another location for evidence processing by an evidence technician, the investigating officer will:
 - a. Advise the communications center to contact a towing service for evidence tow.

- b. Verify with the shift supervisor that the vehicle is to be towed to the public safety facility or vehicle impoundment lot.
- c. Complete the Vehicle Tow/Impound Report.
- d. Upon arrival of the towing agency, advise the driver of the location to which the vehicle is to be towed and that the vehicle is not to be tampered with due to the evidentiary nature of the vehicle.
- e. The officer is to remain with the vehicle until secured at the public safety facility.

2. Impound Tow - In the event a vehicle is to be impounded, the investigating officer will:

- a. Advise the communications center to contact a towing service for an impound tow.
- b. Advise the officer or the agency requesting the hold on the vehicle as soon as practical.
- c. Complete the Vehicle Tow/Inventory Report.
- d. Remain on the scene until the vehicle is removed.

N. ABANDONED/INOPERABLE VEHICLE TOW PROCEDURE

If an officer or community service officer (CSO) has reason to believe that a vehicle on District property is abandoned or in a state of disrepair, or parked after hours in violation of Lake County Forest Preserve District Ordinance Section V.E.(vii), they may inventory and tow the vehicle after making an attempt to contact the owner.

O. DISPOSAL OF IMPOUNDED VEHICLES AND PROPERTY

- 1. The Director of Public Safety shall appoint an officer as vehicle impound/disposal officer.
- 2. The designated vehicle impound officer will oversee the disposal of all impounded vehicles. The vehicle impound officer will follow all District ordinances and state statutes regulating the disposing of impounded vehicles.
- 3. District Ordinances and Illinois Revised Statutes that shall be reviewed are District Ordinance section V.E.(vii), and information contained in the Illinois Revised Statutes Chapter 625 ILCS 5/4.
- 4. Property found in the vehicle and unclaimed by the disposal date of said vehicle, will be handled as found property and will be disposed of as per

policy.

P. TWENTY-FOUR (24) HOUR PARKED TOW PROCEDURES

1. Officers or CSOs shall document the date, time, and location of a suspected abandoned vehicle and notify the shift supervisor.
2. If the officer has reason to believe the vehicle has been there longer than 24 hours, a police tow sticker may be placed on the vehicle.
3. If no reason other than that of the complainant can be found, the officer shall document the suspected abandoned vehicle, then 24 hours later, may place a police tow sticker on the window.
4. Police tow stickers are to be placed on the left front door glass, if possible.
5. The officer is to see that at least one attempt to contact the owner is made, either by checking at the nearest residence, or by placing a call to the registered owner, before towing.

Q. SPECIAL EXTENUATING CIRCUMSTANCES

The towing of a vehicle may be affected by special, extenuating circumstances such as the fact that certain makes of vehicles cannot be towed by a hook method. In those special cases, the shift supervisor may use their discretion by providing an appropriate alternative solution.

R. STALLED VEHICLE PROCEDURE

1. Officers may permit persons reporting stalled vehicles to park upon District property in any regularly designated parking spot for a period not to exceed 24 hours. Requests for periods longer than 24 hours can be granted only by the shift supervisor.
2. Officers towing for 24 hour violation must first review the stalled vehicle information to assure the vehicle was not reported as a stalled vehicle.
3. Special or unusual requests for parking will be referred to the shift supervisor.

EFFECTIVE DATE

The effective date of this order, **MOTORIST ASSISTANCE AND VEHICLE TOW PROCEDURES**, is 00/00/0000. OPS 01

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date

VEHICLE TOW REPORT

LAKE COUNTY FOREST PRESERVE DISTRICT

1. DATE OCCURRED		TIME	AM	2. NATURE OF COMPLAINT				3. COMPLAINT NO.			
4. DATE REPORTED		TIME	AM	5. COMPLAINANT NAME		LAST	FIRST	MIDDLE	6.		
8. DATE DISPATCHED		TIME	AM	9. ADDRESS OF COMPLAINANT				APT. NO.	10. COMPL. SOC. SEC. NO.		
11. DATE ARRIVED		TIME	AM	12. RACE	SEX	D.O.B.	HOME PHONE	BUS. PHONE	OTHER PHONE		
13. DATE COMPLETED		TIME	AM	14. LOCATION OF INCIDENT							
15. UNMOVED OR UNUSED FOR A PERIOD OF TIME. POLICE NOTICE AFFIXED				16. <input type="checkbox"/> ACCIDENT		MOTOR VEHICLES WHICH ARE NOT DRIVABLE AND THE OPERATOR NOT PRESENT OR UNKNOWN					
DATE				17. <input type="checkbox"/> RECOVERED STOLEN		OWNER NOTIFIED <input type="checkbox"/>		NOT NOTIFIED <input type="checkbox"/>			
<input type="checkbox"/>				19. <input type="checkbox"/> HAZARD		MOTOR VEHICLE OBSTRUCTION TRAFFIC FLOW					
20. <input type="checkbox"/> EXTENDED HOLD FOR INVESTIGATION NAME:				21. IF CONNECTED WITH ARREST - DESCRIBE - INCLUDE ALL CHARGES							
22. <input type="checkbox"/> IMPOUND REASON:				OFFENSE <input type="checkbox"/>		ARREST <input type="checkbox"/>					
23. NAME OF TOWING AGENCY				PHONE NUMBER							
24. LOCATION VEHICLE TOWED				PHONE NUMBER							
25. V.I.N.			26. LICENSE NO.			STATE	MO / YR	27. VEHICLE STICKER NO. CITY MO / YR			
28. YEAR	29. MAKE		30. MODEL			31. BODY STYLE		32. COLOR			
33. <input type="checkbox"/> Prisoner		SEX	RACE	D.O.B. AGE	HEIGHT	WEIGHT	HAIR	EYES	COMP.		
<input type="checkbox"/> Driver		OFFENDER'S NAME & ADDRESS									
<input type="checkbox"/> Owner		ARREST MADE <input type="checkbox"/> YES <input type="checkbox"/> NO									
34. NAME				35. ADDRESS				36. HOME PHONE		37. BUS. PHONE	
VEHICLE INVENTORY											
EXTERIOR				ENGINE COMPARTMENT				INTERIOR			
38. DOORS LOCKED NO <input type="checkbox"/> YES <input type="checkbox"/>				39. ENGINE MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				40. KEYS IN CAR NO <input type="checkbox"/> YES <input type="checkbox"/> \$			
EXTERIOR DAMAGED NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN				BATTERY MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				IGNITION PULLED NO <input type="checkbox"/> YES <input type="checkbox"/>			
GLASS BROKEN NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN				CARBURETOR MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				GLOVE BOX LOCKED NO <input type="checkbox"/> YES <input type="checkbox"/>			
HUB CAPS MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$				GENERATOR MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				SEATS MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$			
TIRES MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$				AIR CLEANER MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				CUSHIONS MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$			
WHEELS MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$				RADIATOR MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				REAR SEAT CUSHION PULLED NO <input type="checkbox"/> YES <input type="checkbox"/>			
OTHER - SPECIFY NO <input type="checkbox"/> YES <input type="checkbox"/>				TRANSMISSION MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				RADIO MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>			
TRUNK LOCKED NO <input type="checkbox"/> YES				STARTER MISSING NO <input type="checkbox"/> YES <input type="checkbox"/>				LIGHTERS MISSING NO <input type="checkbox"/> YES <input type="checkbox"/> \$			
SPARE TIRE IN VEHICLE NO <input type="checkbox"/> YES <input type="checkbox"/> UNK <input type="checkbox"/>								TAPE PLAYER IN CAR NO <input type="checkbox"/> YES <input type="checkbox"/>			
TOOLS IN VEHICLE NO <input type="checkbox"/> YES <input type="checkbox"/> UNK <input type="checkbox"/>								INTERIOR DAMAGED NO <input type="checkbox"/> YES <input type="checkbox"/>			
OTHER - SPECIFY								OTHER - SPECIFY			
41. PERSONAL PROPERTY IN VEHICLE				42. INVENTORIED BY NAME				I.D. NO.	43. DATE		TIME
DESCRIBE UNDER REMARKS YES <input type="checkbox"/> NO <input type="checkbox"/>											AM
											PM
44. REMARKS (EXPLAIN DAMAGE)											
45. EXTRA COPIES											
<input type="checkbox"/> Liq. comm. <input type="checkbox"/> S. & Z. <input type="checkbox"/> S.A. <input type="checkbox"/> Victim's Asst. <input type="checkbox"/> Evidence Officer <input type="checkbox"/> Other											
46. LEADS / LEIN / NCIC NO.				47. SENT DATE		TIME	AM	48. CANCELLED DATE		TIME	
							PM			AM	
							PM			PM	
49. REPORTING OFFICER				I.D. NO.		50. SUPERVISOR APPROVING				I.D. NO.	
										DATE	
										TIME	
										AM	
										PM	

Reorder at P.F. Pettibone - 800-733-9932



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

VICTIM / WITNESS ASSISTANCE

SECTION CODE

OPS 02

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Rights of Crime Victims and Witnesses Act:
See Illinois Compiled Statutes 725 ILCS 120/1

Accreditation Standards: ADM 23.01, 23.02, 23.03

I. PURPOSE

The purpose of this order is to declare the Department's commitment to victim/witness assistance, to outline the rights of victims and witnesses, to provide for analysis of available services, and to establish procedures for victim/witness assistance. Furthermore, this policy provides for appropriate levels of victim/witness assistance services to be offered prior to preliminary investigations, during preliminary, ongoing, and follow-up investigations, and following the arrest of a suspect.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to recognize and address the needs and rights of crime victims during each contact; support, provide access to resources, assist victims as they continue to interact with the criminal justice system and act as a liaison to appropriate victim assistance and service agencies.

III. DEFINITIONS

Follow-up Investigation: An extension of the preliminary investigation. The purpose of follow-up investigation is to provide additional information which could allow a case to be closed, result in the arrest of an offender, and/or permit the recovery of evidence.

Preliminary Investigation: Generally defined as the activity which begins when officers arrive at the scene of an incident.

Victim: For the purpose of this directive, “victim” means (1) a person physically injured in this State as a result of a violent crime perpetrated or attempted against that person; (2) a person who suffers injury to or loss of property as a result of a violent crime perpetrated or attempted against that person; (3) the spouse, parent, child, or sibling of a person killed; or the spouse, parent, child, or sibling of any person granted rights under the Illinois Bill of Rights for Victims and Witnesses of Violent Crimes who is physically or mentally incapable of exercising such rights, except where the spouse, parent, child, or sibling is also the defendant or prisoner; (4) any person against whom a violent crime has been committed; or (5) any person who has suffered personal injury as a result of a violation of 11-501 of the Illinois Vehicle Code, or a similar provision of a local ordinance, or the Illinois Compiled Statutes 720 ILCS 5/9-2 & 3 (or of a similar provision of a local ordinance).

Violent Crime: Defined in 725 ILCS 120/3 as (1) any felony in which force or threat of force was used against the victim; (2) any offense involving sexual exploitation, sexual conduct, or sexual penetration; (3) a violation of Section 11-20.1, 11-20.1B, 11-20.3, or 11-23.5 of the Criminal Code of 1961 or the Criminal Code of 2012; (4) domestic battery or stalking; (5) violation of an order of protection, a civil no contact order, or a stalking no contact order; (6) any misdemeanor which results in death or great bodily harm to the victim; or (7) any violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012, or Section 11-501 of the Illinois Vehicle Code, or a similar provision of a local ordinance, if the violation resulted in personal injury or death..

Witness: Any person who personally observed the commission of a violent crime and who will testify on behalf of the State of Illinois in the criminal prosecution of the violent crime.

RIGHTS OF VICTIMS AND WITNESSES

Victims and witnesses coming in contact with the Department will be treated with respect, fairness, compassion, and dignity. The specific rights of victims and witnesses are described in Illinois Compiled Statutes 725 ILCS 120/1, Rights of Crime Victims and Witnesses.

IV. PROCEDURES

- A. The following procedures have been established to ensure the Department maintains an effective victim/witness program.
 1. Appropriate services and referrals shall be made upon initial contact with victims and witnesses. The follow-up investigator shall conduct additional assessments and make further referrals as required. Investigators shall be available to victims and witnesses with a need for special intervention, such as homicide or suicide incidents, those victimized by domestic violence, abuse and neglect situations involving children and elderly persons, and sexual crimes.
 2. Department employees shall ensure the confidentiality of records

and files of victims/witnesses and their role in case development to the extent consistent with applicable statutes and Departmental directives.

3. When appropriate, the Director of Public Safety, or his designee, shall inform the media and public of the Department's victim/witness assistance program.
 4. The Department shall maintain a relationship with the Lake County State's Attorney's Office to ensure the consistency and appropriateness of victim/witness efforts and to be kept informed of the activities of other agencies in similar endeavors in the area
- B. Officers may refer victims or witnesses to A Safe Place (847-249-4450) and Catholic Charities (847-782-4000) to assist victims and family members during times of crisis, such as in the event of a serious fire, homicide, or suicide. These organizations provide services 24 hours a day, 365 days a year.
- C. Referrals
1. The Lake County Forest Preserves Public Safety Department maintains an emergency telephone number (911) which victims/witnesses can call to receive assistance. The emergency telephone number is publicized and the telephone is answered 24 hours per day, seven days per week.
 2. Callers shall be provided the appropriate services with telephone numbers for:
 - a. The Victim and Witness Coordinator of the Lake County State's Attorney Office.
 - b. Crisis referral hot lines, including a 24-hour per day number for counseling and assistance.
 3. Local mental health services.
- D. Assistance to Threatened Victims/Witnesses
1. Employees, upon becoming aware that a threat has been made against a victim and/or witness,
 - a. Will obtain information necessary to document the incident in a police report and notify a shift supervisor of the incident.
 - b. Forward a report documenting threats to a victim or witness to the Investigations Division.
 - c. Determine appropriate follow-up assistance depending upon

the nature of the individual case and the resources available to the Department, and commensurate with the danger faced by the victim/witness.

- d. The shift supervisor will contact the appropriate police department when the victim/witness is in another jurisdiction and request that reasonable precautions are taken. The results of this contact shall be confirmed by computer message.
- e. Employees shall advise the State's Attorney's Office about the threats received by a victim or witness. The employee will document the threat and State's Attorneys notification in a report and forward a copy to the State's Attorney's office.

E. Victim/Witness Assistance during Preliminary Investigation

1. Officers shall render appropriate victim/witness services during the preliminary investigation, including:
 - a. Providing information to victims/witnesses about applicable services, including counseling, medical attention, emergency financial assistance (or the availability of emergency financial assistance), and victim advocacy;
 - b. Advising victims/witnesses what to do if the suspect, or someone acting on the suspect's behalf, threatens or otherwise intimidates them;
 - c. Providing victims/witnesses with the corresponding report number and explaining the steps involved in the subsequent processing of the case; and
 - d. Providing a telephone number that victims/witnesses may call to report additional information about the case, or to receive information regarding the status of the case.

F. Victim / Witness Assistance during Follow-Up Investigation

1. Employees will provide victim/witness assistance services during the follow-up investigation to include, but not limited to:
 - a. Periodically re-contacting the victim/witness to ensure his/her assistance needs are being met if the impact of the crime on the victim/witness has been unusually severe.
 - b. Explaining to the victim/witness the procedures involved in the prosecution of their case and their role in those procedures.

- c. Scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness, and if necessary and reasonable, providing transportation.
- d. Promptly returning property to the victims/witnesses when the case has been adjudicated, when the law permits, and/or when the rules of evidence have been satisfied.
- e. Requesting that a victim/witness advocate, if available, assist the victim/witness during the follow-up investigation.

G. Arrest/Post Arrest Victim/Witness Assistance

- 1. When known, the investigating officer or arresting officer shall promptly notify the victim/witness of the following:
 - a. When an arrest has been made;
 - b. What charges are pending against the arrested person; and
 - c. Court dates.
- 2. The requirements of this section may be met by the victim/witness programs of other agencies including the Lake County State's Attorney's Office or Victim/Witness Coordinator.
- 3. Notification to victim/witnesses are not required on failure to appear warrants.

EFFECTIVE DATE

The effective date of this order, **VICTIM/WITNESS ASSISTANCE**, is 00/00/0000.
OPS 02

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



OFFICE OF THE STATE'S ATTORNEY, LAKE COUNTY, ILLINOIS
WRITTEN STATEMENT AND EXPLANATION OF RIGHTS (725 ILCS 1420/4(b))

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

General Rights

- You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.
- You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.
- You can hire an attorney to represent you.
- You have the right to have a translator or sign language interpreter for all court proceedings.
- You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.
- *You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.
- You can attend court proceedings.
- You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.
- *You can be notified when the offender is released from custody.

After Charges Are Filed

- You have a right to a prompt disposition of the charges after the arrest of the accused.
- You can get information about the charges from the prosecutor.
- You can get information about victim services, social services and financial assistance from the prosecutor.
- The judge must consider your safety when setting release conditions for the offender.
- The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.
- The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.
- The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.
- *You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity

- You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.
- You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.
- *You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.
- *You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

After Sentencing

- *If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.
- *You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.
- *If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.
- *If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.
- *You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights:

Victim's Signature:

Date:

Agency Name	Agency Phone Number () -	Report Number	Officer Name and Number
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Narrative:

The Victim/Witness Assistance Division of the Lake County State's Attorney's Office was created to ensure that the rights of the victims are enforced and resources are available to you. For more information on the criminal case please call the **Lake County State's Attorney at (847) 377-3000** or email at victimservices@lakecountyil.gov.

Below is a list of local resources available for victim support:

A Safe Place: (847) 249-4450	Zacharias Sexual Abuse Center: (847) 872-7799	Automated Victim Notification System: (866) 566-8439
Catholic Charities: (847) 782-4000	Order of Protection Assistance(D100): (847) 360-6471	(TTY)(877) 502-2423
L.C. Health Dept.: (847) 478-5510	Elder Abuse Hotline: (866) 800-1409	Illinois Attorney General's Office: (800) 228-3368
		Crime Victim Services: (800) 228-3368

www.lcsao.org



www.facebook.com/lakecountyilsao



[@saolakecountyil](https://twitter.com/saolakecountyil)



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

EMERGENCY VEHICLE OPERATION

SECTION CODE

OPS 03

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.01, OPR.01.10, OPR.06.09, and OPR.06.10

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of emergency vehicular warning devices and outline the responsibilities of the employee.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to adhere to statutory restrictions on the use of emergency warning devices and ensure that such devices are employed only in prescribed conditions and circumstances and in ways that will minimize the risk of accidents or injuries to employees or the public.

III. DEFINITIONS

EMERGENCY VEHICLE: An authorized law enforcement vehicle equipped with emergency lights (red/blue/white), siren, and other emergency warning devices required by law and used for emergency response situations.

EMERGENCY WARNING DEVICES: Devices placed in/on each agency emergency vehicle that emit audible or visual signals in order to warn others that law enforcement services are in the process of being delivered.

EMERGENCY:" ...is the unforeseen combination of circumstances which call for immediate action." One set of circumstances may constitute an emergency, while under different, though similar circumstances, it would not. Therefore, to determine an emergency, we must rely on good judgment by employees based on training and experience.

IV. PROCEDURES

A. OFFICER'S RESPONSIBILITY

Most emergency calls received by officers in the field are dispatched by the communications center. The officer must exercise good judgment to determine if the facts or circumstances given would justify an emergency response to a call. The officer shall contact the shift supervisor if not absolutely sure whether or not to respond to a call in an immediate or emergency status.

In order to prevent serious collisions between emergency vehicles responding to emergency calls, the following procedures will be followed by employee:

1. Primary Patrol Unit Dispatched - Only assigned units will be dispatched and designated to respond to the scene of an emergency and to use emergency lights and siren, except as otherwise provided in the following paragraphs.
2. Other Patrol Units - All other police units will remain in their assigned patrol areas unless dispatched by the supervisor or communications officer and will observe all speed and traffic laws, except as provided by law or ordinance.
3. Assignment of Additional Units - Supervisors or communications dispatcher may assign additional patrol units if circumstances exist that requires additional assistance and will advise the primary unit that the assistance has been dispatched. All responding units will observe speed and traffic laws except as provided by law or ordinance.

B. ASSIGNED EMPLOYEE RESPONSIBILITY

Employees assigned to emergency calls shall monitor police radios and acknowledge all communications conveyed to them by the communications dispatcher or the shift supervisor. The assigned officers shall respond to emergency calls rapidly and safely with due regard for the safety of life and property.

1. Use of Emergency Lights - Emergency lights shall be activated when officers are responding to an emergency call in compliance with 625 ILCS 5/11-205.
2. Use of Siren - Sirens shall be activated at all times during emergency responses unless the siren will hamper the response to certain emergency situations.
3. Speed - Officers shall not operate a vehicle at a rate of speed that is unreasonable based on the conditions present and type of call, or at a speed that may cause loss of control of the vehicle.
 - a. When exceeding the posted speed limit while responding to an emergency, the officer shall activate all emergency lights and as required the electronic siren; and

- b. The officer shall reduce speed and stop when approaching intersections to clear traffic and proceed with caution.
4. Spotlight - The primary use for the spotlight is illuminate areas or vehicles. The spotlight shall at no time be directed at oncoming traffic.

C. SUPERVISOR'S RESPONSIBILITY

The shift supervisor shall monitor and coordinate the assignment and response to emergency calls.

1. Supervisors shall evaluate circumstances surrounding an emergency call and determine if it will justify an emergency response and intervene when emergency response is not required assignments given do not correspond to the circumstances.
2. Supervisors shall attempt to monitor officer response to emergency calls to ensure compliance with department policy and efficient department response to emergency scenes.
3. Supervisors may evaluate and critique emergency responses for safety and tactics while exploring options to enhance safety for future responses.

D. GUIDELINES FOR POLICE OFFICER PURSUIT DRIVING

1. Department Position - Law violators shall be apprehended whenever it is feasible under existing conditions. An employee shall terminate involvement in any pursuit whenever the risks to one's safety or the safety of others outweigh the need to apprehend a suspect or the danger to the community if the suspect is not apprehended immediately. Only trained sworn personnel shall engage in a pursuit.
 - a. Employees will not continue pursuits through areas of heavy traffic congestion, construction zones, residential areas, school zones, or in other situations where there exists a high expectation of injury or death.
 - b. Officers shall consider the seriousness of the violator's suspected crime, potential for death or injury, weather, time of day, traffic, condition of the roadway, condition of the squad, and the duration and overall distance that may be traveled before initiating or continuing a pursuit.
 - c. Officers shall not pursue for misdemeanor traffic offenses, property crimes, non-forcible felonies, or any offense that pose no threat of future force or serious harm.
2. The Employee's Responsibility - The decision to begin pursuit, continue

pursuit, and method of pursuit rests primarily with the individual officer involved. Although, law does not prevent an employee from using emergency speeds while engaged in pursuit, it does hold the officer criminally and civilly responsible for each action performed by the employee. The employee shall exercise sound judgment and carefully consider the seriousness of the offense and the possible consequences involved in high speed pursuits. Employees will consider the following before and during any pursuit activities:

- a. Use only fully marked or semi-marked vehicles equipped with audio and visual emergency equipment to enter into a pursuit. It is the individual officer's duty to be reasonably sure the squad car is mechanically sound before entering into such pursuit.
- b. Utilizing training and experience, employees have the prerogative to enter or terminate a pursuit at any time after determining if the risks outweigh the seriousness of the offense or if lives are being unduly threatened by the pursuit. The following must be considered before entering or continuing a pursuit:
 - i. Does the seriousness of the crime or need to arrest the suspect warrant the pursuit?
 - ii. What is the possibility of apprehension?
 - iii. Street, traffic, pedestrian, location and other conditions;
 - iv. The weather conditions;
 - v. Condition of the squad; and
 - vi. Time of day.
- c. State law permits police officers who are engaged in a pursuit to exceed the speed limit and to disregard other traffic regulations, but does not eliminate criminal or civil liability, or negligence claims against the officer or department. Officers shall take reasonable precautions and utilize all emergency equipment in a pursuit.
- d. Employees will attempt to prevent pursuits from occurring by utilizing traffic stop procedures that minimize the risk of noncompliance by a driver.
- e. Officers who become engaged in a pursuit will notify communications of the following:
 - i. Location and direction of travel;
 - ii. License plate number and state, vehicle and occupant descriptions, if possible;

- iii. Most serious crime for which the occupants are wanted;
 - iv. Continuing reports of location; and
 - v. Any additional information available.
- f. Employees, when approaching an intersection where signal lights or stop signs control the flow of traffic, shall:
- i. Decelerate and be prepared to stop;
 - ii. Enter the intersection only when safe and at a reduced speed. Make sure all cross vehicles are aware of your presence; and
 - iii. Resume pursuit speed only when safe. When using emergency lights and siren, an employee is requesting the right of way and does not have the absolute right to disregard traffic control devices.
- g. Officers shall not cause deliberate physical contact between the suspect and police vehicle, nor shall they pull alongside the fleeing vehicle in an attempt to force it into any obstacle.
- h. Under no circumstances shall police officers attempt to shoot a firearm at a fleeing vehicle.
- i. Should the person(s) attempting to avoid apprehension stop the fleeing vehicle and proceed on foot, the police chase car employee should stop, give his location, and continue his effort to apprehend on foot. The back-up car, or second police vehicle, should be dispatched in close proximity to offer assistance.
- j. Employees shall not continue a high-speed pursuit into another jurisdiction without advising the communications dispatcher. Whenever possible, the Illinois State Police Emergency Radio Network (ISPERN) system will be used during the pursuit to communicate to other jurisdictions the pursuit information.
- k. Whenever the course of the pursuit is extended off the roadway the pursuing officer must carefully consider whether or not the seriousness of the offense outweighs the risk to safety and the likelihood of damage to the police vehicle and property.
3. Assisting Officers - Members of the department shall refrain from entering an ongoing pursuit unless directly assigned to assist in the pursuit by the shift supervisor.
4. Supervisor Responsibility - The shift supervisor will attempt to monitor, coordinate, and limit the number of vehicles involved in a pursuit, as well

as the length of the pursuit.

- a. The shift supervisor will assure that sufficient patrol strength is maintained within the District for routine service calls.
- b. The shift supervisor shall terminate any pursuit that does not meet the Department's standards for safety and other factors outlined in this policy.
- c. The shift supervisor shall intervene and correct any incorrect assignment by police personnel involved in a pursuit.

5. Aid to Outside Jurisdictions - Whenever units of another law enforcement agency are engaged in a pursuit and request assistance from the department, the requesting agency should advise our communications center of the nature of the offense and the description of the fleeing vehicle before a police vehicle from the department joins in the pursuit. If an outside agency contacts a Lake County Forest Preserve police vehicle directly on ISPERN requesting assistance in a pursuit, it will be the responding officer's responsibility to inform the supervisor and communications of the request.

E. ROADBLOCKS AND STOP STICK DEPLOYMENT

Under certain circumstances, the total blocking or barricading of roadways by use of squad cars, barricades, or other vehicles and obstacles may become necessary. Because of the inherent dangers frequently caused by the use of roadblocks, this department has established the following policies and guidelines for the use of roadblocks.

1. Fleeing Vehicles(s) - Fixed roadblocks shall be used only as a last resort and the use of deadly force is justified in accordance with the law.
2. Moving Roadblocks
 - a. Officers shall not cause intentional contact between their vehicle and the vehicle being pursued.
 - b. Officers shall not maneuver their vehicles alongside or in front of a vehicle being pursued or in any position of potential collision with a fleeing vehicle.
3. Deployment of Other Stop Measures (stop sticks) - Any deployment of other stop measures employed in a pursuit situation shall be approved and controlled by a shift supervisor. The following guides the use of measures:
 - a. These measures are only to be used on motor vehicles, cars, trucks etc.
 - b. Other measures work best when used on a paved surface roadway.

- c. Police vehicle placement is important to the success of deploying other stop measures and shall be:
 - i. Placed on the side of the roadway, facing the direction of the pursuit with all emergency lights activated. The patrol vehicle may be angled slightly to narrow the roadway and force the suspect to drive over the device. If time or circumstance does not permit the above placement of the patrol unit, it may be positioned facing toward the upcoming pursuit.
 - ii. The patrol vehicle will not be occupied.
- d. Employees should be 10 to 20 feet in front of the patrol vehicle when deploying the other stop measures. If the patrol vehicle is facing towards the upcoming pursuit the employee should then be positioned 10 to 20 feet to the rear of the unit. Always keep the patrol vehicle between the deploying employee and the approaching suspect vehicle.

4. Traffic Checkpoint Roadblocks

- a. Traffic checkpoint roadblocks shall be approved and controlled by a shift supervisor under the following conditions:
 - i. To control ingress and egress at the scene of a major crime.
 - ii. To control ingress and egress at the scene of an emergency or disaster situation.
- b. Traffic checkpoint roadblocks shall not be employed as a means of general or specific traffic enforcement unless authorized by the Director of Public Safety.
- c. Roadblock positioning shall afford considerations for traffic speed at the roadblock, sight stopping distance and maintaining orderly flow of traffic.
- d. Sufficient manpower shall be assigned to properly check traffic without causing undue congestion.
- e. Subjects to be detained shall be removed from the flow of traffic.

5. Road Hazard Roadblocks

- a. The officer shall take immediate action to set up a roadblock and immediately notify the shift supervisor in the event that a road must be blocked to protect the public from any potential hazard.
- b. The shift supervisor shall assess the situation as soon as possible

and shall control the functions and duration of the roadblock consistent with the hazard involved.

F. ASSISTANCE TO OTHER POLICE JURISDICTIONS

Assistance to other police jurisdictions will be provided upon request through the shift supervisor or under the policies and guidelines of this order.

G. ESCORTS

1. Employees shall not escort other vehicles, using flashing red lights and siren under emergency operations.
2. Officers may block intersections and provide traffic control for vehicles in emergencies.
3. If an officer guides another vehicle, it shall be without the use of emergency equipment, and all traffic regulations shall be obeyed.
4. Employees escorting funeral processions, parades, oversized loads, or other slow moving vehicles may use emergency equipment approved by the shift supervisor.

H. AFTER ACTION REPORTING

1. An employee who engages in a pursuit shall file an Incident Report prior to the end of shift, detailing the circumstances of the pursuit. The report shall be reviewed by the appropriate supervisor and directed to the Director of Public Safety to determine compliance with department policy and to detect and correct any training deficiencies.
2. An employee that engages in a pursuit or forcible stopping technique that directly or indirectly results in death or serious physical injury will complete an Incident Report. Supervisors will follow the procedure outlined in OPS 04: Use of Deadly Force Investigation and OPS 05: Use of Force.
3. The Department shall conduct an annual analysis of pursuits to identify any modifications needed in department policies and procedures, or training.

EFFECTIVE DATE

The effective date of this order, **EMERGENCY VEHICLE OPERATION**, is 00/00/0000. OPS 03

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

USE OF DEADLY FORCE
INVESTIGATIVE PROCESS

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

OPS 04

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.05.03

I. PURPOSE

The purpose of this order is to establish the procedures for the investigation of any incident where an employee applies force resulting in, or allegedly resulting in, injury or death of a person.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to judiciously investigate the use of deadly force by members of the department, to include documentation, review, and disposition of the use of deadly force incident.

III. DEFINITIONS

OFFICER-INVOLVED DEATH: any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement employee while the employee is on duty, or otherwise acting within the scope of their employment, or while the employee is off duty, but performing activities that are within the scope of their law enforcement duties.

"Officer-involved death" includes any death resulting from a motor vehicle accident, if the law enforcement employee is engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or attempt to apprehend.

IV. PROCEDURES

The following procedures will be used to investigate every incident of firearms discharge by a department member except for firearms training, hunting and recreation, ballistic examinations, and incidents involving the destroying of an animal.

A. INVOLVED EMPLOYEE

1. Whenever a member discharges their firearm either negligently or officially, he shall immediately and safely:
 - a. Determine the physical condition of any injured person and render first aid when appropriate.
 - b. Request necessary emergency medical aid.
 - c. Notify the communications center of the incident and location.
 - d. Notify the shift supervisor.
2. The officer will remain at the scene (unless injured) until the arrival of the appropriate personnel unless circumstances exist that would make it unsafe for the officer to remain at the scene. The ranking supervisory officer at the scene shall have the discretion to instruct the officer to move to another, more appropriate location.
3. The officer will protect his weapon for examination and submit said weapon to the shift supervisor or an appropriate investigator designated by the shift supervisor. The weapon shall be regarded as evidence and the chain of custody will be maintained.
4. The officer shall provide preliminary information of the incident as requested and a detailed report of the incident within such further time period as the Director of Public Safety may permit.
5. The officer should not discuss the case with anyone except:
 - a. Supervisory and assigned investigative personnel;
 - b. State's Attorney;
 - c. Officer's attorney;
 - d. Psychologist;
 - e. Clergy;
 - f. Immediate family; and/ or
 - g. Union representative.

B. SHIFT SUPERVISOR

1. The shift supervisor will be the primary supervisor on scene at an incident and will do the following immediately after an incident is reported:
 - a. Proceed immediately to the scene and ensure it has been secured.
 - b. Take charge of the scene and ensure proper medical aid has been rendered to any injured persons.
 - c. Separate the involved employee from the scene of the incident.
 - d. Ensure the employee is transported for observation or treatment of injuries to a medical facility.
 - e. Take custody of and protect weapons(s) for submission to the assigned investigator. Weapons will not be removed from the employee at an active scene unless a replacement weapon is provided.
 - f. Send a liaison employee to the medical facility to assist the involved employee.
 - g. Conduct a preliminary field investigation.
 - h. Render command assistance to the assigned investigators.
 - i. Ensure each employee involved in a shooting incident that causes injury or death complies with Illinois law and submits to drug testing prior to the end of the employee's shift as outlined in 50 ILCS 727/1-25.
 - j. Provide a detailed briefing of the incident to the Director of Public Safety within 48 hours.
2. Shift supervisors will notify the following personnel as soon as practicable:
 - a. Director of Public Safety/ Chief of Police;
 - b. Commanders; and
 - c. Lake County Major Crimes Task Force.

C. INVESTIGATION OF OFFICER-INVOLVED SHOOTINGS/DEATHS

It is critical that department members be aware that multiple investigations may occur when a shooting incident occurs and understand the significant differences between a criminal investigation, an internal administrative investigation, and a civil rights investigation. Each is guided by a completely different set of procedures

and rules.

1. Criminal Investigation

- a. The Police and Community Relations Improvement Act requires that the criminal investigation of all Officer-Involved Deaths shall be handled by an outside agency. Therefore, upon confirmation of an officer-involved death or the imminent conclusion of death or any officer involved shooting, the immediate shift supervisor shall contact the Lake County Major Crimes Task Force (LCMCTF) to initiate an investigation. Furthermore, all officer-involved shootings, except negligent discharges where no injury or death occurs, shall be investigated by the LCMCTF.
- b. The Department will be responsible for the following during the criminal investigation:
 - i. Provide LCMCTF with information regarding the department's labor union contractual obligations which are applicable during criminal investigations involving their employee(s).
 - ii. Cooperate fully with the investigation and ensure the LCMCTF case agents receive any and all reports and information from the incident.
 - iii. Ensure an officer injury report is generated, regardless of any claim of injury by the officer.
 - iv. Inform all involved officers to not discuss details of the event with other involved officers, peers, or support personnel until after an official statement or interview has been conducted by investigators.

2. Internal Department Investigation

- a. In any case of the use of deadly force, whether it results in death or not, the designated investigator will conduct an investigation of the incident, separate from and subordinate to the LCMCTF investigation, to determine whether the incident is:
 - i. In concurrence with the Lake County Forest Preserves Public Safety Department policies; or
 - ii. Not in concurrence with the Lake County Forest Preserve Public Safety Department policies; or
 - iii. Accidental or negligent in nature.
 - iv. Whether the involved officer is trained in topics that are pertinent to the officer-involved death.

- v. The quality of supervision prior to, during, and after the incident.
- b. Preliminary investigations and interviews are not subject to the Uniform Peace Officers Disciplinary Act, but when an investigation demonstrates that misconduct or violation of policy has occurred or when an employee is subjected to an interrogation the assigned investigating employee shall advise the employee member of his rights in an administrative investigation or interrogation as defined in the Uniform Peace Officers' Disciplinary Act (50 ILCS 725/).
- c. The assigned investigator will prepare a detailed report of findings and provide those findings to:
 - i. Director of Public Safety; and
 - ii. Use of Force Review Board.
- d. The information gathered during an internal investigation is only for internal use of the District and is to identify compliance or violation of policy, disciplinary issues, policy modification, or training requirements for the department.

3. Civil Rights Investigations

Civil rights investigations and claims often occur after an employee involved shooting incident where bodily harm or death occurs. Employees will forward any requests involving civil rights investigations or claims to the Director of Public Safety.

D. POST INCIDENT CONSIDERATION FOR THE INVOLVED OFFICER

The following shall be adhered to whenever a Lake County Forest Preserve Public Safety employee is involved in a deadly force experience:

- 1. The employee involved shall be removed from the scene as soon as possible. A companion employee shall accompany the involved employee to the hospital to be checked out by medical staff. The companion employee shall remain with the involved employee unless the involved employee desires to be left alone. The involved officer will not be subjected to any questioning or discussion of the incident during this time except as absolutely necessary to gather preliminary information about the incident.
- 2. A reasonable recovery time will be allowed to the involved employee before any questioning except for limited questioning deemed critical to the on scene investigation.
- 3. Only after the involved employee has been allowed a reasonable recovery

time shall a formal investigative interview be conducted. The interview shall be conducted in accordance with regular investigative procedures. The Miranda warning, internal investigations advisement, or ordered statements will generally not be used unless a crime or serious departmental policy, procedure, or rule violation is suspected.

4. Arrangements shall be made for the involved employee or the companion employee to contact family members. An open line of communication and assistance shall be established between the involved employee's immediate family and a department representative.
5. Pursuant to Public Act 100-0389: Section 1-25 The Policy and Community Relations Improvement Act effective August 2017, Police Officers who discharge their firearm causing injury or death to a person or persons during the performance of their official duties or in the line of duty, must submit to drug and alcohol testing as soon as practicable but not later than the end of their shift or tour of duty.

E. OFFICER STATUS

Employees that experience deadly force incidents are not prepared to return to active duty immediately or during an investigation. The employee will:

1. Be placed on paid administrative leave directly upon completion of his preliminary report of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The assignment to administrative leave shall not be interpreted to imply or indicate that the employee has acted improperly; and
2. While on administrative leave, the employee shall remain available during normal business hours for official interviews and statements regarding the shooting incident, and shall be subject to recall to duty at any time. The employee shall not discuss the incident with anyone except the State's Attorney, assigned investigators of the LCMCTF, departmental personnel assigned to the investigation, the officer's private attorney, psychologist, clergy, and the employee's immediate family; and
3. Upon returning to duty, the officer may be assigned to administrative duty for a period of time as deemed appropriate by the Director of Public Safety.

F. REVIEW AND DISPOSITION - USE OF FORCE REVIEW BOARD

1. The Use of Force Review Board shall convene and review circumstances attendant to each use of deadly force, whether death occurred or not, by a department member or at the request of the Director of Public Safety.
2. The board shall consist of:
 - a. A non-involved commander;

- b. A non-involved sergeant;
 - c. Two members of the department at the same rank as the involved employee; and
 - d. An employee that has specialized training in the use of force, defensive tactics, or firearms.
3. The Use of Force Review Board will review all information pertaining to a use of force incident and will include:
 - a. A thorough review of any LCMCTF investigation reports;
 - b. A thorough review of any internal department reports; and
 - c. Hearing of direct testimony, if necessary, from officers and witnesses.
4. The Use of Force Review Board will develop findings and make recommendations to the Director of Public Safety in the following areas:
 - a. Whether the use of deadly force was within policy, in violation of policy, negligent, or accidental.
 - b. Tactical considerations.
 - c. Training considerations.
 - d. Quality of supervision.
 - e. Disciplinary recommendation (if appropriate).
 - f. The appropriateness and quality of the post-incident investigative processes.
5. The recommendations of the Use of Force Review Board will be submitted in a written report to the Director of Public Safety within 72 hours after their final meeting.

EFFECTIVE DATE

The effective date of this order, **USE OF DEADLY FORCE INVESTIGATIVE PROCESS**, is 00/00/0000. OPS 04

John F. Tannahill

Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

USE OF FORCE

SECTION CODE

OPS 05

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.05.01, ADM.05.03

I. PURPOSE

The purpose of this order is to establish department policies to govern the use of force, including deadly force by Lake County Forest Preserve Public Safety Officers; and, to define procedures for reporting and notification of use of force incidents.

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher level standard of safety or care in an evidentiary sense with respect to claims by an allegedly injured party. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis of civil and criminal sanctions in a recognized judicial setting.

II. POLICY

It is the policy of the Lake County Forest Preserve Public Safety Department to value and preserve human life. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others.

Officers shall use deadly force only when reasonably necessary in defense of human life. In determining whether deadly force is reasonably necessary, officers shall evaluate each situation in light of the particular circumstances of each case and shall use other available resources and techniques, if reasonably safe and feasible to a reasonable officer

The decision by an officer to use force shall be evaluated carefully and thoroughly, in a manner that reflects the gravity of that authority and the serious consequences of the use of force by officers, in order to ensure that officers use force consistent with law and agency policies.

In addition, the decision by an officer to use force shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time of the decision, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgments about using force.

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

III. DEFINITIONS

DEADLY FORCE: As used in this policy means any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to , the discharge of a firearm.

SERIOUS PHYSICAL INJURY: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or, results in long-term loss or impairment of the function of bodily member or organ.

REASONABLE BELIEF: When facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

THE VALUE OF HUMAN LIFE: The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must at all times be subservient to the protection of life submitted to the narrowly defined exceptions in this general order. The officer's responsibility for protecting life must include his own.

IV. PROCEDURES

USE OF FORCE

- A. Members of the department may use force in the performance of their duties in the following circumstances:
1. To prevent the commission of a breach of the peace or other unlawful act.
 2. To prevent a person from injuring himself/herself.
 3. To effect the lawful arrest of persons resisting arrest or attempting to flee from custody.
 4. In self-defense or in the defense of another person.
- B. The following are factors which may bear on the officer's decision to use force:
1. What actions on the part of the suspect justify the use of force?

2. What crime is being or has been committed?
3. Does the situation require the immediate use of force?

REASONABLE FORCE

- C. An officer, or any person whom he has summoned or directed to assist him, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. He is justified in the use of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to defend himself or another from bodily harm while making the arrest. However, he is justified in using force likely to cause death or great bodily harm only when he reasonably believes, based on the totality of the circumstances, that such force is necessary to prevent death or great bodily harm to himself or such other person, or when he reasonably believes, based on the totality of the circumstances, both that:
1. Such force is necessary to prevent the arrest from being defeated by resistance or escape; the officer reasonably believes that the person to be arrested cannot be apprehended at a later date, and the officer reasonably believes that the person to be arrested is likely to cause great bodily harm to another; and
 2. The person to be arrested just committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.
- D. Justification for the use of force is limited to what is reasonably known by the officer at the time.
- E. The escalating scale of options does not change the standards which guide the use of discretion in the field. Options range from verbal persuasion to the use of the firearm.

LEVELS OF FORCE

When the use of force is necessary and appropriate, officers shall, to the extent possible, utilize an escalating scale of options and will not employ a more forceful measure unless it is determined that a lower level of force would not be adequate, or such a level of force is attempted and actually found to be inadequate. The scale of options, in order of increasing severity, is set forth below:

F. VERBAL PERSUASION

Where feasible, an officer shall, prior to the use of force, make reasonable efforts

to identify himself or herself as an officer and to warn that deadly force may be used, unless the officer has reasonable grounds to believe that the person is aware of those facts.

1. The practice of courtesy in all public contacts encourages understanding and cooperation; lack of courtesy arouses resentment, and often physical resistance.
2. Simple directions which are complied with while you merely accompany the subject are by far the most desirable method of dealing with an arrest situation. Control may be achieved through advice, persuasion, and warnings before resorting to actual physical force.
3. The above should not be construed to suggest that officers should ever relax and lose control of a situation, thus endangering personal safety or the safety of others.

G. PHYSICAL STRENGTH

1. Frequently, subjects are reluctant to be taken into custody and offer some degree of physical resistance. Normally, all that is required to overcome the resistance is physical strength and skill in defensive tactics (e.g., come along, wrist lock, etc.).
2. Defensive tactics are those physical techniques intended for use when weapons are not available or their use is inadvisable or unreasonable under the circumstances. Officers must ensure that they are capable of utilizing physical skills to subdue a person. Good judgment is extremely important in deciding which tactics to use and how much force to apply.
3. When confronted with a situation which may necessitate the use of physical force, consideration must be given to calling for additional officers prior to the contact.
4. Officers shall not use unnecessary force or violence in making an arrest or in dealing with a prisoner or any person. Prisoners and suspects shall be treated in a fair and humane manner.
5. Chokeholds are prohibited. A peace officer shall not use a chokehold in their performance of his or her duties, unless deadly force is justified. A peace officer shall not use a chokehold, or any lesser contact with the throat or neck area of another, in order to prevent the destruction of evidence by ingestion. As used in this section "Chokehold" means applying any direct pressure to the throat, windpipe or airway of another with the intent to reduce or prevent the intake of air. (720 ILCS 5/7-5.5)

H. CHEMICAL WEAPONS

1. Individual chemical weapons (Oleoresin Capsicum) may be carried by department personnel. The individual teargas or Oleoresin Capsicum is

meant as an auxiliary defensive weapon. If the situation would call for the use of a nightstick, it would reasonably follow that chemical weapons could be employed. However, if sufficient manpower is available to subdue the offender, teargas need not be used.

2. Whenever tactical chemical weapons or individual chemical weapons (Oleoresin Capsicum) are used, except for training purposes, a Use of Force Report will be submitted to the Director of Public Safety, through the chain of command, before going off shift, explaining:
 - a. Why it was used;
 - b. Circumstances surrounding its use; and
 - c. The results and effects of said use.
3. It is the arresting officer's responsibility to see that proper first aid is administered after chemical agents or Oleoresin Capsicum are used.
4. The fire department will be requested to respond when tactical chemical agents presenting a thermo hazard are used in a closed building or an area of potential fire hazard.

I. USE OF THE BATON

1. The baton, in the hands of a police officer trained in its use, is a tool for bringing a reluctant offender into custody.
2. To obtain effective results, avoid unnecessary injury to suspects, and minimize criticism of the department, the baton must be used properly and judiciously.
3. The baton when properly used is capable of delivering extremely powerful blows to stun and incapacitate an aggressive opponent. It is also capable of delivering lethal or permanently disabling blows. Blows to the head, throat, side of the neck, or chest cavity are to be avoided whenever possible.
4. To properly control and therefore maximize its effectiveness, the baton should normally never be raised above the head to strike a blow.
5. Officers will carry only batons authorized by the department. Department issued batons shall not be altered in any way without prior approval and inspection of the alteration.

J. DEADLY FORCE

Officers should use reasonable amount of force necessary to affect an arrest or control a person. Deadly force may only be used by officers when they reasonably believe that:

1. An officer shall use deadly force only when reasonably necessary in defense of human life. In determining whether deadly force is reasonably necessary, officers shall evaluate each situation in light of the particular circumstances of each case and shall use other available resources and techniques, if reasonably safe and feasible to a reasonable officer.
2. An officer shall not use deadly force against a person based on the danger that the person poses to himself or herself if an reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person.
3. Deadly force is necessary to affect the capture or prevent the escape of a suspect and the officer has exhausted all other reasonable means, and the person to be arrested can reasonably be thought to be intent on endangering human life or inflicting serious physical injury unless arrested without delay, and the officer reasonably believes he has the means to do so.
4. Police officers will not unreasonably or unnecessarily endanger themselves or the public in applying this policy.

UNAUTHORIZED NON-LETHAL WEAPONS

- K. The carrying or use of any instrument as an offensive or defensive weapon, not specifically authorized or issued as a weapon by the police department, is prohibited. Examples of unauthorized weapons include, but are not limited to the following: blackjacks, saps, sap gloves, nun-chuks and brass knuckles.
- L. Flashlights and fixed blade knives are not authorized as an offensive or defensive weapon to quell resistance except in extreme cases when no other adequate instrument is available.

USE OF FIREARMS

- M. Except for general maintenance, inspection, or storage or authorized training, officers shall not draw or exhibit their firearms unless circumstances create strong reasonable cause to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this policy.
- N. Officers may discharge their department issued or approved firearm in connection with the performance of official police duty, for the following reasons:
 1. For target practice at the range when authorized for training purposes, or at an organized match.
 2. To kill a seriously injured or dangerous animal when other disposition is impractical (only on authorization from the shift supervisor, if time permits).
 3. In compliance with Section IV.J. (Use of Deadly Force).

4. No distinction shall be made relative to the age of the intended target of deadly force. Self-defense and imminent threat of death or serious physical harm shall be the only policy guideline for employing deadly force.

O. UNAUTHORIZED USE

1. An officer is not justified in the use of a firearm to protect himself or others from assaults or batteries which are not likely to result in death or serious physical harm.
2. Warning shots are prohibited.
3. Shots shall not be fired on mere suspicion that a crime, no matter how serious, was committed or on mere suspicion that the person being pursued committed the crime.
4. Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured.
5. Officers should not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another.
6. Firearms may not be discharged through closed doors, walls, or covered windows of any building, except where critical extenuating circumstances exist to warrant such action.
7. No department approved firearm shall be used for any purpose not described in this general order.
8. General maintenance of firearms will be restricted to the armory, or other locations approved by the shift supervisor.
9. Firearms stored in the gun cabinets located in the armory, can only be used after successful completion of training and following the proper checkout procedures.

P. REPORTING USE OF FIREARM

A member who uses physical force or who discharges a firearm on or off duty within or outside his jurisdiction accidentally, negligently, or intentionally, except for training, practice at the range or legal recreational use, shall make an oral report to his supervisor as soon as circumstances shall permit. The member shall also complete a Use of Force Report (Attachment A) and incident report. These reports will be forwarded to his commanding officer as soon as practical.

UNNECESSARY FORCE DEFINED

- Q. Unnecessary force occurs when unjustified physical abuse of a person being arrested or detained is exacted or when it is apparent that the type or degree of force employed was not reasonable, necessary, or appropriate. When any degree of force

is utilized as summary punishment or for vengeance, it is clearly improper and unlawful.

- R. Every police officer, who under color of authority and without lawful necessity, assaults or beats any person, may be guilty of a felony as provided by law.
- S. Malicious assaults and batteries committed by officers constitute gross and unlawful misconduct.
- T. When the use of force is applied indiscriminately, the officer may face civil and criminal liability and will face departmental disciplinary action.

USE OF FORCE REPORTING PROCEDURES

- U. Use of Force Report (Attachment A) will be submitted whenever an officer takes an action that results in (or is alleged to result in) the injury or death of another person and/or applies force through the use of non-lethal weapons.
 - 1. The report shall be forwarded to the Director of Public Safety.
- V. If the responsible member is unable to complete the Use of Force Report for any reason, it will become the responsibility of the shift supervisor to submit this report.

W. NOTIFICATIONS

- 1. Whenever a firearm (department issued or personal weapon approved for on or off duty use) is discharged, either on or off duty, regardless of jurisdiction boundaries, accidentally, negligently, or intentionally, except for training, practicing at the range, killing an injured or dangerous animal, or legal recreational or military use, the shift supervisor shall cause the following to be notified immediately:
 - a. Director of Public Safety.
 - b. Commanders.
- 2. Whenever a firearm is discharged accidentally, negligently or intentionally, resulting in injury or death, the shift supervisor shall notify the following immediately:
 - a. Director of Public Safety.
 - b. Commanders.
 - c. Lake County Major Crimes Task Force.
 - d. State's Attorney's Office.
 - e. Coroner.

X. NON-LETHAL WEAPONS OR PHYSICAL FORCE

1. Incidents involving the use of physical force or a non-lethal weapon will be reported on the Use of Force Report and incident report.
2. The Use of Force Report will be forwarded to the Director of Public Safety through the chain of command.
3. If the responsible member is unable to complete the Use of Force Report for any reason, it will become the responsibility of that member's immediate supervisor to submit this report.

Y. USE OF FORCE REVIEW BOARD

1. The Use of Force Review Board shall convene and review circumstances attendant to a specific use of force incident at the discretion of the Director of Public Safety.
2. The board shall consist of:
 - a. Board chairman and members as designated by the Director of Public Safety to include.
 - b. A shift commander other than the effected shift commander.
 - c. A shift sergeant other than the effected shift sergeant.
 - d. Two members of the same rank as the member who used force.
 - e. At least one member of the review board should have specialized training in the subject matter being reviewed, i.e. use of force instructor, defensive tactics instructor, firearms instructor.
3. The Use of Force Review Board will evaluate, in explicit and fact-finding fashion, each aspect of the use of force incident. Such evaluation will include:
 - a. A thorough review of any LCMCTF investigation reports.
 - b. A thorough review of any internal department reports.
 - c. Hearing of direct testimony, if necessary, from officers and witnesses.
4. The Use of Force Review Board will develop findings and make recommendations to the Director of Public Safety in the following areas:
 - a. Whether the use of force was within policy, in violation of policy, or accidental.

- b. Tactical considerations.
 - c. Training considerations.
 - d. Quality of supervision.
 - e. Disciplinary recommendation (if appropriate).
 - f. The appropriateness and quality of the post-incident investigative processes.
5. The recommendations of the Use of Force Review Board will be submitted in a written report to the Director of Public Safety within 72 hours after their completed evaluation of the incident.

EFFECTIVE DATE

The effective date of this order, **USE OF FORCE**, is 00/00/0000. OPS 05

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT
TRAFFIC CRASH MANAGEMENT

SECTION CODE
OPS 06

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards: OPR.01.01, OPR.06.06, 06.05, 06.07, 06.08

I. PURPOSE

The purpose of this order is to establish the policies and procedures for the traffic crash management function of the Lake County Forest Preserves Public Safety Department.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to investigate traffic crash incidents, provide emergency medical aid, and emergency services to safeguard the lives and well-being of persons and property involved in, or in the vicinity of a traffic crash.

III. DEFINITIONS

TRAFFIC CRASH INVESTIGATION: Collection of factual information identifying and describing people, roads, and vehicles involved; describing the results of the accident in terms of danger to vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and, sometimes, an attempt to specify the peculiar combination of factors required to produce that particular crash.

TRAFFIC CRASH REPORTING: Basic data collection to identify and classify a traffic crash and the persons, vehicles, time/location, and planned movements involved, and possible contributing factors such as traffic law violations.

IV. PROCEDURES

A. ASSIGNMENT TO TRAFFIC CRASHES

1. Employees will conduct on-scene investigation of all traffic crashes.
2. Depending upon the nature, severity, and location of the traffic crash, one or more officers, or a Community Service Officer (CSO), will be assigned to the scene of a traffic accident, in order to conduct an investigation.
3. Crashes with reported disturbances between principals will have additional officers assigned to the call for service.
4. A supervisor may notify any additional resources needed to secure and investigate the crash.

B. DISPATCH OF OFFICERS TO SCENE

1. When directed to respond to a traffic accident, the employee will be informed of the exact location, the severity of the accident, whether traffic is blocked, and other units assigned if available.
2. Employees directed to respond to an accident scene should choose the best possible approach route and drive safely to the scene of the crash.
3. Employees will be alert to any vehicles leaving a crash scene that may be involved while approaching the scene of the crash.

C. NOTIFICATION BY OFFICERS OF ENCOUNTERED ACCIDENTS

As soon as possible upon encountering an unreported traffic crash, officers will notify the communications center of the accident location, possible injuries, and any other pertinent circumstances.

D. RESPONSE TO AND STABILIZATION OF TRAFFIC ACCIDENT SCENE

1. Employees will be alert for and avoid obliterating or destroying any evidence;
2. Employees will be observant of any conditions or factors that contributed to the crash;
3. Employees will place police vehicles in such a way as to provide maximum protection to the scene, but without endangering the public;
4. Employees will assess the scene to determine needs for assistance and summon appropriate assistance; and
5. Employees will determine if additional vehicle crash investigative skills are required.

E. CRASHES INVOLVING PERSONAL INJURIES

1. Officers will maintain their skills in emergency medical care.
2. Attending to injured persons will take precedence over investigative or reporting activities.
3. Officers shall administer appropriate emergency medical aid to injured persons. Officers will not attempt to administer medical aid or treatment beyond their capabilities. Officers will not permit untrained volunteers to treat injured persons.
4. Officers shall request emergency medical assistance immediately after identifying personal injury at the scene and assist medical staff when appropriate.
5. Employees will make contact with every person involved in the crash to identify injured parties and the extent of their injuries.

F. PROTECTING THE ACCIDENT SCENE/CLEARING THE ROADWAY

1. Employees shall use the patrol vehicle's overhead lights, cones, and other appropriate warning devices to protect the crash scene and to alert approaching traffic of hazards associated with the crash.
2. Employees shall send personal property with injured parties or ensure that the property belonging to crash victims are secured. Proper inventory procedures will be followed.
3. Employees will direct motorists to remove vehicles from the roadway when there are no injuries and vehicles are operational.
4. Employees will clear a roadway as soon as practical.
5. Officers may be required to direct traffic when assigned to a crash scene to facilitate traffic flow and eliminate unnecessary traffic issues.
6. Employees will request fire department support when fire hazards or other hazardous materials are present.

G. POTENTIAL FIRE HAZARD AND HAZARDOUS MATERIALS AT ACCIDENT SCENES

1. Handling Fire Hazards
 - a. Employees will take appropriate action when confronted with a fire

situation including:

- i. Protect the scene;
 - ii. Remove persons near the hazard; and
 - iii. Call the fire department.
- b. Employees may reasonably try to extinguish a fire hazard.
 - c. Employees will evacuate the surrounding area and maintain isolation of the area until the fire is suppressed.
 - d. Officers will detour traffic around the fire hazard if necessary.

2. Handling Hazardous Materials

- a. Employees will look for any leakage and attempt to identify any potential hazardous material by viewing the placards on a commercial vehicle from a distance. Fire department units will be notified of any possible leakage from commercial vehicles.
- b. Employees will avoid breathing or contacting any possible hazardous material at a crash scene and prevent others from approaching the scene.

H. ON SCENE CRASH INVESTIGATION

1. Assigned employees will conduct on-scene traffic crash investigation activities, as are necessary and appropriate;
2. Employee will assess the scene of a crash and determine if additional assistance is required; and
3. Employees will be in charge of the crash scene and responsible for the completion of the crash report except when relieved of those duties by the shift supervisor.

I. BASIC ACCIDENT INVESTIGATION PROCEDURES

The nature and circumstances of the accident will determine the scope of the on scene and/or follow-up investigation and the type of information and evidence to be collected, to include, but not restricted to:

1. Questioning drivers and witnesses;
2. Examining vehicle condition;
3. Examining road and weather conditions;
4. Taking photographs;
5. Making sketches and taking measurements; and
6. Exchanging information among those involved.

J. FATAL TRAFFIC ACCIDENTS

1. When it is evident that death or serious injury has occurred, officers will notify the shift supervisor and will request notification of the Major Crash Assistance Team (MCAT) and all other persons who have a responsibility at the scene.
2. Officers will note the exact location and condition of the body (bodies) so details may be included in the investigative report and diagram.
3. Any property or valuables released to another person or agency will be properly receipted by the officer.
4. The identity of the body (bodies) will not be released without proper notification of the next of kin and authorization by the coroner.
5. Those investigation duties directly related to the body (bodies) should be conducted with high priority to facilitate early removal of the body (bodies) to the proper facility.
6. An investigation hold can be placed on each vehicle involved in the fatal accident and properly impounded to permit a later, more thorough examination for defects.

K. HIT AND RUN ACCIDENTS

1. Employees dispatched to the scene of an accident where one or more parties have left the scene will attempt to obtain a description of the vehicle, driver, and passengers, direction of travel, and damage location on the vehicle;
2. All information will be relayed to the communications center for

dissemination to other patrol units and neighboring law enforcement agencies.

3. Employees will request any registration information available on the vehicle.
4. Employees will attempt to locate, photograph, collect, and preserve all physical evidence which may be useful in the identification of the missing vehicle.
5. Employees will obtain statements from any witnesses at the scene or in the general area of the crash.
6. Employees will check garages, service stations, and public parking lots in an effort to locate the vehicle.
7. Employees will establish positive identification of any suspect vehicle descriptions and physical evidence collected at the scene.
8. Employees will interview the owner and determine the identity of the driver at the time of the accident.
9. Officers will take the appropriate enforcement action.

L. UNIFORM ACCIDENT REPORT FORM

1. The Lake County Forest Preserves Public Safety Department utilizes Illinois Traffic Crash Report forms on all reported traffic accidents if the incident results in property damage in excess of \$1,500 or injury or death. Employees may complete a report for any accident when requested or necessary to document information or circumstances of the crash.
2. The department classifies crashes, compiles data, and prepares the required summary reports in accordance with the requirement of the Illinois Department of Transportation and manual on Classification of Motor Vehicle Traffic Crashes.

M. VIOLATION OF TRAFFIC STATUTE OR ORDINANCE

1. Employees are expected to take positive enforcement action whenever an investigation or reporting activity produces probable cause to believe that a violation of law or ordinance has occurred.
2. Employees specific enforcement actions arising from traffic crash investigation or reporting will be consistent with the nature of the alleged violation and with the department's written policies.
3. Employees will establish all elements of a violation before taking enforcement action. Elements that the officer has not personally witnessed

must be established through investigation. The investigation may include, but not be limited to:

- a. Statements or admissions made by the alleged violator to the officer;
- b. Statements of the witnesses;
- c. Accident scene measurements; and
- d. Physical evidence.

N. CLEARING THE CRASH SCENE

1. Employees will arrange for the prompt and safe removal from the scene of involved vehicles and debris consistent with the need to manage injuries, actual or potential hazards, and obtain and preserve evidence,
2. Employees will assist vehicles leaving the scene to enter traffic flow safely.
3. Employees will remove all safety equipment and police vehicles after the scene has been cleared of vehicles and debris.

O. FOLLOW-UP ACCIDENT INVESTIGATION

1. The department will perform follow-up traffic accident investigation services in support of on-going or anticipated criminal prosecution, as necessary and appropriate. The department does not perform such services in support of civil litigation, since the public has access to ample private resources/agencies for that purpose.
2. Development of follow-up information on traffic accidents is undertaken in support of possible criminal prosecution. When warranted, this follow-up information may include:
 - a. Collecting off-scene data;
 - b. Obtaining/recording formal statements from witnesses;
 - c. Reconstructing accidents; and
 - d. Preparing formal reports to support criminal charges arising from the accidents.

P. USE OF EXPERT AND TECHNICAL ASSISTANCE

1. The department recognizes that, from time to time, follow-up accident investigations may require special skills and technical assistance beyond that available from its own personnel. When necessary, and appropriate, the department will approve the use of outside expert and technical

assistance.

2. Requests for expert and technical assistance in follow-up investigations will specify the precise assistance to be rendered, the names and qualifications of the personnel proposed to provide the assistance, and adequate justification of the need for that assistance.
3. All such requests must have approval of the Director of Public Safety before the expert assistance is authorized.

Q. TRAFFIC CRASHES OCCURRING ON PRIVATE PROPERTY

Employees will complete a report on private property if the crash involves injury, death, or damage over \$1500. Employees may complete a report upon request of the drivers of the vehicles or owner of the property.

R. TRAFFIC ACCIDENTS INVOLVING LAKE COUNTY FOREST PRESERVE POLICE VEHICLES

1. Police department personnel involved in a traffic crash with a District owned vehicle shall notify Communications and the shift supervisor immediately.
2. The crash investigation shall be conducted by a shift supervisor if the crash occurred on District property. If a supervisor is involved, the officer on duty that possesses the highest degree of expertise in the area of traffic crash investigations shall be assigned.
3. If the crash occurs outside Lake County Forest Preserve District property, the accident investigation shall be conducted by the appropriate local police department. The shift supervisor will respond to the scene of any crash.
4. All crashes involving District vehicles will be reported to the Director of Public Safety as soon as practical.
5. A copy of the crash report shall be submitted to the Director of Public Safety as soon as practical.
6. The shift supervisor shall ensure that all department paperwork, risk management paperwork, and damage estimates are completed and forwarded as soon as possible to the proper departments.
7. Supervisors shall ensure that all tests and procedures are completed as outlined in the Lake County Forest Preserves Personnel Policies and Procedures and recognized District practices.

EFFECTIVE DATE

The effective date of this order, **TRAFFIC CRASH MANAGEMENT**, is 00/00/0000. OPS 06

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

WRITTEN OPERATIONS ORDER

SECTION CODE

OPS 07

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.04.03

I. PURPOSE

The purpose of this order is to establish a format to be used when there is time to make a concise plan for any type of operation. This written operations order format is a guideline to be used as an outline for the specific operation order, it should not be considered as an inflexible blueprint requiring exact compliance.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to be an integral part of safe and successful special events and special operations. The need for safety and contingency planning, as well as collaboration among all individuals and organizations involved, such as the event organizer, public officials, and other public safety and service groups, is paramount to preparation and administration of the event.

III. DEFINITIONS

None

IV. PROCEDURES

A. SITUATION PLAN

Situation plans are the key to successful operations at special events and operations. A situation plan will be completed for each special event and operation and consist of basic information including:

1. Type of Action - A brief explanation of the type of operation, reason for the operation, and goals of the operation (e.g. Special event, concert,

visiting dignitaries, search or arrest warrant service, surveillance, protest and demonstration, etc.)

2. Activity and Location - A statement setting forth and verifying the location and activities involved in the operation or person(s) expected to be at the scene.
3. Subject(s) or Activity Concerned
 - a. Description or Background - A brief statement of what the activity is to involve. If a subject, a description and list of personal traits and also any background information, to include a rap sheet and photo, if available.
 - b. Caution Statement, if Necessary - If the activity is a search or arrest warrant service, any information as to possible weapons, mental condition, past history of violence should be disseminated to all involved.
 - c. Location – Inform officers of any routes of escape that may be taken and also any alternate routes. If plans are for an arrest of a subject(s), pass on where he may be located if not at the scene, such as hang-outs, etc.
 - d. Violations (Arrest) - Make sure all parties who will be involved in any type of search or arrest warrant service are aware of any outstanding records/wants/warrants or activities (gang, drugs, etc.) the subject(s) may be involved in.
 - e. Associates (Arrest or Warrant) - A brief statement on any known associates and their descriptions and addresses if known, also any outstanding warrants or caution statements.
 - f. Intelligence
 - i. Informant Coverage (arrest or search warrant) – A statement regarding reliable information received from an informant regarding the operation;
 - ii. Other Agency Input - Any information from another agency regarding the operation (e.g., fireworks display, parades, possible protesters or opposition groups, etc.);
 - iii. Intra-agency input; and
 - iv. Weather conditions.
4. Caution Statement, if Necessary - Should relate to the overall operation.

B. PARTICIPANTS

Participants in these events may include, but are not limited to, law enforcement personnel, emergency medical and fire personnel, emergency management personnel, technicians, attorneys, volunteers, and any other personnel deemed necessary. The following will be considered when planning an event:

1. Identity, Location and Activity of Participants in the Operation - A concise statement setting forth a detailed identity, exact location during the operation, and relationship to the overall operation. Means of special identification of participants will be provided to all authorized personnel.
2. Attachments or Detachments - A statement regarding any groups or individuals that may be added to or deleted from the particular operation.
3. Support Available for Operations - A brief statement to set forth any unit or individual designated as a back-up unit, or other support function as required.
4. Identity, Location and Activity of Agencies or Individuals Not Involved in the Operation, but Whose Duties May Require Their Presence in and Around the Operation Area - A statement setting forth any units or individuals not actively engaged in the present operation but who may need to be advised of this operation.

C. MISSION

A brief statement of the tasks to be performed, to include who, what, why, when, where, and how.

D. EXECUTION

1. Overall Concept of the Operation - A statement setting forth the general plan to be used in accomplishing the mission.
2. Specific Duties
 - a. Units - A concise statement specifically setting forth the manner by which each unit will accomplish their designated tasks with particular attention being given to detail. Include back-up teams, if necessary.
 - b. Individuals - A concise statement specifically setting forth the manner by which each individual in the above designated units will accomplish their assigned tasks.
3. Coordinating Instructions
 - a. Time Schedule - Time and date as related to specific phases of the

operation.

- i. Briefing - If practical, all participants should receive specific instructions as to their role at a briefing session.
 - ii. Departure - The time designated to begin movement to the operational area.
 - iii. Rendezvous - Designated times for involved units to effect any required link-up.
 - iv. Execution - Designated times for actual task accomplishment.
 - v. Specific Tasks - Designated times for the accomplishment of separate phases of the operation.
 - vi. Other - Any designated time schedule unique to a particular operation not covered by the above.
 - vii. Return - Designated time to return to a debriefing area or to be released.
- b. Order of Movement - The sequence by which units or individuals will move to or from the objective area.
 - c. Routes to be Followed - Assigned or alternate routes to be utilized to or from the objective area.
 - d. Intra-Office and Other Agency Coordination – Coordination required within the organization conducting the operation plus any other agencies.
 - e. Area Isolation - Any coordination necessary to ensure that no action would take place in the objective area that would cause a problem in accomplishing the objective.
 - f. Rendezvous Locations - Designated points for units or individuals involved in the operation to establish liaison.
 - g. Rehearsals and Inspections - A rehearsal, if possible, in an area similar to the objective area, plus an inspection to ensure all equipment is available and uniforms are neat and clean.
 - h. Post Operation Procedure - Tasks to be performed at the conclusion of the operation; e.g., removing no parking signs and barricades, directing traffic, interviews, crime scene searches, transporting prisoners.

- i. Debriefing - Critique and turning in equipment.
4. Weapons and Ammunition (arrests or search warrants) - A statement concerning special weapons, tactics, and ammunition that may be required to accomplish a specific task in addition to normal weapons and ammunition.
5. Clothing and Equipment - A statement setting forth what clothing and equipment will be required to accomplish a specific task including uniform, police or weather gear, safety equipment, communication equipment, and specialized tactical gear, etc.
6. Transportation - A statement setting forth vehicle or other transportation needs, if required.
7. Handling of Injured or Ill - A statement setting forth procedures for handling injured or ill personnel.
8. Handling of Subjects and/or Evidence (arrest or search warrants) - A statement setting forth procedures to be utilized in the handling and transportation of prisoners as well as procedures for collection and preservation of evidence.
9. Meals, Breaks, Relief, if Necessary - A brief statement setting forth times and places for personnel involved in the operation to be relieved for breaks. A rotation plan with designated relief personnel will be designed for each event.

E. CONTROL AND COMMUNICATIONS

1. Control
 - a. Command Post - A statement creating the use of Incident Command Principals including designation of the command of the operation, chain of command, and contact information for the command post and members of the command team.
 - b. Secondary or Alternate Command Post- A statement only required if the incident requires an offsite secondary or alternate command post.
 - c. Sub-Unit Leader(s) - A statement giving the name and responsibility of persons in command of sub-units of operation and contact information.
2. Communications
 - a. Radios
 - i. Types.

- ii. Channels.
 - iii. Codes to be used, if any.
 - iv. Reporting Times and Procedures - A statement setting forth exact times and methods to be used in reporting progress of the operation.
 - v. Call Signs - Specific identification of individuals or units involved by call signs.
- b. Telephone Communications- Cellular, satellite, or land line numbers will be provided to the command post personnel and participants involved in the operation.
- c. Pre-Arranged Signals
- i. Hand and arm signals.
 - ii. Mechanical signals.
 - iii. Messenger.

EFFECTIVE DATE

The effective date of this order, **WRITTEN OPERATIONS ORDER**, is 00/00/0000. OPS 07

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

COMMUNICABLE DISEASE

SECTION CODE

OPS 08

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.07.02, PER 09.01

I. PURPOSE

The purpose of this policy is to provide guidelines for law enforcement officers in preventing the contraction of communicable diseases.

II. POLICY

It is the policy of this department to provide employees with up-to-date training, information, and personal protective equipment that will help minimize potential exposure while increasing employee understanding of the nature, risks, and routes of transmission of communicable diseases.

III. DEFINITIONS

BODILY FLUIDS: Liquid secretions including blood, semen, mucous and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

COMMUNICABLE DISEASE: Those infectious illnesses that are transmitted through contact with the bodily fluids of an infected individual.

IV. PROCEDURES

A. COMMUNICABLE DISEASE PREVENTION

1. In order to minimize potential exposure to communicable diseases, employees will assume that all persons are potential carriers of a communicable disease.
2. Disposable gloves shall be worn when handling any persons, clothing or equipment with bodily fluids on them.

3. Masks, protective eyewear and coveralls shall be worn where bodily fluids may be splashed on the officer.
4. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs Cardio-Pulmonary Resuscitation (CPR) or mouth-to-mouth resuscitation.
5. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care, and should be considered contaminated items. The following guidance is provided to employees:
 - a. Protective or puncture proof gloves should be worn when searching for or handling sharp instruments.
 - b. Employees should not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. The person may also be asked to remove such objects.
 - c. Needles shall not be recapped, bent, broken, or removed from a disposable syringe or otherwise manipulated by hand.
 - d. Needles shall be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes.
6. Employees shall not smoke, eat, drink or apply makeup around bodily fluid spills.
7. Any evidence contaminated with bodily fluids will be dried, double bagged in paper bags and marked with biohazard markings to identify potential or known communicable disease contamination.

B. TRANSPORT AND CUSTODY

1. Where appropriate protective equipment is available, no employee shall refuse to arrest or otherwise physically handle any person who may have a communicable disease.
2. Employees shall not put their fingers in or near any person's mouth.
3. Individuals with bodily fluids on their persons shall be transported in separate vehicles from other individuals. The individual may be required to wear a coverall and disposable gloves if he is bleeding or otherwise emitting bodily fluids.
4. Employees have an obligation to notify relevant support personnel during a transfer of custody when the person has bodily fluids present or has stated that a communicable disease risk exists.

5. Employees shall document on the case report when a person taken into custody has bodily fluids present or has stated that a communicable disease risk exists.

C. DISINFECTION

1. Any unprotected skin surfaces that come into contact with bodily fluids shall be immediately and thoroughly washed with hot running water and soap for a minimum of 15 seconds before rinsing and drying.
 - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - b. Disposable gloves should be rinsed before removal. The hands and forearms should then be washed.
 - c. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
 - d. All open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.
2. Employees should remove clothing that has been contaminated with bodily fluids as soon as practical. Any contacted skin area should then be cleansed properly. Contaminated clothing should be handled carefully and laundered in the normal fashion.
3. Disinfection procedures shall be initiated whenever bodily fluids are spilled, or an individual with bodily fluids on his person is transported in a departmental vehicle.
 - a. A supervisor shall be notified and the vehicle shall be disinfected by department personnel or by a cleaning service as soon as possible.
 - b. Persons delegated with the responsibility of cleaning the vehicle, will be made aware of the possible dangers.
 - e. All police vehicles taken to a service center for scheduled washing and lubrication will routinely be cleaned in the interior with an approved disinfectant.
4. Non-disposable equipment and areas upon which bodily fluids have been spilled shall be disinfected as follows:
 - a. Any excess of bodily fluids should first be wiped up with approved disposable absorbent materials.
 - b. A freshly prepared solution of one part bleach to ten parts water or

isopropyl alcohol shall be used to clean the area or equipment.

5. All disposable equipment, cleaning materials or evidence contaminated with bodily fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste materials.

D. SUPPLIES

1. Supervisors are responsible for continuously maintaining and storing in a convenient location an adequate amount of communicable disease control supplies for their unit.
2. Supervisors are responsible for dissemination of supplies for infectious disease control. Protective gloves, other first aid supplies and disinfecting materials will be made readily available at all times.
3. All departmental vehicles shall be continuously stocked with the following communicable disease control supplies:
 - a. Clean coveralls in appropriate sizes;
 - b. Disposable gloves;
 - c. Puncture-resistant containers and sealable plastic bags;
 - d. Barrier resuscitation equipment, goggles and masks;
 - e. Liquid germicidal cleaner;
 - f. Disposable alcohol wipes;
 - g. Waterproof bandages; and
 - h. Absorbent cleaning materials.
4. Employees using supplies stored in police vehicles are responsible for their immediate replacement.
5. Employees are required to maintain access to disposable gloves while on patrol.

E. LINE OF DUTY EXPOSURES TO COMMUNICABLE DISEASES

1. Employees who have been exposed to bodily fluids of another through cuts or mucous membranes or have been bitten by any person shall be considered to have been exposed to a communicable disease.
2. A supervisor will be contacted, and all appropriate duty injury and medical forms shall be completed by the supervisor.

3. Immediately after exposure, the employee will be transported to the appropriate health care facility for clinical and serological testing for evidence of infection.
 - a. The department shall ensure continued testing of the employee for evidence of infection and provide any follow up counseling as required.
 - b. Unless disclosure to an appropriate departmental official is authorized by the employee or by law, the employee's test results will remain confidential.
4. Any person responsible for potentially exposing the employee to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease.
 - a. The person shall be provided a copy of the test results and advised the results will be confidential, except as required for medical treatment of the employee.
 - b. Criminal charges will be sought against any person who intentionally acts to expose an employee to a communicable disease.
5. Employees that test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or the department.
 - a. The department shall make all decisions concerning the employee's work status solely on the medical opinions and advice of health care officials.
 - b. The department may require an employee to be examined by health care officials to determine if there are any performance issues or hazards to others.
6. All personnel shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

F. RECORD KEEPING

The department shall maintain written records of all incidents involving employees who have potentially been exposed to a communicable disease while acting in the line of duty. The records shall be stored in a secured area with limited access, and maintained in conformance with applicable privacy laws.

EFFECTIVE DATE

The effective date of this order, **COMMUNICABLE DISEASE**, is 00/00/0000. OPS 08

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

RADIO COMMUNICATIONS PROCEDURE

SECTION CODE

OPS 09

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.24.03 and ADM.24.06

I. PURPOSE

The purpose of this order is to establish a uniform manner of radio communications for all personnel of the Lake County Forest Preserves Public Safety Department.

II. POLICY

It is the policy of the department to provide two-way radio communications and to outline expectations of the use of those two way communications. The manner in which radio operations are handled is often a measure of the efficiency of an organization and the attitude of its individuals. Observing basic rules will expedite message handling and improve working relationships among all concerned.

III. DEFINITIONS

None

IV. PROCEDURES**A. RADIO TRANSMISSION CONDUCT**

1. All employees shall be calm and polite when utilizing a two-way radio system. Employee conduct and manners on the radio are the standards by which many people judge the attitude, quality and efficiency of the department.
2. Employees will not demonstrate anger or frustration using a two-way radio. Employees should be careful to remain in control of their temper and remain calm during the most trying situations.

3. Employees will calm themselves and plan their transmissions to prevent misunderstood or garbled messages. Try not to transfer excitement as this makes conditions worse. Excitement in your voice will only create confusion in others.

B. CONSERVING AIR TIME

Employees will conserve air time, minimize unnecessary transmissions, and keep the radio frequencies open for emergency or calls for service.

C. STATING YOUR TRAFFIC

Employees will state the nature of their traffic to assist the dispatcher in determining the priority of incoming calls.

D. TRANSMITTING LENGTHY MESSAGES

Employees will plan transmission especially when transmitting lengthy messages or information. Repeat each group of words to assist the receiver's understanding of the transmission. Repeat verbatim any request to retransmit information.

E. CALLING THE DISPATCH CENTER

The dispatch center is the fastest and most secure communication link for employees in emergency and non-emergency situations. Employees will utilize the following guidelines when contacting the dispatch center:

1. Employees will use the full and correct officer or unit number. Use the following format:
 - a. Employees will begin their call by identifying the dispatch center, then identifying the unit number.
 - b. The dispatch center will advise the unit number to either go ahead with the transmission or standby.
2. Employees will attempt to recall the dispatch center by two-way radio if no response is received.
3. Employees will standby with traffic when requested by the dispatch center.

F. CALLING OTHER UNITS

Employees will often be required to communicate between other units to share information. Officers will use a side channel to share information to prevent monopolizing the emergency dispatch channels.

1. Employees will use the full and correct officer or unit number when transmitting a message. Use the following format:
 - a. Employees will begin their call by identifying the called unit and then identify the calling unit number.
 - b. The called unit will advise the unit number to either go ahead with the transmission or standby.
2. Employees will attempt to call the unit again if no response is received.
3. Employees will standby with traffic when requested by the called unit.

G. USE OF PHONETIC ALPHABET

Employees will learn and utilize a phonetic alphabet for use when transmitting any information requiring clear understanding by the receiver. Each employee will be provided a written list of phonetic equivalents to the alphabet.

H. STANDARD DESCRIPTION OF PERSONS

Employees will be required to provide descriptions of persons to others. Employees will be aware of common practices when providing descriptions for law enforcement purposes.

Employees will attempt to provide descriptions of individuals from the most obvious trait to the least obvious and from top to bottom. The following is a guideline for providing a description of an individual:

1. Begin description with information including sex, race, approximate age, height, and weight.
2. Provide description of hair style and color, color of eyes, clothing and shoe ware.
3. End with tattoos, scars, marks, and any other unique characteristics noted.

I. USE OF TEN CODES

The preferred method of communicating a message by two-way radio identified by the Unified Incident Command System is to use plain English that is easily understood. Officers may use the Association of Public Safety Communication Officials Ten Codes when transmitting a message. The use of ten codes are optional.

J. REQUESTING REGISTRATION, DRIVER'S LICENSE, AND WANTS AND WARRANTS

Officers will provide information consistently each time they transmit requests. The following are suggestions for planning transmissions:

1. Request for Drivers License
 - a. When requesting information by name and date of birth (DOB) provide the name phonetically starting with the last name, first name and middle initial and the DOB by month, day, and year. Provide the name of the state that you want the information sent to.
 - b. When requesting information by driver's license number, provide the driver's license number and the state of issue. When reading the driver's license number, break where the hyphens appear.
2. Vehicle License and/or Vehicle Identification Number
 - a. When requesting vehicle registration information on a license plate, provide the plate number phonetically, type of plate, and the state of issue.
 - b. When requesting vehicle identification number (VIN) information provide the entire VIN clearly and slowly using phonetics for the consonants.
3. Stolen/Wanted Information - When requesting a stolen/wanted check, specify what type of request is involved in the stolen/wanted request.
4. Employees will separate requests to allow for the reception of multiple requests by the dispatch center. Read only one request and wait for the dispatch center to give the go ahead before giving any additional information.

K. READING NAMES AND NUMBERS

1. The name should be spoken clearly, then spell the last name, first name, and middle initial phonetically. The time required for spelling ensures accuracy and reduces repeat requests.
2. When reading driver's license or social security number, break where the hyphens appear. Pause slightly between each section of the DOB (month, day and year).
3. Vehicle license numbers should be read without pause unless they exceed four digits. If there are letters, read the letters phonetically and pause between the letters and numbers. VINs should be broken into the appropriate three digit groups.

L. EMPLOYEE STATUS

Employees will ensure that the dispatch center and supervisors are periodically apprised of their status. The following shall serve as guidance for the dispatch center and employees personnel in performing their duties:

1. Employees shall keep the dispatch center advised of their status at all times. When an officer initiates a traffic stop, field contact, etc., the officer will advise the dispatch center of the location, nature of call and description, status, and whether a backup unit is necessary.
2. Dispatch center personnel shall log the status of field units who are unavailable or assigned to a call.
3. Employees will be assigned to calls based upon the shift lineup and their availability. Supervisors may respond to any call, or direct other personnel to respond as required, though it is advisable to coordinate with communications to avoid resource conflicts.
4. Shift supervisors shall monitor radio traffic to determine if and/or when additional personnel are required, and to make assignments as necessary. Shift supervisors shall in all cases respond to the scene of serious violent crimes, serious calls for service, or emergencies.
5. Dispatch center personnel will be familiar with the procedures for responding to an employee emergency requests for assistance or activation of an emergency alarm on an officer radio or in-car mobile computer including:
 - a. Attempt to contact the officer by radio to check on his status;
 - b. Assign additional officers to respond to the last known location of the officer;
 - c. Notify a shift supervisor of the alarm activation or of the emergency involving the officer; and
 - d. When necessary, switch units not involved in the emergency to another frequency.

M. ILLINOIS STATE POLICE EMERGENCY NETWORK (ISPERN)

Officers may use ISPERN to provide emergency, criminal activity, or in-progress information to, or request assistance from other municipalities, counties, state and federal agencies when no common frequency exists.

EFFECTIVE DATE

The effective date of this order, **RADIO COMMUNICATION PROCEDURE**, is 00/00/0000.
OPS 09

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

<u>SUBJECT</u>	<u>SECTION CODE</u>
RESPONSE TO ROBBERY CALLS	OPS 10
<u>DATE OF ISSUE</u>	<u>EFFECTIVE DATE</u>
00/00/0000	00/00/0000
<u>REVIEW DATE</u>	
00/00/0000	
<u>CANCELS</u>	<u>DISTRIBUTION</u>
All Previous Orders in Conflict	All Personnel

Accreditation Standards: OPR.01.01

I. PURPOSE

The purpose of this order is to establish procedures and provide guidance for employee actions in robbery calls so as to enable effective coverage, and to provide maximum safety and security for employees and civilian personnel.

II. POLICY

The Lake County Forest Preserves Public Safety Department shall establish procedures to provide for a safe and secure response to robbery in progress calls. All robbery in progress reports or robbery alarms will be treated as robberies in progress until such time as it is able to positively determine otherwise. Procedures are intended to reduce risks to employees, persons involved, and bystanders, and to enhance the probability of suspect apprehension while minimizing the potential for escalating a situation.

III. DEFINITIONS

None

IV. PROCEDURES

A. ELEMENTS OF ROBBERY AND SIMILAR OFFENSES

1. A robbery or similar alarm call should alert police officers to the possible circumstances he will face when responding to an alarm or an in-progress call that include:
 - a. Weapons or threat of weapons;

- b. Suspect information if available; and
 - c. Targets of value at the location.
2. Employees will be aware of the legal definition of robbery including that “A person commits robbery when he or she knowingly takes property, except a motor vehicle from the person or presence of another by the use of force or by threatening the imminent use of force”.

B. COMMUNICATIONS PERSONNEL

1. The telecommunications operator’s responsibility upon receipt of robbery or alarm notification includes:
- a. Determining type of offense, location and whether the offense is in progress or delayed, or is a false alarm;
 - b. Confirming description of the suspects, any weapons used, types of vehicles used, and direction of travel;
 - c. Transmitting the information as fast as practical to all units in the vicinity of the incident.

C. RESPONDING POLICE UNIT RESPONSIBILITIES

A minimum of two armed employee units will be assigned to each call including the shift supervisor. Civilian or unarmed employees will not be assigned to robbery, robbery alarms, or alarms of any kind.

The following response procedures will be taken:

- 1. Sirens will not be used approaching the scene of the call. Emergency lights will be used while responding, but will be turned off before arriving in the area of the call;
- 2. Responding units will be armed with appropriate weapons. This will include the patrol rifle when employee’s analysis of the situation warrants;
- 3. Employees should be observant of vehicles and possible suspects leaving the area while responding to an active incident;
- 4. Employees will be responsible for evaluating the situation, requesting additional assistance, and updating the communications center and supervisor;
- 5. Employees will respond to false alarms the same manner as valid alarms.
- 6. Secondary or back-up units will search the surrounding areas for possible

suspects and vehicles that may be involved in the incident.

D. SUSPECT IDENTIFICATION

Employees will investigate any robbery incident or true alarm with the goal to identify the suspects of the crime. The ideal situation for positive offender identification is in a police conducted line up. This procedure will be used when feasible.

1. Employees will use a police photographic or in person lineup as the primary form of identification of suspects who have left the scene.
2. Employees will utilize the following when a suspect is stopped or placed into custody within a reasonable amount of time:
 - a. Employees will transport the witness to the scene of the stop or arrest and conduct a show up. This process is the most legally acceptable procedure when apprehension closely follows the offense; or
 - b. Transport the suspect to the scene of the incident. This procedure should only be used only as a last resort;
 - c. Employees will ensure that all policies are adhered to during the identification and arrest procedures.

EFFECTIVE DATE

The effective date of this order, **RESPONSE TO ROBBERY CALLS**, is 00/00/0000.
OPS 10

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DOMESTIC VIOLENCE

SECTION CODE

OPS 11

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

REFERENCE

Accreditation Standards: OPR 12.01

I. PURPOSE

The purpose of this order is to establish policy and procedures for responding to domestic violence calls in compliance with the *Illinois Domestic Violence Act of 1986*, which requires that every law enforcement agency develop, adopt, and implement written policies regarding arrest procedures for domestic violence incidents that are consistent with this Act.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to investigate and manage all acts of domestic violence as a criminal act, provide immediate effective assistance and protection to victims of domestic violence, and to take appropriate action against offenders.

III. DEFINITIONS

ABUSE - is defined as physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation, but does not include reasonable direction of a minor child by a parent or person in loco parentis.

FAMILY OR HOUSEHOLD MEMBERS - include spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, high risk adults, persons who have or allegedly have a child in common, persons who share or allegedly share a blood

relationship through a child, persons who have or have had a dating and/or engagement relationship, and persons with disabilities and their personal assistants, and caregivers.

HARASSMENT- is defined as knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances; would cause a reasonable person emotional distress; and in fact does cause emotional distress.

INTERFERENCE WITH PERSONAL LIBERTY- is defined as committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which the individual has a right to abstain or to refrain from, or conduct in which the individual has a right to engage in.

INTIMIDATION OF A DEPENDENT- is defined as subjecting a person who is dependent because of age, health or disability to participation in, or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse as herein defined, regardless of whether the abused person is a family or household member.

ORDER OF PROTECTION - is defined as an order issued by a court to protect a victim or victim's family from future domestic violence or harassment. Orders of protection include emergency orders of protection, interim orders of protection, or plenary orders of protection granted with any or all of the remedies authorized by the Illinois Domestic Violence Act.

PETITIONER - is defined as the person, protected persons, or person's family that petitioned the court for protection and requested an order of protection.

PHYSICAL ABUSE- is defined as treating another with cruelty or violence and includes sexual abuse and any of the following:

1. Knowing or reckless use of physical force, confinement or restraint;
2. Knowing, repeated or unnecessary sleep deprivation; or
3. Knowing or reckless conduct which creates an immediate risk of physical harm.

WILLFUL DEPRIVATION - is defined as willfully denying a person who because of age, health or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment.

DOMESTIC BATTERY- is defined as anyone who knowingly and without legal justification causes bodily harm to a family or household member or makes contact of an insulting or provoking nature with a family or household member.

IV. PROCEDURES

A. COMMUNICATIONS

Communications personnel will gather all pertinent information and transmit the information to assigned units. Communications personnel will cross-reference the name and address for prior calls for service and weapons. Communications personnel will make periodic radio checks on officers at the scene.

B. OFFICERS RESPONSE

Employees will respond to and investigate all complaints of domestic violence in a safe and expeditious manner. All such calls should be regarded as potentially high risk calls for employees and require a minimum of two units. Employees will advise the communication personnel and supervisor of the status of the call as soon as possible.

The Illinois Domestic Violence Act of 1986 requires employees to assist the victim, to arrest the abuser where appropriate, and to report the incident.

C. ASSISTANCE TO THE VICTIM

If the officer determines that a person has been abused by a family or household member, the officer will take all reasonable steps to prevent further abuse, including, but not limited to, the following:

1. Arresting the abusing, neglecting or exploiting party, where appropriate.
2. Accompanying the victim to his or her residence to remove necessary personal items.
3. Furnishing the victim with information that advises the victim of his or her rights under the Illinois Domestic Violence Act of 1986 including referring the victim to a social service agency, providing the victim with the name and badge number of the officer, and the arresting agency's phone number.
4. Contacting a victim advocacy service for victim assistance following a domestic violence related incident in which great bodily harm, use of a weapon, or other aggravated factor was present.
5. Ensuring that prior to release of a person charged with domestic violence that certain conditions are imposed at the time of the defendant's release that restrict the defendants access to the victim, family members, or residence for 72 hours.
6. Advising the victim about seeking medical attention and of the importance of preserving evidence.

7. Advising the victim of her or his right to file a criminal complaint at a later date and where such a complaint may be filed.
8. Advising the victim that they may contact the holding agency for information about the custody status of the offender.
9. Transporting or arranging for transportation of the victim to a medical facility if treatment is necessary.
10. Transporting or arranging for transportation of the victim to a shelter or safe home.
11. When a victim of abuse chooses to leave the scene of the offense, it will be presumed that it is in the best interests of any minors or dependents in the victim's care to remain with the victim or a person designated by the victim, rather than to remain with the abusing party.

D. CASE INCIDENT REPORT

Whenever an employee receives a report or allegation of any offense committed between family or household members, a case incident report must be prepared, whether or not an arrest is made.

E. WRITTEN REPORT

Employees shall complete a written report of any domestic violence call for service and include:

1. Observations of the victim, abuser, visible injuries, the presence of weapons, damage at the scene, and all other circumstances and facts pertinent to the incident;
2. Disposition of the allegation;
3. Victim statement as to frequency and severity of prior incidents;
4. The number of prior requests for police assistance;
5. That the victim was advised of his or her rights under the domestic violence statute;
6. Whether children were present and witnessed the incident;
7. Interviews and statements from all other persons present at the time of the incident;
8. Any reporting to the Illinois Department of Children and Family Services when children are present;

9. Providing to the victim of the Attorney General's "Written Statement and Explanation of Rights";
10. Documenting of all injuries to parties involved in the call. Employees will determine the aggressor when both parties are complaining of injuries or mutual abuse by reviewing the evidence and statements at the scene. Officers may seek the assistance of a supervisor or the States Attorney's Office prior to determining the aggressor; and
11. Contacting a supervisor if either party is an employee of the Department.

F. NON ARREST

Officers will clearly document the facts of any case where no arrest occurred and the reasoning behind the decision to not arrest.

G. REVIEW OF REPORTS

Supervisors will review all reports for completeness and conformity to the domestic violence procedures and laws.

H. PHOTOGRAPHS

The employees will take still photographs of any injuries or property damage at the scene and enter them into evidence.

I. INTERVIEWS

Employees will interview the victim, witnesses and the aggressor separately to allow the victim and witnesses to speak freely without being intimidated by the presence of the aggressor. Employees will attempt to obtain a written or taped statement from the victim, witness, and aggressor. Employees will include any verbal or written statement in the case report and case file.

J. PHYSICAL EVIDENCE

Employees will take any possessions or articles which corroborate the occurrence of violence or photograph the items. Employees will submit all items confiscated into evidence.

K. NO ARREST OR ARREST

Employees will make an arrest when evidence and probable cause exists that demonstrates that an act of domestic violence has occurred or that any person has violated a valid Order of Protection that has been properly served and contains police enforced remedies. An employee may determine that an arrest is not appropriate based on the lack of probable cause or an uncooperative victim.

1. An employee that does not arrest an abusive person due to the lack of probable cause or cooperation of the victim is responsible for:
 - a. Completing a report providing documenting observations, information on the nature of the incident, and the outcome of the investigation;
 - b. Informing the complainant that criminal proceedings may be filed at a later time and provide information about the procedure;
 - c. Providing the proper domestic violence information and paperwork; and
 - d. Advising the victim of the importance of preserving evidence.
2. Employees shall make an arrest in cases involving domestic violence when probable cause exists and under the following circumstances:
 - a. When a violation of law has occurred;
 - b. Victim has visible signs of injury;
 - c. When any weapon has been used to inflict injury or to intimidate or threaten the victim;
 - d. When offense is committed in the presence of the employee; or
 - e. When an employee has confirmed that a properly served valid order of protection is in effect and a police enforced condition of the order of protection has been violated by the offender.

L. SPECIAL ARREST CONSIDERATIONS

1. Employee will sign a complaint if probable cause exists and the arrest is mandated by law or victim is unwilling or reluctant to do so.
2. Employees will sign complaints in discretionary arrest cases where a violation of law has occurred and probable cause exists.

M. LIMITED LAW ENFORCEMENT LIABILITY

Section 305 of the Illinois Domestic Violence Act of 1986 limits an officers and this department's liability and states: "any act of omission or commission by any law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing this article shall not impose civil liability upon the law enforcement officer or his or her supervisor or employer unless the act is a result of willful or wanton misconduct."

N. ELDER ABUSE REPORTING

Employees will follow the same procedures when investigating cases of elder abuse or domestic abuse of the elderly. Employees will provide assistance to the elderly by contacting victim advocates for the elderly and emergency shelter when necessary.

O. CHILD ABUSE REPORTING

Employees will be aware of the statutory requirements of the Abused and Neglected Child Reporting Act where domestic violence or abuse involving children occurs. Employees will report such incidents to the Department of Children and Family Services hotline and follow appropriate departmental guidelines.

EFFECTIVE DATE

The effective date of this order, **DOMESTIC VIOLENCE**, is 00/00/00. OPS 11

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date

- Attachment A – Illinois Domestic Violence Act Victim Information
- Attachment B – Domestic Violence Supplement form
- Attachment C – Domestic Violence Diagram form
- Attachment D – Domestic Violence Risk Assessment
- Attachment E - Written Statement and Explanation of Rights

Illinois Domestic Violence Act Victim Information

from the Office of Illinois Attorney General Lisa Madigan

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law.

Under Illinois law **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Orders of Protection

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.

To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms.
- Ask your attorney to file in civil court.
- Request an order with your divorce.
- Request an order during a criminal prosecution.
- Go to your local circuit court clerk's office and get papers to seek an order of protection for yourself.

Law Enforcement Response

Law enforcement should try to prevent further abuse by:

- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- accompanying you back to your home to get belongings; and
- telling you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form, to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

If Abuser Contacts You After an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that is another crime, violation of an order of protection.

Where You Can Get Help and Advice:

National Domestic Violence Hotline: 1-800-799-SAFE
Chicagoland Domestic Violence Help Line: 1-877-863-6338 (*Chicago area*)
Chicago Rape Crisis Hotline: 1-888-293-2080 (*Chicago area*)
Local Domestic Violence Program:

Form available from the Office of Illinois Attorney General Lisa Madigan website at <http://www.IllinoisAttorneyGeneral.gov/women/idva.pdf>.

Officer's Name	Star / Badge #	Date
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Información para Víctimas Sobre la Ley de Illinois Contra la Violencia Doméstica

de la Oficina de la Procuradora de Illinois Lisa Madigan

La **violencia doméstica** es un delito. Cualquiera persona que pega, estrangula, patear, amenaza, acosa, o interfiere con la libertad personal de otro miembro de la familia o de la casa ha quebrantado la ley. De acuerdo con la ley de Illinois los **miembro de la familia o de la casa** se definen como:

- personas que son familia directa o por matrimonio;
- personas que están o estaban casados;
- personas que comparten o han compartido un mismo hogar;
- personas que han tenido o dicen que tienen un hijo en común;
- personas que tienen o dicen que tienen relaciones consanguíneas a través de un hijo;
- personas que están saliendo juntos o estaban saliendo juntos, incluso las parejas del mismo sexo; y
- personas con incapacidades y sus asistentes personales.

Ordenes de Protección

Una orden de protección es una orden de la corte que impone restricciones en alguien que ha abusado a un miembro de la familia o del hogar. Una orden de protección puede:

- prohibir que un abusador continúe con sus amenazas y abusos (el abuso incluye abuso físico, acoso, intimidación, interferencia con la libertad personal, la privación deliberada, etc.);
- ordena que el abusador se vaya de un hogar compartido;
- ordena que el abusador se vaya del hogar mientras continúe tomando drogas o alcohol;
- ordena que el abusador no se acerque a Usted y otras personas que están protegidos bajo la orden y asegure que el abusador no visite su trabajo, su escuela, o otros lugares específicos;
- prohibir que el abusador se lleve los hijos, darle a Usted custodia provisional, o requiere que el abusador lleve el hijo a la corte;
- requiere que el abusador se someta a consejería;
- requiere que el abusador entregue sus armas a la policía local; y/o
- prohibir que el abusador tome otras acciones.

Para Obtener Una Orden de Protección Usted Puede:

- llamar y pedir asistencia al programa más cercano de asistencia contra la violencia doméstica;
- pedirle a su abogado que le someta una petición en una corte civil;
- solicitar una orden junto con el proceso del divorcio;
- solicitar una orden en el transcurso de una demanda criminal; o
- ir a la oficina de la secretaria del circuito local y pedir la papelería necesaria.

La Respuesta de los Oficiales de la Ley

Los oficiales de la ley deben tratar de prevenir abuso futuro a través de:

- detener al abusador cuando es apropiado y llenar el reporte de policía;
- llevarle a Usted a un lugar de servicio médico, a un refugio o a un lugar seguro o arreglar un transporte para llevarle a un lugar seguro;
- acompañarle a casa para recoger sus cosas; y
- hablarle sobre la importancia de guardar evidencia, como ropa o propiedades dañadas, y tomando fotos de sus heridas o el daño.

Cargos criminales

Si no se ha hecho un arresto y Usted desea hacer cargos criminales contra el abusador, llévele al fiscal local toda la información pertinente, incluyendo el número del reporte de policía y ese mismo documento. Le puede ayudar que primero se contacte con un programa local contra la violencia doméstica para que ellos le puedan apoyar en el proceso.

Si el abusador se pone en contacto con usted después de un arresto

Cuando a una persona se le acusa de una ofensa criminal y la víctima es un "miembro de la familia o de la casa," a no ser que ya se haya dispuesto en una corte, al abusador se le prohíbe a tener contacto o comunicarse con la víctima y entrar o quedarse en la residencia de la víctima por un mínimo de 72 horas. Si el acusado/abusador viola estas restricciones, se debe de llamar a la policía inmediatamente. Al acusado se le pueden imponer otros cargos por no cumplir con las condiciones de la fianza.

Violación de una Orden de Protección

También debe de llamar a la policía si el abusador ignora una restricción de la Orden de Protección porque eso es otro crimen que se conoce como: violación de una orden de protección.

Usted puede conseguir ayuda e información llamando a los siguientes números:

La Línea Nacional para Violencia Doméstica: 1-800-799-SAFE
La Línea de Ayuda de Chicago para Violencia Doméstica:
1-877-863-6338 *(solamente en Chicago)*
Chicago Rape Crisis Hotline: 1-888-293-2080 *(solamente en Chicago)*
Programa de Asistencia Local para Violencia Doméstica:

Esta forma está disponible en la red en:

http://www.IllinoisAttorneyGeneral.gov/women/ídva_esp.pdf

Officer's Name	Star/Badge #	Date
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Domestic Violence Supplemental Report Form

Report Number: _____

Victim's Name:	Location of Incident:
----------------	-----------------------

Witness Information: (Circle) Witness information must be listed on the offense report

Were there witnesses present during the incident?	Yes	No	
Statements taken:	Oral statement	Written statement	Both
Were children present during the incident?	Yes	No	
Statements taken:	Oral statement	Written statement	Both

Medical Treatment Provided to Victim:

<input type="checkbox"/> None needed <input type="checkbox"/> Will see own doctor Doctor's name and telephone: _____	<input type="checkbox"/> Paramedics called/treated on scene <input type="checkbox"/> Paramedics transported to hospital Hospital Name: _____
--	--

Offender's Actions (circle number of all that apply)

1. Injured victim (specify) 2. Threatened victim (specify) 3. Threatened witnesses/children (specify)	4. Disabled phone 5. Prevented victim/witnesses from seeking assistance 6. Forced entry 7. Took property	8. Damaged property 9. Followed/stalked 10. Sexual assault 11. Other (specify)
---	---	---

Evidence: Evidence collected by: _____ Location collected (hospital/on scene) _____

Were photos of the victim's injuries taken:	Photos of offender's injuries taken?	
Type of weapon used:	Photos of the crime scene taken?	
Victim's statement:	Written statement	Both
Offender's statement:	Written statement	Both
911 tapes:	Requested	Copied to ASA

Crime Scene Description

Victim (circle all that apply)			Offender (circle all that apply)		
1. Angry	7. Afraid	12. Bruises	1. Angry	7. Afraid	12. Bruises
2. Apologetic	8. Irrational	13. Abrasions	2. Apologetic	8. Irrational	13. Abrasions
3. Crying	9. Nervous	14. Cuts	3. Crying	9. Nervous	14. Cuts
4. Fearful	10. Threatening	15. Lacerations	4. Fearful	10. Threatening	15. Lacerations
5. Hysterical	11. Complaint of pain	16. Fractures	5. Hysterical	11. Complaint of pain	16. Fractures
6. Calm		17. Other	6. Calm		17. Other

Officer's Signature: _____

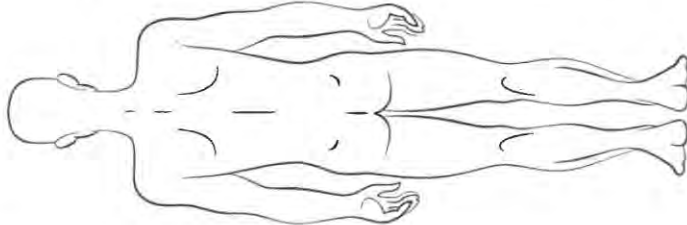
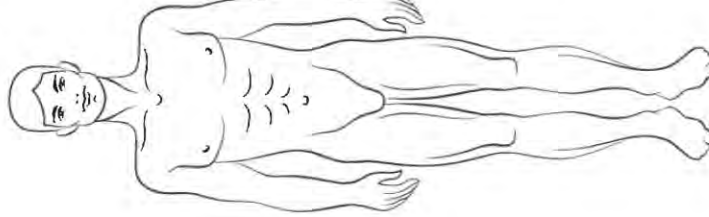
Badge Number: _____

Supervisor's Signature: _____

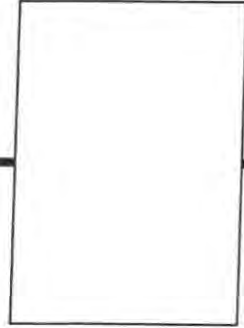
Date: _____

MALE: circle one

VICTIM OFFENDER



OFFICE OF THE
STATE'S ATTORNEY
LAKE COUNTY, ILLINOIS

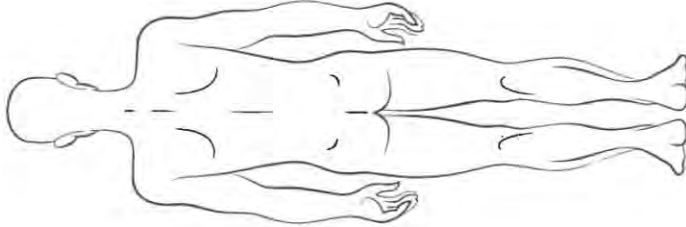
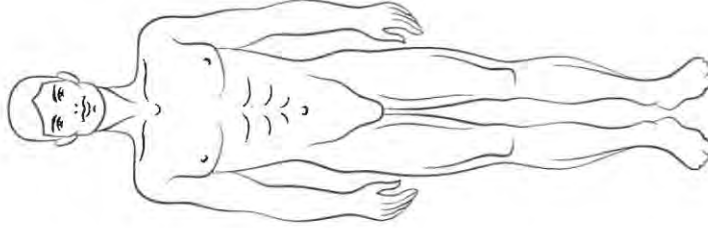


PLEASE DRAW ON DIAGRAM(S)
THE LOCATION OF ANY INJURIES
(INDICATED BY NUMBER)

- 1. BRUISES 2. SWELLING 3. REDNESS
- 4. ABRASIONS 5. BITE MARKS 6. CUTS
- 7. LACERATIONS 8. FRACTURES
- 9. SCRATCHES 10. COMPLAINT OF PAIN
- 11. OTHER (SPECIFY)

MALE: circle one

VICTIM OFFENDER



NAME: _____ CELL #: _____
 EMAIL: _____ WORK #: _____
 D.O.B.: _____ PARAMEDIC NAME/COMPANY: _____
 HEIGHT: _____ DOCTOR: _____
 WEIGHT: _____ HOSPITAL TRANSFERRED TO: _____

ADDITIONAL COMMENTS: _____

SUBJECT'S SIGNATURE: _____

BADGE #: _____ DATE: _____

NAME: _____ CELL #: _____
 EMAIL: _____ WORK #: _____
 D.O.B.: _____ PARAMEDIC NAME/COMPANY: _____
 HEIGHT: _____ DOCTOR: _____
 WEIGHT: _____ HOSPITAL TRANSFERRED TO: _____

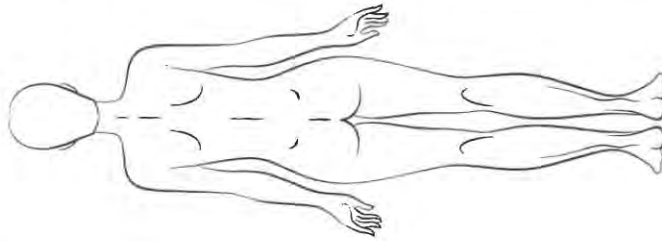
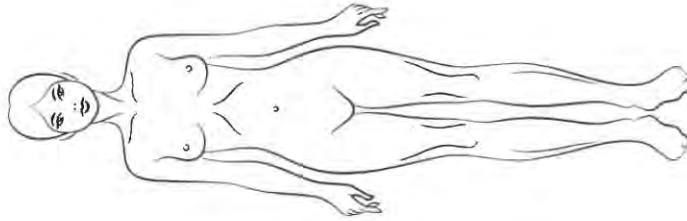
ADDITIONAL COMMENTS: _____

SUBJECT'S SIGNATURE: _____

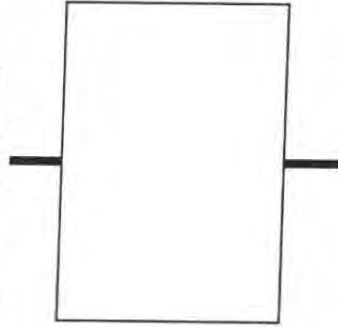
OFFICER'S SIGNATURE: _____

FEMALE: circle one

VICTIM OFFENDER



OFFICE OF THE
STATE'S ATTORNEY
LAKE COUNTY, ILLINOIS

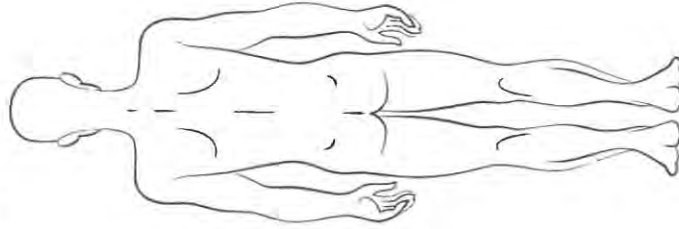
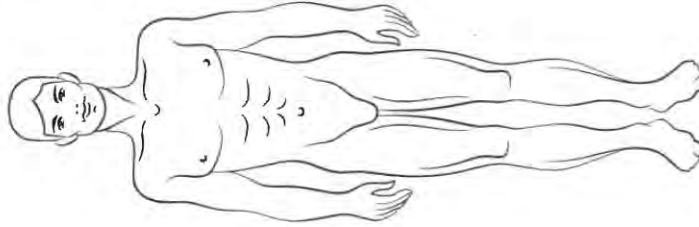


PLEASE DRAW ON DIAGRAM(S)
THE LOCATION OF ANY INJURIES
(INDICATED BY NUMBER)

- 1. BRUISES 2. SWELLING 3. REDNESS
- 4. ABRASIONS 5. BITE MARKS 6. CUTS
- 7. LACERATIONS 8. FRACTURES
- 9. SCRATCHES 10. COMPLAINT OF PAIN
- 11. OTHER (SPECIFY)

MALE: circle one

VICTIM OFFENDER



NAME: _____ CELL #: _____
 EMAIL: _____ WORK #: _____
 D.O.B.: _____ PARAMEDIC NAME/COMPANY: _____
 HEIGHT: _____ DOCTOR: _____
 WEIGHT: _____ HOSPITAL TRANSFERRED TO: _____
 ADDITIONAL COMMENTS: _____
 SUBJECT'S SIGNATURE: _____
 BADGE #: _____ DATE: _____

NAME: _____ CELL #: _____
 EMAIL: _____ WORK #: _____
 D.O.B.: _____ PARAMEDIC NAME/COMPANY: _____
 HEIGHT: _____ DOCTOR: _____
 WEIGHT: _____ HOSPITAL TRANSFERRED TO: _____
 ADDITIONAL COMMENTS: _____
 SUBJECT'S SIGNATURE: _____
 OFFICER'S SIGNATURE: _____



Domestic Violence Risk Assessment Form

Note* This form must be completed by the reporting police officer when an arrest is made.

The ASA must receive a copy of this form PRIOR to the bond hearing.

PART 1: CASE INFORMATION	
Date Prepared	Incident/Report Number
Victim Name	DOB
Victim's Home Address	Phone
Victim's Work Address	Work Phone
Victim Alternate Address (Closest Relative or Friend)	Alternate Phone
Offender Name	Relationship to Victim
Order of Protection: <input type="checkbox"/> No <input type="checkbox"/> Yes OP# _____ <input type="checkbox"/> Expired <input type="checkbox"/> Vacated <input type="checkbox"/> Active	
Number of Prior Incidents: _____ Department: _____ Pending Cases: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Offender have CQH: <input type="checkbox"/> No <input type="checkbox"/> Yes Attached: <input type="checkbox"/> No <input type="checkbox"/> Yes If no, why? _____	
Mandatory on Cindy Bischoff eligible cases	

PART 2: FIREARMS / WEAPONS	
Does Offender possess FOID card? <input type="checkbox"/> No <input type="checkbox"/> Yes - FOID Number: _____	
Does Offender own/possess firearms? <input type="checkbox"/> No <input type="checkbox"/> Yes - Location Stored: _____ How Many? _____	
Firearm Type(s): <input type="checkbox"/> Handgun <input type="checkbox"/> Shotgun <input type="checkbox"/> Other Type: _____	
Does Offender have access to firearms/weapons? <input type="checkbox"/> No <input type="checkbox"/> Yes - How many?: _____	

PART 3: INITIAL RISK ASSESSMENT	
Has your partner ever (check all that apply):	
<input type="checkbox"/> Hit or slapped you	<input type="checkbox"/> Physically harmed you while pregnant
<input type="checkbox"/> Kicked you	<input type="checkbox"/> Threatened you with a weapon (such as a bat, sword, knife, etc.)
<input type="checkbox"/> Choked or strangled you	<input type="checkbox"/> Threaten to harm you if police called
<input type="checkbox"/> Threatened to kill you	<input type="checkbox"/> Threaten to harm police if police called
<input type="checkbox"/> Threatened to kill himself	<input type="checkbox"/> Prevented you from leaving or seeking assistance
<input type="checkbox"/> Threatened you with a firearm	<input type="checkbox"/> Fantasized about harming or killing someone
	<input type="checkbox"/> Harmed or threatened to harm pets or other animals
Do you have children? <input type="checkbox"/> No <input type="checkbox"/> Yes - Ages: _____	Is Offender the father? <input type="checkbox"/> No <input type="checkbox"/> Yes
Have the children witnessed abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes	Has Offender ever harmed the children? <input type="checkbox"/> No <input type="checkbox"/> Yes
DCFS contact? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	Is Offender lacking status in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes
Has your family experienced any recent changes (check all that apply)	
<input type="checkbox"/> Death	<input type="checkbox"/> Separation or divorce
<input type="checkbox"/> Job loss/economic hardship	<input type="checkbox"/> Alcohol/substance or prescription abuse
	<input type="checkbox"/> Other _____

PART 4: OFFICER'S ASSESSMENT	
Immediate risk to the Victim: <input type="checkbox"/> Low Risk <input type="checkbox"/> Intermediate Risk <input type="checkbox"/> High Risk	
Officer Signature	Badge Number
Date	Supervisor's Signature



OFFICE OF THE STATE'S ATTORNEY, LAKE COUNTY, ILLINOIS
WRITTEN STATEMENT AND EXPLANATION OF RIGHTS (725 ILCS 1420/4(b))

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

General Rights

- You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.
- You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.
- You can hire an attorney to represent you.
- You have the right to have a translator or sign language interpreter for all court proceedings.
- You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.
- *You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.
- You can attend court proceedings.
- You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.
- *You can be notified when the offender is released from custody.

After Charges Are Filed

- You have a right to a prompt disposition of the charges after the arrest of the accused.
- You can get information about the charges from the prosecutor.
- You can get information about victim services, social services and financial assistance from the prosecutor.
- The judge must consider your safety when setting release conditions for the offender.
- The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.
- The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.
- The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.
- *You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity

- You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.
- You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.
- *You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.
- *You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

After Sentencing

- *If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.
- *You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.
- *If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.
- *If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.
- *You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights:

Victim's Signature:		Date:	
Agency Name	Agency Phone Number () - -	Report Number	Officer Name and Number
Narrative:			

The Victim/Witness Assistance Division of the Lake County State's Attorney's Office was created to ensure that the rights of the victims are enforced and resources are available to you. For more information on the criminal case please call the **Lake County State's Attorney at (847) 377-3000** or email at victimservices@lakecountyil.gov. Below is a list of local resources available for victim support:

- | | | | |
|------------------------------------|--|--|--|
| A Safe Place: (847) 249-4450 | Zacharias Sexual Abuse Center: (847) 872-7799 | Automated Victim Notification System: (866) 556-8439 | |
| Catholic Charities: (847) 782-4000 | Order of Protection Assistance(D100): (847) 360-6471 | (TTY)(877) 502-2423 | |
| L.C. Health Dept.: (847) 478-5510 | Elder Abuse Hotline: (866) 800-1409 | Illinois Attorney General's Office: (800) 228-3368 | |
| | | Crime Victim Services: (800) 228-3368 | |

www.lcsao.org www.facebook.com/lakecountylsao [@saolakecountyil](https://twitter.com/saolakecountyil)



OFICINA DEL FISCAL DEL CONDADO DE LAKE DEL ESTADO DE ILLINOIS
DECLARACIÓN ESCRITA Y EXPLICACIÓN DE DERECHOS CIVILES (725 ILCS 1420/4(b))

La ley del estado de Illinois indica que víctimas de crímenes violentos tienen derechos constitucionales tanto como derechos estatales. Los derechos hacia la víctima siempre aplican aunque el acusado sea menor de edad y también cuando el acusado es un adulto. Crímenes violentos incluyen crímenes como homicidio, asaltos y agresiones que califican como felonías bajo la ley, secuestro, asalto sexual, abuso, incendios provocados, violencia doméstica, delitos menores que resulten en agresiones con daño físico, muerte, acoso, conducir bajo la influencia de sustancias o alcohol, violaciones de órdenes de protección, violaciones de órdenes civiles que prohíben el contacto con víctimas ordenadas por el juez, y órdenes de protección ordenadas por el juez ante el acoso. Algunos de los derechos hacia las víctimas se convierten en sus derechos solamente siempre y cuando la víctima los pida. Los derechos están marcados con estrella (*) en la sección de abajo. Favor de comunicarse con su fiscalía local para pedir una copia e información acerca de estos derechos. Si tiene alguna pregunta o necesita algunas referencias dentro de su área local, favor de comunicarse con la línea de apoyo para víctimas de crímenes violentos de la Procuraduría del Estado de Illinois al número 1-800-228-3368 (TTY: 1-877-398-1130).

Usted puede ser elegible para ayuda de compensación económica bajo la ley de El Acto del Estado de Illinois para Compensación hacia Víctimas. Para más información y formularios, favor de comunicarse con la Procuraduría del Estado de Illinois línea de apoyo para víctimas al número 1-800-228-3368 (TTY: 1-877-398-1130) o visite la página de la internet al www.illinoisattorneygeneral.gov/index_span.html.

Derechos Generales

Usted tiene el derecho de que sea tratado(a) dignamente, con respeto, y con justicia a lo largo del proceso criminal.

Usted puede hacerle preguntas a la policía acerca de información del estatus de la investigación. La policía le debe notificar cuando un caso sea reabierto después de haber sido clausurado.

Usted puede contratar un abogado(a) para que lo/la represente en corte.

Usted tiene el derecho de obtener un traductor o interprete de lenguaje de signos a lo largo de todo el proceso criminal.

Usted tiene el derecho de tener apoyo personal dentro de la corte, siempre y cuando sea sujeto(a) a las reglas de evidencia.

*Usted tiene el derecho de ser notificado de los procedimientos de corte que sean cancelados o los procedimientos que sean reprogramados.

Usted tiene el derecho de asistir a todos los procedimientos de corte.

Usted tiene el derecho de asistir al juicio, con la excepción de que si va a testificar. La razón es porque su testimonio puede ser afectado si escucha el juicio entero.

*Usted debe de ser notificado cuando el acusado/convicto sea liberado de la custodia de las cortes.

¿Qué Pasa Cuando los Cargos son Aprobados por la Fiscalía?

Usted tiene el derecho de pedir la disposición de los cargos después de que el acusado sea arrestado.

Usted puede obtener información de parte de la fiscalía acerca de los cargos impuestos en contra del acusado.

Usted puede obtener información por parte de la fiscalía acerca de servicios de apoyo para víctimas y también puede obtener información acerca de servicios de trabajo social, asistencia económica funeraria, y compensación económica.

Cuando el juez impone condiciones de liberación para el acusado, el juez debe tomar en cuenta la seguridad personal de la víctima.

El fiscal puede proveerle información acerca de cómo obtener de regreso artículos personales o propiedad privada que fueron confiscados al tiempo del arresto.

El fiscal puede comunicarse con su empleador para minimizar la pérdida de pagos y beneficios cuando debe estar usted presente en los procedimientos de corte.

El fiscal le provee información acerca de lugares seguros de espera dentro de las oficinas de fiscalía para evitar encuentros con el acusado o la familia del acusado.

*Si es práctico, usted tiene el derecho de hablar con el fiscal para negociar un acuerdo acerca de una decisión de sentencia en contra del acusado.

¿Qué Pasa si Resulta una Convicción de Culpable o si no Encuentran Culpable al Agresor por Razones de Inestabilidad Mental Severa?

Usted tiene el derecho de hacer una declaración escrita acerca de cómo el crimen que ocurrió le ha afectado y cambiado la vida al tiempo de la sentencia del convicto. Si usted está presente en corte para el día de la sentencia, usted también puede declarar oralmente. Su declaración escrita puede ser sometida a la Meza Directiva de Encarcelados para la Revisión. La declaración puede servir para determinar una sentencia hacia el convicto. Usted puede pedirle al fiscal que le pida al juez ordenar la compensación económica de parte del acusado por todos los gastos que usted ha incurrido como consecuencia del crimen.

*Usted puede pedirle al fiscal que le explique las definiciones de los términos usados en corte como: ¿Qué es una petición criminal? ¿Qué es un veredicto? ¿Qué es una sentencia?

*Usted puede obtener información acerca de la disposición de la corte de los cargos impuestos en contra del convicto/acusado. El fiscal del caso le puede contestar preguntas acerca de: ¿Qué es una apelación de convicción o apelación de sentencia? ¿Qué significa cuando el convicto/acusado reta la convicción de otras maneras?

Después de la Sentencia

*Cuando el acusado sea sentenciado a la cárcel o prisión, usted puede obtener información acerca de la fecha en que el acusado/convicto sea liberado con libertad condicional, libertad con supervisión mandataria, detención electrónica, liberación con condiciones de empleo, cualquier otro tipo de permisos de liberación, e incluso usted tiene que ser notificado cuando el convicto sea liberado o desafortunadamente escape de detención judicial. *Usted también debe ser notificado si el acusado/convicto está siendo considerado para liberación condicional, someter información a la Meza Directiva de Encarcelados para Revisión si el encarcelado debe salir de la detención judicial o la cárcel bajo supervisión condicional, y si el acusado ha obtenido la libertad condicional o no.

*Usted puede proveer información a la Meza Directiva de Encarcelados para Revisión de determinación acerca de las condiciones de liberación y revocación de la liberación condicional del convicto/acusado.

*En el caso que el acusado sea convicto de una felonía, usted puede obtener una fotografía del acusado cuando el acusado sea liberado de detención judicial.

*En el caso que el acusado valla a un establecimiento del Departamento de Servicios Humanos, usted puede ser notificado al tiempo que las cortes aprueben los pases, debe ser notificado cuando el convicto se aleje del establecimiento con un pase, debe ser notificado cuando el convicto se aleje con libertad condicional, se escape, o sea liberado.

*Usted puede ser notificado si el convicto se escapa de la cárcel, y se es detenido por las autoridades y regresado a la cárcel, o si el convicto muere antes de cumplir la sentencia dada por el juez o en el evento de que sea finalmente liberado.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

JUVENILE GUIDELINES AND
PROCEDURES

SECTION CODE

OPS 12

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR 03.01, 03.02, & 03.03

I. PURPOSE

The purpose of this order is to establish guidelines for all department personnel to be used in handling cases involving juveniles, which will be consistent with the Juvenile Court Act.

II. POLICY

It shall be the policy of the Lake County Forest Preserves Public Safety Department to administer the Juvenile Court Act while considering the moral, mental and physical welfare of the minor and the best interests of the community. Should an inconsistency exist; legislation, judicial decisions and court orders take precedence over department policies and procedures.

III. DEFINITIONS

ADULT - Adult means a person of 21 years of age or older.

DELINQUENT MINOR - Any minor who prior to his 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal or state law, county or municipal ordinance.

DEPENDENT MINOR - Include any minor under 18 years of age or a minor 18 years of age or older for whom the court has made a finding of probable cause to believe that the minor is abused, neglected, or:

1. Who is without a parent, guardian or legal custodian;

2. Who is without proper care because of the physical or mental disability of his parent, guardian or custodian;
3. Who is without proper medical or other remedial care recognized under State law or other care necessary for his or her well being through no fault, neglect or lack of concern by his parents, guardian or custodian, provided that no order may be made terminating parental rights, nor may a minor be removed from the custody of his or her parents for longer than 6 months, pursuant to an adjudication as a dependent minor under:
 - a. Unless it is found to be in his or her best interest by the court or the case automatically closes as provided under Section 2-31 of the Juvenile Court Act;
4. Who has a parent, guardian or legal custodian who with good cause wishes to be relieved of all residual parental rights and responsibilities guardianship or custody, and who desires the appointment of a guardian of the person with power to consent to the adoption of the minor under Section 2-29 of the Juvenile Court Act.

JUVENILE - Any person under the age of 18 years.

JUVENILE LIAISON OFFICER- The officer assigned the responsibility of keeping the juvenile records and coordinating records access to Juvenile Probation.

MINOR - A person who is under 21 years of age subject to this act.

NEGLECTED MINOR - Minors who are neglected include any minor under the age of 18 years who are denied support, medical or other care, abandoned, injurious to themselves or are in an environment injurious to their welfare.

STATION ADJUSTMENT - The intradepartmental informal handling of an alleged juvenile offender by a juvenile police officer.

IV. PROCEDURES

A. JUVENILE ARREST POLICY

When information of an offense by a juvenile or a condition dangerous to a juvenile's well-being is brought to the attention of an employee of the Public Safety Department, such employee shall make, or cause to be made, a complete investigation of the complaint and the person or situation complained of, to determine whether or not the juvenile may be arrested, and/or the information submitted for subsequent follow-up investigation by a certified juvenile officer.

1. A sworn employee may take into custody a minor without a warrant when:
 - a. An employee reasonably believes the minor to be a dependent minor; or

- b. The minor has been deemed a ward of the court and has escaped custody or violated a confinement order; or
 - c. The minor is found in any public place suffering from any sickness or injury which requires care, medical treatment, or hospitalization.
2. A sworn employee may take into custody a minor that has a petition filed in a court and a juvenile court issued a warrant for:
- a. Conduct and behavior of the minor that endangers the health, person, welfare, or property of the minor or others; or
 - b. The circumstances of the home environment endangers the health, welfare or property of the minor.

B. PROCESSING A JUVENILE

A sworn employee may detain, arrest, take into custody, or take into limited custody any juvenile that violates any criminal statute or is in need of intervention for safety reasons. The following procedures will be followed when working with juveniles:

- 1. A sworn employee that arrests a juvenile that requires processing will notify a certified sworn juvenile officer on duty or an off-duty juvenile officer and turn the case over to the juvenile officer. The juvenile officer will complete:
 - a. A delinquent referral form;
 - b. Fingerprint card;
 - c. Photographs; and
 - d. Case report.
- 2. Contact Juvenile Intake prior to transport to a juvenile detention center to verify that a juvenile arrested by the department qualifies to be detained at a juvenile detention center.
- 3. A juvenile that has been approved for detention will be transported to the detention center as soon as practical. The juvenile officer will release the juvenile to a parent or guardian if detention is not approved.
- 4. The arresting employee and juvenile officer will be responsible for transferring all processing paperwork, photo and case report to the Juvenile Liaison Officer by the next working day. Juvenile officers will mark all documentation to reflect a juvenile arrest to ensure segregation of all documentation from adult records and files.
- 5. A juvenile officer may determine that station adjustment is a better course

of action and complete a juvenile contact card and release the juvenile to a parent or guardian. All juvenile related paperwork will be forwarded to the Juvenile Liaison Officer.

6. Sworn employees and juvenile officers will:
 - a. Be aware that juveniles have the same rights as adults. A juvenile can never waive their right to counsel for sex offenses or homicide cases.
 - b. Parents will be notified as soon as possible that a juvenile is in custody.
 - c. A juvenile will be released to a parent, legal guardian, or a family member or adult over 18 years of age that has been approved by the parent or legal guardian.
 - d. Any juvenile under the age of 18 being interrogated for homicide or a sex offense will have an attorney present. No interrogation for these types of charges will be performed without a private attorney or public defender present.
 - e. All interrogations of juveniles for homicide or sex offenses will be video and audio recorded.
 - f. All juveniles under the age of 18 will be read the modified Miranda rights and acknowledge understanding of the rights prior to any interrogation. See Attachment 1.
7. An employee may utilize alternatives to arrest by releasing the juvenile to a parent or legal guardian with a warning that future actions may result in involvement with the juvenile justice system. The employee will complete a juvenile contact card with the name, DOB, address, who the juvenile released to, and brief details of the incident when using alternatives to arrest.

C. LIMITED CUSTODY

Sworn employees may take a dependent/neglected minor into limited custody if the juvenile is believed to be away from the home without consent of the parent or legal guardian, or to be beyond the control of parent or legal guardian in circumstances which constitute a danger to the physical safety of the minor. Limited custody of minors are limited to six (6) hours, and does not constitute an arrest.

An officer shall do the following when detaining for limited custody:

1. Inform the minor of reasons for limited custody;
2. Inform or make reasonable efforts to contact the parents/guardian of the limited custody and the reasons for it;

3. Not force the juvenile home physically or against their wishes;
4. Contact Department of Children and Family Services (DCFS) immediately by calling the DCFS Hotline at 1-800-252-2873;
5. Provide DCFS a space where they can talk to the minor alone, parents alone, and jointly and have access to a phone; and
6. Turn the entire case over to the DCFS caseworker.

D. HANDLING NEGLECT AND ABUSE CASES

Sworn employees will investigate any reported case of suspected child abuse or neglect with the primary purpose of protecting the child. A Sworn officer has both the authority and the responsibility to immediately place into protective custody any neglected minor who is found in a situation where they are susceptible to violence, injury, or where willful or negligent failure to provide proper care for a minor is indicated. The sworn employee will work in cooperation with DCFS and will be notify DCFS of any suspected neglect or abuse cases immediately through the DCFS Hotline at 800-252-2873.

E. TRAFFIC ARREST

Sworn employees may stop juveniles for traffic violations and shall handle the violation in the following manner:

1. Any juvenile under the age of 15 will be managed through the juvenile court system. A report will be generated and forwarded to Juvenile Intake.
2. Juveniles between the ages of 15 and 18 will be managed through the adult traffic court system. The traffic citations will be processed in the same manner as adult offender, except when bonding a juvenile.

F. BONDING AND RECORD PROCESSING

1. An employee will consider the following bonding options and procedures for managing juvenile traffic arrestees:
 - a. Employees may issue a Promise to Comply or Notice to Appear as the preferred options for bonding a juvenile offender at any time during a traffic stop;
 - b. Employees may take a driver's license for bond on minor traffic violations or issue a Notice to Appear, if bond is not available; and
 - c. Employees will not detain a juvenile for minor traffic violations unless the juvenile is in a condition in which he cannot be safely

released and parents or legal guardian cannot be immediately located.

2. The involved employee will generate a report for any serious traffic incidents involving a juvenile and forward it to Juvenile Intake.
3. Officers will advise the juvenile and the parent or legal guardian that they will be required to attend any mandatory court date.
4. Officers will process all juvenile traffic citations in the same manner as adult violations.

G. STATUS OFFENSES

Status offenses are an action that is prohibited only to a certain class of people, and most often applied only to offenses committed by minors. Juveniles and delinquent minors are more likely to be involved in criminal offenses or victimized when committing status offenses. Employees may take custody of any minor found to be violating curfew laws, liquor laws, or truancy and handle them in accordance with policy and procedure through charging, station adjustment or juvenile court processes.

H. HANDLING OF CIVIL CUSTODY COMPLAINTS

Employees may be called upon to assist a parent or legal guardian in a court ordered civil custody issue. The purpose of this section is to clarify the responsibilities and limitations of members of the Lake County Forest Preserves Public Safety Department when dealing with child custody complaints.

When a member(s) of the department is assigned or comes upon a situation where the question of legal custody of a child is raised, the following guidelines should be followed.

1. Employees will ask for identification of the complainant and inspect any court orders before taking any actions involving custody issues. Employees will note the issuing court, the date, the child or children's names, and the name of the person granted custody. This information should be included in any report prepared on the case.
2. The officer may accompany the person to the place or residence where the child or children are alleged to be and ascertain if present at that location.
3. Employees will allow the person given the court order to request that they be given up to their custody.
4. Officers will not take any physical or verbal action to have the person release the children. Employees will identify prior history of this type and if more than two past occurrences exist an employee may issue a citation for Obstructing of Parental Visitation and issue a notice to appear.

Employees will complete a report and document all incidents.

5. Employees will comply with this process unless probable cause exists to believe that abuse or neglect of the children has occurred. At this juncture, it has shifted from a civil matter to a criminal case and should be investigated as such.
 - a. Employees will take protective custody of the children and contact the DCFS Hotline if probable cause exists; and,
 - b. A detailed report will be prepared stating the circumstances of the incident.

I. PROCEDURES FOR HANDLING JUVENILE RECORDS

All juvenile arrest information will be kept separate from all other records and kept confidential.

The Juvenile Liaison shall have the responsibility to maintain all juvenile records.

1. Juvenile records are considered confidential, and an employee will not disclose the identity of any juvenile or release any information to the general public about any juvenile arrest, investigation, or disposition of any case involving a juvenile, except:
 - a. Minor traffic citations (excluding juveniles under 15 years of age);
 - b. Valid court order;
 - c. Victims, their subrogates (i.e. insurance companies) and legal representatives may have access to name and address of the juvenile and the disposition of the juvenile court proceedings;
 - d. Other criminal justice agencies; or
 - e. Military requests.

EFFECTIVE DATE

The effective date of this order, **JUVENILE GUIDELINES AND PROCEDURES**, is 00/00/0000. OPS 12

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DELIVERY OF EMERGENCY MESSAGES
AND MAKING EMERGENCY CONTACT

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

OPS 13

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards: None

I. PURPOSE

The purpose of this order is to establish the policy and procedures for the delivery of messages of an emergency nature or to check on the well-being of an individual.

II. POLICY

It shall be the policy of the Lake County Forest Preserves Public Safety Department to deliver messages of an emergency nature or to make emergency contact on behalf of a third party when requested by a police, fire, coroner agency or citizen and approved by a supervisor.

III. DEFINITIONS

None

IV. PROCEDURES

A. **RECEIPT OF REQUEST FOR EMERGENCY MESSAGE OR EMERGENCY CONTACT**

Upon receipt of a request for the delivery of an emergency message or to make emergency contact for a check on the well-being, the supervisor will make every reasonable effort to verify the authenticity of the request and to determine that available alternative methods for contact have been exhausted.

B. **PROCEDURES FOR MESSAGE DELIVERY/EMERGENCY**

CONTACT/CHECK FOR WELL-BEING

1. Employees will be assigned to emergency message delivery or emergency contact based on the following criteria:
 - a. The high emotional level possibly encountered on these types of calls;
 - b. The possibility of forced building entry;
 - c. The potential need to administer first aid; and,
 - d. The benefit of having a second officer or witness to the events.
2. The employee will make every reasonable effort to establish contact at the identified location by phone, knocking on the doors, contacting other persons with access to the location, and contacting neighbors before entering a building. If entry is required due to emergency circumstances, the following processes will be adhered to:
 - a. Notify the shift supervisor of the circumstances and request permission to make entry;
 - b. Look for unsecured entry options and attempt entry through unsecured entry points;
 - c. Utilize forced entry to the building with the permission of a supervisor and based on the review of the facts present at the time of the request and the reasonableness of attempting entry.
 - d. Consider the location, time of day and type of emergency before deciding to enter; and.
 - e. Document any non-forced or forced entry into a building.
3. The assigned employee will verify and document the identity of anyone that received the notification. This identity will be included on any documentation including call for service notes or case report.
4. All unsuccessful attempts to make contact shall be documented on the call for service notes or case report.
5. The shift supervisor will establish the frequency of follow-up contact attempts and alternative contact methods (i.e., written note) as necessary.

EFFECTIVE DATE

The effective date of this order, **DELIVERY OF EMERGENCY MESSAGES AND MAKING EMERGENCY CONTACT**, is 00/00/0000. OPS 13

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INVESTIGATION OF MISSING PERSONS

SECTION CODE

OPS 14

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.04.01

I. PURPOSE

The purpose of this order is to establish the department policy for the investigation of missing person cases and to outline the procedures to be followed in conducting a missing person case investigation.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to complete an initial investigation of all missing person cases reported to the department. Priority investigative attention will be given to situations involving juveniles and endangered or impaired adults.

III. DEFINITIONS

None

IV. PROCEDURES

A. **INITIAL INVESTIGATING OFFICER**

1. Every missing person case should be viewed as a potential crime against person and therefore requires an initial investigation to sort out the facts of the case and to structure the remainder of the investigation.
2. An employee will be assigned and will investigate any call that a person appears to be missing.
3. The employee will conduct a search for the missing person and complete a

Missing Persons Case Report (Attachment A). An employee will do the following if the missing person is not immediately located:

- a. Attempt to gain basic information about the disappearance in order to establish whether the person is indeed missing;
- b. Gather sufficient information in order to meet the Law Enforcement Agencies Data System (LEADS) and National Crime Information Computer (NCIC) documentation requirements for reporting missing persons;
- c. Generate a statewide message through LEADS and enter the information into LEADS and NCIC as soon as possible; and
- d. Initiate an Amber (juvenile) or Silver (elderly) Alert when the missing person meets the criteria for these types of alerts.

4. Unusual Circumstances - Missing Children

The investigating employee will contact a supervisor if the employee determines that any unusual circumstances exist and the supervisor will identify and notify the proper resources required. The unusual circumstances include:

- a. The missing youth is thirteen (13) years of age or younger;
- b. The missing youth is believed to be out of the zone of safety for the juvenile's age and developmental stage;
- c. The missing person is mentally incapacitated;
- d. The missing youth is drug dependent including prescription medicine or addictive, non-prescribed drugs;
- e. The missing youth is a potential victim of foul play or sexual exploitation or is in a dangerous environment;
- f. The missing youth has been absent from the home for more than twenty-four hours before being reported to the police;
- g. The missing youth is believed to be with adults who endanger the welfare of the minor; or
- h. The absence is a significant deviation from established patterns of behavior and cannot be explained.

B. LEADS/NCIC DOCUMENTATION REQUIREMENTS - MISSING PERSONS

1. LEADS requires that all law enforcement agencies with terminal access to the LEADS hot files immediately enter all reports of missing persons for whom the minimum required identifiers are available. Examples of documentation acceptable to LEADS are written, signed and dated statements from:
 - a. A parent or legal guardian confirming that the person is missing and verifying the missing person's date of birth;
 - b. A physician or other authoritative source corroborating the missing person's physical and/or mental disability;
 - c. A parent, legal guardian or other authoritative source advising that the missing person is in the company of another person under circumstances indicating that his or her physical safety is in danger or that the missing person's disappearance is not voluntary.
2. According to NCIC regulations, a Missing Person Report is sufficient documentation for entering a missing juvenile case into LEADS/ NCIC.

C. FOLLOW-UP INVESTIGATION - MISSING PERSON

1. Employees will notify a supervisor immediately of all facts of a missing person case if the initial investigating employee determines that the disappearance deviates enough from the missing person's normal routine, the missing person may be in danger, and/or there are unusual circumstances surrounding the report of a missing youth.
2. The shift supervisor shall review the facts of the missing person case and determine the nature, extent and assignment of the follow-up investigation based upon the urgency of the case and the potential threat to health and safety of the missing person. The supervisor will brief the command staff and the Director of Public Safety as soon as possible.
3. The shift supervisor will contact the command staff and the Director of Public Safety if at any time during the investigation sufficient evidence is present to indicate that the missing person may have been the victim of a homicide, an abduction, or that the physical safety of a missing child or impaired adult may be endangered by inclement weather conditions.
4. The Director of Public Safety or command staff will authorize the contact and deployment of outside resources and department personnel based upon the facts of the case. Notifications may include the Major Crimes Task Force, Federal Bureau of Investigations, Illinois Law Enforcement Alarm System, and local Lake County law enforcement agencies.

D. FOLLOW-UP INVESTIGATION - MISSING CHILDREN

1. The employee assigned to the follow-up investigation will determine if a

missing children case is categorized as voluntary missing (runaway), parental kidnapping, abduction, lost child and unknown missing. The kind of missing child case will determine the proper response and the degree of mobilization of department and other resources.

2. The follow-up investigator will attempt to add the missing juvenile into the Illinois Department of State police's "Illinois Missing Children Bulletin" which contains photographs and information on missing children. The following will be required for entry:
 - a. Two (2) glossy photographs of child reported missing from their parent or guardian. The most preferable photographs are clear, recent black and white glossy photographs;
 - b. A signed release form (Attachment A) from the parent or guardian permitting the publication and other police use of information and photographs.

3. Chronic Runaways

All cases of missing juveniles place the juvenile at risk of harm or exploitation, even when the juvenile is reported missing on multiple occasions. Cases involving missing juveniles with a history of running away from their homes for short periods of time and then returning, will be brought to the immediate attention of the shift supervisor. Based upon a review of the case facts, the shift supervisor will determine what additional investigative steps are to be taken.

E. DENTAL RECORDS

Investigating employees completing a missing person report and the person has not been located within 30 days of said report, will make every attempt to locate dental records of the missing person. The employee will make all necessary efforts to locate and request from the family or next of kin of the missing person a written consent to contact and receive from the dentist the missing person's dental records. The employee will forward the dental records to the Department of State Police on their form within 5 days of receipt of the dental records.

EFFECTIVE DATE

The effective date of this order, **INVESTIGATION OF MISSING PERSONS**, is 00/00/0000.
OPS 14

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT
BOMB INCIDENT PROCEDURES

SECTION CODE
OPS 15

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards: OPR.04.01

I. PURPOSE

The purpose of this order is to establish the policies and procedures for responding to a bomb threat and for bomb disposal, if necessary.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to take all reasonable measures to maximize the safety of the public and District personnel in situations involving the threat, use, or potential use of explosive devices.

III. DEFINITIONS

BOMB OR EXPLOSIVE SUBSTANCE - includes dynamite, nitroglycerin, gunpowder and any other material that, if detonated, could cause injury to persons or damage to property.

BOMB THREAT - any communication reported to anyone warning of an explosive device or substance placed where it may cause injury or damage.

EXPLOSIVE ORDINANCE SPECIALISTS (EOS) - persons trained to handle, deactivate or detonate explosive substances. Only those persons recognized as certified explosive ordinance specialists or team specialists are authorized to act in this capacity.

IV. PROCEDURES

A. INITIAL CALL TAKER DUTIES

Personnel receiving bomb threats or warnings from callers will attempt to gain information about the bomb, caller, and any background when possible. These actions and information includes:

1. Keep the reporting party on the line and save any electronic data from the reporting party;
2. Identify the location of the device with as much precision as possible and determine when it will be or if it has been detonated;
3. Determine what type of explosive device is involved including;
 - a. What the device looks like;
 - b. The type of bomb involved;
 - c. What will make it detonate; and
 - d. Why it was placed.
4. Call taker will be alert to:
 - a. Exact wording of the threat;
 - b. Estimate of the sex, race, and age of the caller;
 - c. Nature/character of the caller's voice; and
 - d. Nature of any background noises.
5. Notify Public Safety Department personnel as soon as possible, providing the nature of the call and the location.

B. THE RESPONDING OFFICERS RESPONSIBILITIES

When Public Safety is notified of a bomb threat:

1. The nature of the call and the location shall be given to all field units; and
2. Any unit in the area shall not use radios in the area of the initial call and will begin evacuation processes.
3. No radio transmissions shall take place from any unit that is within 100 yards of the scene.
4. While at the scene, officers shall communicate with the communications center and other units by the use of telephone.

5. The responding officer(s) will proceed directly to the location of the incident. On arrival, the first responding officer will attempt to contact the property manager or the person in charge of the premises. The officer will inform the victim of the nature of the incident and immediately begin an evacuation of the building/area. The officer will then request a shift supervisor to the scene. If a suspected bomb is located, the local fire department will be contacted along with an agency identified in IV.C.1.
6. If no bomb is found, the officer will notify communications and complete any required department report.
7. In cases of a bomb threat, the Director of Public Safety shall be contacted and apprised of the incident as soon as practicable by the shift supervisor or a designee.

C. LOCATING AND DISPOSING OF BOMB

If an undetonated explosive is discovered, the officer will notify communications by telephone. The operator receiving the call will notify the shift supervisor, who will notify the command staff and the Director of Public Safety. Officers and shift supervisors should consider the possibility of secondary devices or explosives when responding to an event.

1. The shift supervisor will request immediate assistance in removal and disposing of the device from explosive ordinance disposal personnel. There are three agencies currently available to assist in removal and disposal of explosives. They are listed in order of call-up:
 - a. Waukegan Fire Department – 847-599-2500.
 - b. Cook County Bomb Squad – 708-865-4700.
 - c. ATF Chicago – 630-725-5230.
2. The shift supervisor will respond to the scene if not already there, take command of the incident, and establish a command post outside a 200-yard perimeter and provide protection from any effect of an explosion.
3. The local fire department will be requested to respond and stand by at least 300 yards from the scene.
4. The shift supervisor will maintain command of the scene and brief responding explosive ordinance specialists when they arrive on the scene.
5. No person shall be admitted into the danger zone except as authorized by the shift supervisor.
6. The shift supervisor will ensure clear passage to the scene for all units

involved in the incident.

D. EXPLOSIONS

1. The previous procedures will be followed for any event where an explosion has taken place.
2. When the scene is secured, the shift supervisor shall coordinate the preservation of evidence and allow no one into the danger zone except rescue personnel, Explosive Ordinance Specialists, and investigators.
3. The assigned investigators will notify the shift supervisor when examination of the scene is complete.
4. All personnel will be aware that explosions often cause structural damage and there may be more devices on scene. Supervisors will limit access to the location to only necessary personnel that includes explosive experts, fire and emergency medical personnel, and crime scene investigators.

E. FEDERAL NOTIFICATION

1. All bombing incidents, including a hoax device, shall be reported to the National Bomb Data Center using the Bomb Arson Tracking System at: <https://www.atf.gov/explosives/bomb-arson-tracking-system-bats>.
2. The reporting form for bombing incidents will be completed by the shift supervisor in duplicate.
 - a. Original document sent to National Bomb Data Center; and
 - b. A complete copy will be placed in the department case file.

EFFECTIVE DATE

The effective date of this order, **BOMB INCIDENT PROCEDURES**, is 00/00/0000.
OPS 15

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

STOP AND FRISK PROCEDURES

SECTION CODE

OPS 16

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

REFERENCE

Terry v. Ohio 392 U.S. 1 (1968)

Accreditation Standards: ADM.02.02

I. PURPOSE

The purpose of this policy is to provide guidelines for officers to properly use stop and frisk procedures. The approach may vary from a mere contact to a formal stop or frisk to a full search of a person. This policy provides guidance as to when and how to pursue these various citizen contacts. The intent is to safeguard law enforcement officers from harm while holding invasions of personal rights and privacy to a minimum.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that all stop and frisk incidents made by department personnel shall be conducted professionally and in accordance with established legal principles. In furtherance of this policy, all sworn employees of this department are expected to be aware of, understand, and follow the laws contained in the Police and Community Relations Improvement Act (50 ILCS 727/).

III. DEFINITIONS

CONTACTS - The face to face communication between an employee and a private person, under circumstances where the person is free to leave the interaction. A contact may be undertaken by an employee when there is reasonable belief that, under the circumstances, some investigation of a situation is justified. The standard for initiating a contact is not probable cause, reasonable suspicion, or any other specific indication of criminal activity.

FRISK - A frisk is a limited protective search for concealed weapons or dangerous instruments.

REASONABLE SUSPICION - Reasonable suspicion has been defined as a combination of specific and articulated facts, together with reasonable inferences from those facts which, in light of the sworn employee experience and training, reasonably justify a belief that the person to be stopped has committed, is committing, or is about to commit a crime.

STOP - A stop is a temporary detention of a person for investigation. A stop occurs when a sworn officer uses his authority to compel a person to halt, or to remain in a certain place, or to perform some act (such as walking to a nearby location where the sworn employee can use a radio or telephone). A stop occurs when a person is not free to leave the officer's presence or is under a reasonable impression that they are not free to leave the officer's presence.

IV. PROCEDURES

A. CONTACTS

1. An employee may initiate a contact with a person in any place that the employee has a legal right to be present. The employee will identify to the person the employee's name and position with the department as soon as reasonably possible after the contact is made.
2. All communications with the public will begin with a contact unless probable cause for arrest or reasonable belief for a stop exists.
3. Contacts will be executed by employees in a friendly, courteous, and respectful way.
4. Employees will not detain, frisk, use force, or coerce persons during a contact.
5. Employees will allow persons to leave if they choose not to participate in the contact unless probable cause for an arrest or reasonable suspicion for a stop exists. Officers may follow or surveil the person if necessary.

B. STOPS

1. A stop is considered a temporary detention. A temporary detention is considered a seizure of a person and property.
2. Sworn employees will only make a stop based on reasonable suspicion, where an officer is legally present, and reasonably suspects that a person has committed, is committing, or is about to commit a crime.
3. A person stopped pursuant to these procedures may be detained at or near the scene of the stop for a reasonable period of time necessary to obtain or verify the person's identification, obtain an account of the person's presence

or conduct, obtain an account of the offense, or otherwise determine if the person should be arrested or released.

4. Sworn employees will identify themselves as law enforcement officers as soon as practical when making a stop.
5. Sworn employees will use the least coercive means necessary under the circumstances to effect the stop. The least coercive means may be a verbal request, an order, or the use of minimal physical force.
6. Sworn employees may use only such force as is reasonably necessary to carry out the authority granted by these procedures and law.
7. Sworn employees will provide a reason for a stop to the person stopped and execute the stop in a friendly, courteous, and respectful manner. Unreasonable conduct is not permitted during any stop.
8. Sworn employees who conduct a stop will document the facts of the stop and factors leading to initiating a stop.

C. FRISKS

1. A frisk is considered a limited search. Sworn employees will only conduct a frisk based on reasonable suspicion.
2. A frisk is a limited search of a person for weapons or dangerous instruments by physically manipulating clothing and pockets. Sworn employees will only remove items from a person when the sworn employee can articulate the need for removal based on training and experience.
3. A sworn employee may frisk only when a sworn employee reasonably suspects that the person is carrying a concealed weapon or dangerous instrument and that a frisk is necessary to protect the employee or others.
4. Sworn employees may remove any item from a person that the officer reasonably believes to be a weapon, dangerous instrument, or contraband.
5. Any items removed that are possessed legally will be returned to the person frisked. All illegally possessed items will be confiscated.
6. A sworn employee who conducts a frisk must be prepared to articulate factors which led to the reasonable suspicion that existed before executing a frisk.

D. RECORD KEEPING

1. Sworn employees will initiate a Computer Aided Dispatch (CAD) number and document the stop in the notes section for any stop and frisk incident.
2. A sworn employee will document all stops and frisks on the Pedestrian Stop Data Sheet.
3. A sworn employee will complete a Field Based Reporting (FBR) report on any stop and frisk that result in an arrest, use of force, or confiscation of contraband.

EFFECTIVE DATE

The effective date of this order, **STOP AND FRISK PROCEDURES**, is 00/00/0000. OPS 16

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EYEWITNESS IDENTIFICATION

SECTION CODE

OPS 17

DATE OF ISSUE

00/00/00

EFFECTIVE DATE

00/00/00

AMENDED

00/00/00

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.02.03

I. PURPOSE

The purpose of this policy is to establish guidelines for eyewitness identification procedures involving show-ups, photo arrays, and lineups. Erroneous eyewitness identifications have been cited as the factor most frequently associated with wrongful convictions. Therefore, in addition to eyewitness identification, all appropriate investigative steps and methods should be employed to uncover evidence that either supports or eliminates the suspect identification.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that employees strictly adhere to the procedures for conducting eyewitness identifications set forth herein, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms to contemporary eyewitness identification protocols. This policy recognizes that the sequential and simultaneous approaches are both valid methods of conducting an identification procedure and does not recommend one over the other. However, regardless of the method that an agency decides to utilize, the basic procedures outlined in this document will be followed.

III. DEFINITIONS

ADMINISTRATOR - The law enforcement official conducting the identification procedure.

BLIND PRESENTATION - The administrator conducting the identification procedure does not know the suspect's identity.

BLINDED PRESENTATION - The administrator may know the identity of the suspect, but does not know which lineup or photo array is being viewed by the eyewitness at any given time.

CONFIDENCE STATEMENT - A statement in the witness's own words taken immediately after an identification is made stating his or her level of certainty in the identification.

FILLER - A live person, or a photograph of a person, included in an identification procedure who is not considered a suspect.

LINEUP - The process of presenting live individuals to an eyewitness for the purpose of identifying or eliminating suspects.

PHOTO ARRAY - A means of presenting photographs to an eyewitness for the purpose of identifying or eliminating suspects.

SEQUENTIAL - Presentation of a series of photographs or individuals to a witness one at a time.

SHOW-UP - The presentation of a suspect to an eyewitness within a short time frame following the commission of a crime to either confirm or eliminate him or her as a possible perpetrator. Show-ups, sometimes referred to as field identifications, are conducted in a contemporaneous time frame and proximity to the crime.

SIMULTANEOUS: Presentation of a series of photographs or individuals to a witness all at once.

IV. PROCEDURES

A. Show-ups

The use of show-ups should be avoided whenever possible in preference to the use of a lineup or photo array procedure. However, when circumstances require the prompt presentation of a suspect to a witness, the following guidelines shall be followed to minimize potential suggestiveness and increase reliability.

1. Document the witness's description of the perpetrator prior to conducting the show-up.
2. Conduct a show-up only when the suspect is detained within a reasonably contemporaneous time frame after the commission of the offense and within a close physical proximity to the location of the crime.
3. Do not use a show-up procedure if probable cause to arrest the suspect has already been established.

4. Transport the witness to the location of the suspect whenever possible, rather than bringing the suspect to the witness.
5. If possible, avoid conducting a show-up when the suspect is in a patrol car, handcuffed, or physically restrained by officers, unless safety concerns make this impractical.
6. Do not take a suspect to the witness's residence unless it is the scene of the crime.
7. Caution the witness that the person he or she is about to see may or may not be the perpetrator and it is equally important to clear an innocent person as to identify the perpetrator. The witness should also be advised that the investigation will continue regardless of the outcome of the show-up.
8. Do not conduct the show-up with more than one witness present at a time.
9. Separate witnesses and do not allow communication between them before or after conducting a show-up.
10. If one witness identifies the suspect, use a lineup or photo array for remaining witnesses.
11. Do not present the same suspect to the same witness more than once.
12. Do not require show-up suspects to put on clothing worn by, speak words uttered by, or perform other actions of the perpetrator.
13. Employees will scrupulously avoid words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator.
14. Ask the witness to provide a confidence statement.
15. Remind the witness not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.
16. Videotape the identification process using an in-car camera or other recording device where available.
17. Document the time and location of the show-up, the employees present, the result of the procedure, and any other relevant information.

B. Conducting a Lineup or Photo Array

1. Whenever possible, a blind presentation shall be utilized. In cases where a blind presentation is not feasible, a blinded presentation will be used.
2. The lineup or photo array should consist of a minimum of six individuals or photographs. Use a minimum of five fillers and only one suspect.

3. Fillers should be reasonably similar in age, height, weight, and general appearance and be of the same sex and race, in accordance with the witness's description of the suspect.
4. Avoid the use of fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
5. Create a consistent appearance between the suspect and the fillers with respect to any unique or unusual feature used to describe the perpetrator by artificially adding or concealing that feature on the fillers.
6. If there is more than one suspect, include only one in each lineup or photo array.
7. During a blind presentation, no one who is aware of the suspect's identity should be present during the administration of the photo array. However, during a lineup, the suspect's attorney may be present.
8. Place suspects in different positions in each lineup or photo array, both across cases and with multiple witnesses in the same case.
9. Witnesses should not be permitted to see or be shown any photos of the suspect prior to the lineup or photo array.
10. The witness shall be given a copy of the photo lineup advisory form prior to viewing the lineup or photo array and the administrator shall read the instructions aloud before the identification procedure.
11. The lineup or photo array should be shown to only one witness at a time; employees will separate witnesses so they will not be aware of the responses of other witnesses.
12. Multiple identification procedures will not be conducted in which the same witness views the same suspect more than once.
13. Employees should scrupulously avoid the use of statements, cues, casual comments, or providing unnecessary or irrelevant information that in any manner may influence the witnesses' decision-making process or perception.
14. Following an identification, the administrator shall ask the witness to provide a confidence statement and document the witness's response.
15. The administrator shall ask the witness to complete and sign a lineup or photo array form.

16. Lineup and photo array procedures shall be video and audio recorded whenever circumstances permit. Employees will document unrecorded eyewitness identifications with a written record with the reason for not recording the process. Employees will maintain in the case file the lineup photographs and the actual documents and arrays shown to the witness on all lineups.

C. Photographic Arrays

1. Creating a Photo Array

- a. Use contemporary photos.
- b. Do not mix color and black and white photos.
- c. Use photos of the same size and basic composition.
- d. Never mix mug shots with other photos.
- e. Do not include more than one photo of the same suspect.
- f. Cover any portions of mug shots or other photos that provide identifying information on the suspect or others in the lineup.

2. Conducting the Photo Array

- a. For both sequential and simultaneous procedures, the photo array should be preserved, together with full information about the identification process as part of the case file.
- b. The following are additional considerations that apply solely to sequential photo arrays:
 1. If a blind administrator is not available, the administrator shall ensure that a blinded presentation is conducted using the following procedures:
 - i. Place the suspect and at least five filler photos in separate folders. Include two or more additional folders each containing a blank sheet of paper, for a minimum number of eight.
 - ii. The administrator will take one folder containing a known filler and place it to the side. This will be the first photo in the series. The administrator should separately set aside the two blank folders, which will be added to the end of the sequence. The administrator will then shuffle the remaining folders (containing one suspect and the remainder of fillers)

such that the administrator cannot see how the lineup members are ordered. These shuffled folders will follow the first filler photo and precede the two blank folders. The stack of photos are now ready to be shown to the witness.

- iii. The administrator will complete the lineup from a position where the administrator cannot view inside the folders as they are viewed by the witness.
2. The administrator will ask the witness after viewing each photograph if the person is recognizable before moving onto the next photo. The administrator will show the witness all the photographs even if an identification is made and follow the same procedure for each photograph.
 3. The administrator will show the array to the witness only once during the initial meeting unless the witness asks to see a particular photo or the entire array again. The administrator will instruct the witness that the array may be reviewed one more time and only show the entire array to the witness. All lineups will be documented in the case report, including any subsequent viewings by the witness.

D. Lineups

1. Conducting a Live Lineup
 - a. The live lineup must include six individuals that are closely matched to the physical description provided by the witness;
 - b. If a blind administrator is unavailable, the administrator assigned shall take all reasonable precautions to avoid providing any unintentional cues to the witness about the suspect or participants in the lineup;
 - c. Ensure that all persons in the lineup are numbered consecutively and are referred to only by number;
 - d. Record the lineup on audio and video when available; and
 - e. Document all live lineups in the case report.
2. The primary investigating employee is responsible for the following:
 - a. Scheduling the lineup on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel, and any witnesses;

- b. Ensuring compliance with any legal requirements for transfer of the subject to the lineup location if incarcerated at a detention center;
- c. Making arrangements to have persons act as fillers;
- d. Ensuring that the suspect's right to counsel is scrupulously honored and that he or she is provided with counsel if requested;
- e. Obtaining proper documentation of any waiver of the suspect's right to counsel;
- f. Allowing counsel representing the suspect sufficient time to confer with the suspect prior to the lineup and to observe the manner in which the lineup is conducted.

EFFECTIVE DATE

The effective date of this order, **EYEWITNESS IDENTIFICATION**, is 00/00/0000. OPS 17

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

BRADY INFORMATION

SECTION CODE

OPS 18

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this policy is to set guidelines to ensure compliance with the United States Supreme Court decision in *Brady v. Maryland* (1963), including identifying and releasing potentially exculpatory or impeachment information to a prosecuting attorney for evaluation and disclosure to the defense attorneys.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to conduct fair and impartial criminal investigations and provide the prosecution with both incriminating and exculpatory evidence, including information that may adversely affect the credibility of a witness.

III. DEFINITIONS

Brady Information – The prosecution has a duty to disclose all known exculpatory or impeaching evidence to the accused in a criminal proceeding. *Brady v. Maryland*, 373 U.S. 83 (1963) requires that prosecutors disclose exculpatory or impeaching evidence to a defendant if the evidence is material to guilt or punishment. Exculpatory evidence includes evidence reflecting on whether the government’s witnesses against the accused are credible, which might be used by the defendant’s attorney at trial to impeach the character or credibility of such witnesses. *Giglio v. U.S.* (1972). Under *U.S. v. Agurs*, 427 U.S. 97 (1976), prosecutors have a duty to disclose such evidence to the defense without a request from the defense. In *Kyles v. Whitley*, 514 U.S. 419 (1005), the Supreme Court held that the prosecution has an affirmative duty to learn of any exculpatory or impeaching evidence favorable to the defendant from others acting on behalf of the government, including the police. These court cases extend to the members of the Lake County Forest Preserves Public Safety Department who may be required to testify in criminal proceedings as part of their duties.

In addition, state statutes also create a duty on any public investigative, law enforcement, or other public agency participating in investigating any homicide or non-homicide felony offense to provide the authority prosecuting the offense all investigative material, including but not limited to reports, memoranda, and field notes, that have been generated by or have come into the possession of the investigating agency concerning the offense being investigated whether that information tends to prove or to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form. Every investigative and law enforcement agency in this State are required to adopt policies to ensure compliance with these standards. *See* 725 ILCS 5/114-13(b); Illinois Supreme Court Rule 412 (f).

IV. PROCEDURES

A. DISCLOSURE OF INVESTIGATIVE INFORMATION

1. Employees will include in their investigative reports, adequate investigative information, reference to all material evidence, and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information or of information affecting the credibility of a witness any time after submission of a case, that officer or the investigator handling the case must prepare and submit a supplemental written report documenting such information as soon as practicable. Supervisors will monitor these supplemental reports and shall ensure that they are promptly processed and transmitted to the State's Attorney's Office.
2. Employees will discuss with supervisors and the prosecuting attorney any information that is believed to be privileged or confidential. The prosecuting attorney will decide whether the information will be released to the defense.
3. Employees will discuss with a supervisor and the prosecuting attorney any evidence or facts that are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. The employee will review with a supervisor and the prosecuting attorney whether evidence or facts are material to the case.
4. Supervisors will recommend that any privileged or confidential information, evidence, or facts in a case be reviewed by the prosecuting attorney prior to making a decision about the inclusion or exclusion of the items. All discussions and decisions will be included in the case report and file.

B. DEPARTMENT RULES OF CONDUCT

1. Employees shall not knowingly make any untrue statement in any written or oral communication, or in an official or unofficial report to a supervisor or any member of the criminal justice system which relates to any investigation, case, or the performance of any employee's duties.
2. Employees responding to inquiries by supervisors, or investigators to questions posed during formal or informal misconduct investigations will candidly and truthfully answer all questions, unless the inquiries have the possibility of being pursued criminally. The employee maintains the same rights as all other citizen during a criminal inquiry.
3. An administrative finding involving untruthfulness or dishonesty may subject the employee to discipline, up to and including termination.

C. DISCLOSURE OF PERSONNEL INFORMATION

The Department may receive a court order to inspect the personnel file of an employee. The Director of Public Safety will be notified of any requests and contact the District's corporate attorney and prosecuting attorney to assist with responding to or complying with the order. The employee named in the court order will be informed of the request by the Director of Public Safety or designee.

D. CRIMINAL CASES

1. The Director of Public Safety or designee will promptly disclose to the appropriate federal or state prosecutors the following potential Brady information relating to an employee that is the primary case employee, or any employee that may be called as a witness in a hearing or case:
 - a. Any department-sustained finding of misconduct related to truthfulness or dishonesty;
 - b. Any criminal convictions involving acts of dishonesty; and
 - c. Any present allegations of misconduct under investigation involving truthfulness or dishonesty.
2. The employee involved will be notified that the information will be disclosed to the prosecutors by the Director of Public Safety or designee.
3. The prosecutor will determine whether the information should be provided to the defense or reviewed by the judge presiding over the matter.
4. Employees that reasonably believe that a prosecutor is unaware of information that may exist as Brady material will notify a supervisor and the prosecutor of the existence of the information sufficiently in advance of the court date or testimony at a hearing to allow for review and disclosure by the prosecutor of the evidentiary value and/ or disclosure.

E. DUTY TO NOTIFY SUPERVISOR

1. Employees will immediately report any information to a supervisor if the employee is the subject of an investigation or has been charged by an outside agency or jurisdiction with any serious traffic or criminal acts.
2. Employees that have been identified and notified as subject to Brady guidelines will inform any supervisor that assign investigations or assignments to the employee of their status as a Brady employee.

F. CIVIL CASES

1. Employees that have been identified and notified as subject to Brady guidelines or the subject of an investigation for a matter that may result in a Brady designation will notify all attorneys representing the employee or the District in civil actions of the Brady status.
2. The attorneys representing the employee or District will determine whether the information should be provided to the opposing counsels or reviewed by the judge presiding over the matter.

G. CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy to the defense continues throughout the course of the prosecution and after the completion of the case.

H. INELIGIBILITY FOR HIRE/REHIRE

Employees identified as subjects to Brady guidelines that resign or are terminated will not be eligible for rehire. Applicants subject to Brady guidelines based on previous employment with other agencies or departments are ineligible for hire.

I. INVESTIGATING BRADY ISSUES

1. The Director of Public Safety will investigate or assign a command officer to investigate information from any source where an employee has been accused of issues of credibility, dishonesty, engaging in acts of moral turpitude, or criminal conduct.
2. The Director of Public Safety or assigned command officer will follow the department internal investigation policies and procedures when investigating any claims against an employee.

J. TRAINING

1. All new employees will receive training on the Brady decision and the ramifications of becoming a Brady employee; and
2. All employees will receive periodic training on the requirements of this policy.

EFFECTIVE DATE

The effective date of this order, **BRADY INFORMATION**, is 00/00/0000. OPS 18

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

ASSISTANCE TO OTHER AGENCIES

SECTION CODE

OPS 19

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this order is to establish procedures and guidelines for Public Safety staff to provide assistance to other agencies during emergency situations and to build working partnerships with fire, emergency medical services, and other law enforcement organizations.

II. POLICY

The policy of the Lake County Forest Preserves Public Safety Department is to provide mutual aid and respond to calls for assistance from other fire, emergency medical services, and law enforcement agencies when requested and when employees are available.

III. DEFINITIONS

None

IV. PROCEDURES

A. DUTIES OF THE SHIFT SUPERVISOR

1. Supervisors will evaluate all requests for assistance from other agencies for mutual aid, the facts of the situation as they are known at the time, and the availability of public safety staff. The supervisor will make a decision as to whether to dispatch public safety personnel to the scene of an incident or not.
2. Supervisors may request additional personnel be brought into work to assist as an event unfolds and further requests are made for mutual aid. The

supervisor will contact and brief the Director of Public Safety and command staff before committing more resources to an event.

3. Supervisors will consider the needs and demands of the District before committing public safety staff to mutual aid assignments.

B. DUTIES AND RESPONSIBILITIES OF THE RESPONDING EMPLOYEE

Employee will respond to the scene as directed, report into the incident supervisor, and accomplish the duties assigned by the incident supervisor of the requesting agency including:

1. Protecting the scene from evidence contamination;
2. Providing any immediate assistance required at the scene;
3. Assisting in any evacuation of the area;
4. Providing traffic control in the area that may hinder responding emergency units.
5. Assisting with crowd control to prevent spectators and curious persons from entering the incident area; and
6. Notifying the incident supervisor of any need for additional units, relief, or equipment replacement.

The officer should not leave the scene until released by an incident or department supervisor or directed by the police department shift supervisor.

C. ASSISTANCE TO OTHER POLICE AGENCIES

1. All employees of the Lake County Forest Preserves Public Safety Department will lend aid, assistance, and support to other law enforcement agencies only after receiving permission and direction from the shift supervisor.
2. Employees may come upon another police agency within their assigned zone that requires assistance. Employees will notify communications and the shift supervisors of the location, department to be assisted, and their intent to provide assistance.
3. Employees providing assistance to another agency will be under the authority of the senior officer or supervisor of the requesting agency and will not commit any illegal or questionable act even when ordered to do so by the senior officer or supervisor present from the requesting authority.

EFFECTIVE DATE

The effective date of this order, **ASSISTANCE TO OTHER AGENCIES**, is 00/00/0000.
OPS 19

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EMPLOYEE ROLE IN INITIAL
INVESTIGATION PROCESS

SECTION CODE

OPS 20

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.01

I. PURPOSE

The purpose of this order is to establish the sworn and civilian employee roles when responding to and conducting initial investigation and determining solvability factors.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that sworn and civilian employees conduct thorough initial investigations and identify solvability factors for follow-up investigations.

III. DEFINITIONS

None

IV. PROCEDURES

A. EMPLOYEES RESPONSE TO ACTIVE CALLS AND CALLS FOR SERVICE

1. Employees will receive either active calls or calls for service. Only sworn employees will be assigned and respond to active calls and calls for service. Civilian employees will only be assigned and respond to calls for service. Active calls are incidents deemed to be in progress or recently occurred and involve a criminal offense. Calls for service are incidents where there are no active crimes or threat occurring and does not involve physically arresting a suspect.
2. Sworn employees will respond to active calls cautiously and immediately. Sworn employees responding to active calls will be alert for persons or

vehicles involved leaving the area of the call. Sworn or civilian employees will respond to calls for service in a safe manner consistent with the severity of the call.

3. Employees arriving on a call scene will evaluate the scene for security needs and provide aid to injured persons on scene.
4. Employees will identify and interview witnesses to the offense or other persons who may provide information related to the offense.
5. Employees will obtain the name, date of birth, driver's license number, phone number and address of each victim, witness, or suspect. Additionally, the employee will collect full descriptions of the suspect to include any identifying marks, scars or tattoos.
6. Employees will collect information, identify evidence, and transmit any pertinent information gathered to other responding units.
7. Employees will record complete descriptions of any property taken or damaged or make arrangements for the victim to provide those details at a later time.
8. Employees will contact a supervisor for requests for more manpower, investigators or crime scene technicians. The employee will maintain control of the scene until properly relieved by a supervisor, investigator or crime scene technician.
9. Employees will continue the initial investigation until:
 - a. All useful information has been obtained from the victim, witnesses, and others in the area;
 - b. All useful physical evidence at the crime scene and in the immediate area has been identified, collected and preserved; or
 - c. The investigation has been taken over by an investigator.
10. The initial responding employee will be responsible for completing a thorough and complete account of the incident in the reporting system and include any solvability factors that exist for further investigation.
11. Employees may be directed to conduct a follow-up investigation as deemed necessary or assigned by a supervisor.

B. EMPLOYEES RESPONSE TO DELAYED CALLS

1. Employees may receive delayed calls. Delayed calls are calls that are deemed to have not just occurred or are not currently occurring and have an extended time between occurrence and reporting.
2. Employees receiving a delayed call will contact the complainant by telephone or in person as soon as practical and arrange a time and location to begin the investigative process.
3. Employees will interview the complainant and identify any evidence that may be available.
4. Employees will obtain name, date of birth, driver's license number, telephone number, and address of anyone involved in the incident.
5. Employees will initiate and conduct an investigation of the information provided.
6. Employees will collect complete descriptions of the property stolen or damaged or make arrangements for the victim to provide those details in a timely manner.
7. Employees will contact a supervisor for requests for manpower, investigators, or crime scene technicians.
8. Employees will continue the initial investigation until:
 - a. All useful information has been obtained from the victim, witnesses, and others in the area;
 - b. All useful physical evidence at the crime scene and in the immediate area has been identified and preserved.
 - c. The investigation has been taken over by an investigator.
9. The initial responding employee will be responsible for completing a thorough and complete report of the incident and include any solvability factors that exist for further investigation.
10. Employees will conduct a follow-up investigation as assigned by the shift supervisor.

C. SHIFT SUPERVISOR INITIAL DUTIES

1. Supervisors will conduct an initial review of the case report to ensure that the patrol officer has conducted a thorough initial investigation and completed any follow-up investigations on assigned cases.
2. Supervisors will ensure that patrol officers devote an appropriate amount of time to initial investigations in order to conduct a thorough investigation

that addresses each of the solvability factors.

3. Supervisors will review initial investigative actions and case reports, as soon as possible, to determine:
 - a. The completeness of the initial investigation report. If incomplete, the report should be reassigned to the reporting officer;
 - b. The accuracy of the initial investigation report. If there is an inaccuracy in the report information, this inaccuracy shall be corrected by the reporting officer.
4. Supervisors may assign a case for immediate follow-up investigation after considering:
 - a. Factors of geography, expertise, time, solvability factors and need for an immediate follow-up; and
 - b. Whether an employee with special training, skills, and knowledge is required for the follow-up investigation.
5. Supervisors may allow an employee to complete an initial investigation and report during the employee's next shift if it cannot be successfully completed the day of the call. The employee is responsible for ensuring that a case control number has been assigned the day of the incident through the department field based reporting software.

D. SOLVABILITY FACTORS

1. Research has shown that solvability factors are often the reasons that crimes are solved. Solvability factors are defined as information about a crime which can provide the basis for determining who committed the crime.
2. Employees will consider any of the following as solvability factors:
 - a. Reliable victim or witness to the offense;
 - b. The suspect or the suspect vehicle description with distinctive identifiers are known;
 - c. Property taken is traceable by a unique description or numerical identifier;
 - d. Significant physical evidence is present;
 - e. Limited opportunity for anyone other than the suspect to commit the offense;
 - f. The suspect is named (full name, partial name, nickname or alias);

- g. The suspect is identified as being in the area of the crime;
- i. An identification can be made through photographs or a lineup;
- k. An unusual, distinctive, or significant mode of operation by the suspect or modus operandi (MO) is present; or
- l. Any significant reason exists that the crime may be solved with a reasonable amount of investigative effort.

E. SOLVABILITY FACTOR SCORING

Cases will be investigated based upon the documented existence of solvability factors. Time and resources will be assigned to cases with adequate solvability factors. Cases having minimal or no solvability factors may be administratively closed pending further information.

F. EXCEPTIONAL CASES

In exceptional cases, additional factors will be considered in case screening decisions, including:

- 1. Danger to victims or witnesses;
- 2. Impact of crime on victim;
- 3. Seriousness of a particular offense; and
- 4. Pattern or frequency of offense.

G. SUPERVISOR CASE SCREENING

The responsibility of the supervisor in the case screening process will be to review reports for the completeness of the initial investigation and for the accuracy of the information contained in the case report.

H. COMMAND STAFF

The responsibility of command staff in the case screening process will be to review the reports, determine whether sufficient solvability factors are present in the case, and either assign the case for a follow-up investigation or administratively close the case.

EFFECTIVE DATE

The effective date of this order, **EMPLOYEE ROLE IN INITIAL INVESTIGATION PROCESS**, is 00/00/0000. OPS 20

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EMERGENCY DISASTER PLAN

SECTION CODE

OPS 21

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

The Lake County Forest Preserve District maintains a Districtwide Emergency Disaster Plan.

See: Lake County Forest Preserve District Emergency Management Plan



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

STAFFING LEVELS AND SCHEDULING

SECTION CODE

OPS 22

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.07

I. PURPOSE

The purpose of this order is to establish the policies and procedure for identifying and providing adequate staffing to complete the mission of the department.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to ensure adequate personnel to complete the mission of the department, protect patrons and employees, and to protect District assets.

III. DEFINITIONS

None

IV. PROCEDURES

A. The Director of Public Safety and command staff will evaluate crime patterns, calls for service, special events, training needs, time of the year, and days of the week when computing staffing levels required for each shift: Minimum staffing levels will fluctuate based on demand for personnel, but generally the levels will be:

1. Day shift - 5:15 a.m. - 1:45 p.m. may be staffed with one supervisor or officer in charge, a minimum of four sworn employees, and one community service officer when available;
2. Night shift - 1:30 p.m. - 10:00 p.m. may be staffed with one supervisor or officer in charge, a minimum of five sworn employees, and one community service officer when available;

- B. Shift supervisors may increase the number of personnel due to demand placed on the department. Scheduling supervisors or commanders will only schedule the necessary number of employees to complete the mission and either increase or decrease the staff level for a given day if required by demand.
- C. Scheduling personnel and shift supervisors will attempt to contact off-duty personnel to fill patrol slots vacated by unforeseen absences or events. Supervisors may drop below the minimums only when attempts to fill the patrol slots have failed. The supervisor will report any shift below minimum to the command staff and the Director of Public Safety.
- D. Part-time employees are important to the department's completion of the mission. Part time employees will be responsible for the following:
 - 1. Submitting availability to the scheduling supervisor for each month prior to the 15th day of the previous month;
 - 2. Providing availability for at least half of the weekends, major holidays, and special events of the calendar year. Scheduling personnel will monitor the availability submissions of each part time employee to ensure compliance; and
 - 3. When unable to work a shift assigned, notifying the shift supervisor as soon as possible, but no later than one hour prior to the assigned shift and will attempt to find a replacement officer for the shift.

EFFECTIVE DATE

The effective date of this order, **STAFFING LEVELS**, 00/00/000. OPS 22

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EVIDENCE CONTROL

SECTION CODE

OPS 23

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.16.01, 16.02, 16.04, and OPR.11.03

I. PURPOSE

The purpose of this policy is to establish guidelines for maintaining the integrity of the evidentiary chain of custody.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to ensure that evidence in its custody is properly marked, packaged, secured and stored, readily retrievable, and that any changes in its custody have been properly and fully documented.

III. DEFINITIONS

CHAIN OF EVIDENCE – The continuity of the custody of physical evidence, from time of original collection to final disposal that may be introduced in a judicial proceeding.

IMPOUNDING OFFICER – The officer who initially receives the evidence and initiates the chain of custody.

PHYSICAL EVIDENCE – Any substance or material found or recovered in connection with a criminal investigation.

EVIDENCE CUSTODIAN – Department member accountable for controlling and maintaining all evidence accepted by or stored in the department's evidence room.

EVIDENCE ROOM – The facilities used by the Lake County Forest Preserves Public Safety Department to store evidence.

IV. PROCEDURES

A. PROCESSING EVIDENCE

1. Employees who have evidence to be placed in the evidence room shall make an inventory of that evidence at the location it was found or recovered. The inventory will include a description of the item, the source or location obtained, primary officer collecting the item(s), and the date and time of recovery;
2. Employees impounding evidence will properly handle, mark, package, and transport all physical evidence to the evidence room or authorized secure location, as soon as practical;
3. Employees will complete an evidence tracking log or enter the evidence into the evidence tracking software; and
4. Employees will take all precautions when handling evidence of a hazardous or contaminated nature. Employees will follow guidelines established for packaging and storing these types of materials and will contact an evidence custodian for assistance or questions when handling and storing these types of items.

B. IMPOUNDING EVIDENCE

1. Evidence custodians will be responsible for receiving, storing, maintaining, releasing, and accounting for all evidence in compliance with established policies.
2. Employees will enter evidence into the evidence control software or complete an evidence receipt for each item submitted. The evidence entry or receipt shall include all information necessary to both document and ensure the integrity of the chain of custody.
3. Evidence custodians will be responsible for developing and maintaining a master file of all evidence invoices and evidence tags completed. This file may be either manual or automated, and shall be cross-indexed with the chain-of-evidence custody file.

C. STORAGE OF EVIDENCE

1. Evidence custodians will assign a storage location to each item of evidence and record this information in the evidence database or on the evidence receipt and evidence tag. They will also:
 - a. Store any evidence requiring added security including money, weapons, or dangerous drugs in a separate secure storage area; and
 - b. Store perishable items in the evidence refrigerator or other suitable container.

D. ACCESS TO EVIDENCE ROOM OR STORAGE VAULT

1. Only members of the Lake County Forest Preserves Public Safety Department or persons authorized by the Director of Public Safety may enter the evidence room.
2. Written or electronic logs will be maintained by the evidence custodian that identifies each authorized member entering the evidence room.
3. Any non-authorized person requiring access to the evidence room will be accompanied and escorted at all times by an evidence custodian.

E. INSPECTIONS OF THE EVIDENCE ROOM

1. Supervisor assigned oversight of the evidence room and evidence custodians will make periodic checks to ensure adherence to appropriate policies and procedures. The checks will be documented and findings sent to the Director of Public Safety and accreditation manager.
2. Unannounced inspections of evidence storage areas may be conducted as directed by the Director of Public Safety. These inspections will be documented and findings submitted to the Director of Public Safety and accreditation manager.
3. Command officers assigned by the Director of Public Safety will complete an annual inventory and audit of evidence held by the Lake County Forest Preserves Public Safety Department and control procedures. A report will be submitted to the Director of Public Safety and accreditation manager containing the results of the audit and any suggestions for change.
4. Supervisors assigned oversight of the evidence room and custodians will conduct an inspection of the evidence room anytime an evidence custodian leaves or is assigned to the position.

F. RECORDING TRANSFER OF CUSTODY

1. Evidence custodians will be responsible for developing and maintaining records that documents all changes in custody of physical evidence. The file will be capable of readily identifying the individual or organization currently maintaining custody of evidence.
2. A computer or written record of all transfers of physical evidence shall be completed at the time of the transfers by the employee.
3. Members of the Lake County Forest Preserves Public Safety Department who assume custody of evidence from the evidence room bear full responsibility for ensuring the security, proper storage, maintenance of the evidence, and for retrieval and return of such evidence.

G. DISPOSAL OF EVIDENCE

1. Evidence custodians will ensure that all evidence no longer required for court purposes will be either returned to the rightful owner, released by court order, or destroyed by court order. Any evidence of use or value which is not claimed under state law or destroyed by court order will be either sold at auction or maintained in the department as described in state law.
2. Evidence custodians will ensure that firearms and other non-drug contraband are physically destroyed unless a court order is acquired authorizing the use of the item by the department for public safety or educational purposes, or the firearm is required to be returned to the lawful owner. All destructions will be recorded in the evidence control database.
3. Evidence custodians will mark all narcotics and dangerous drugs for destruction after being cleared by the courts and log the destruction in the evidence control software. All narcotics and dangerous drugs will be transported and signed over to a crime laboratory for destruction and a receipt will be completed and returned to the evidence custodian for filing into the evidence control software.

EFFECTIVE DATE

The effective date of this order, **EVIDENCE CONTROL**, is 00/00/0000. OPS 23

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

LEGAL RIGHTS OF ACCUSED
WHILE IN CUSTODY

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

OPS 24

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this order is to establish policies and procedures to ensure the legal rights of accused and prisoners are provided while in the custody of the Lake County Forest Preserves Public Safety Department.

II. POLICY

It shall be the policy of the Lake County Forest Preserves Public Safety Department that any person detained or incarcerated will be afforded their rights under the law, treated humanely, and provided with proper food, shelter, and medical treatment when required.

III. DEFINITIONS

None

IV. PROCEDURES

A. TREATMENT WHILE IN CUSTODY (725 ILCS 5./103-2)

Employees required to detain or arrest persons will ensure that:

1. Every person has the right to remain silent;
2. No unlawful means of any kind will be used to obtain a statement, admission or confession from any person in custody; and

3. Persons in custody will be treated humanely with respect, and provided with proper food, shelter and, if required, medical treatment.

B. RIGHT TO COMMUNICATE WITH ATTORNEY AND FAMILY

Employees will allow detainees or arrestees to communicate with family and attorneys and to make bail.

1. Persons who are arrested will have the right to communicate with an attorney of their choice and a member of their family. Employees must ensure that persons that are arrested are allowed at least three (3) phone calls within the first hour of arrest unless extenuating circumstances exist. Employees must document all phone calls and any extenuating circumstances.
2. A prisoner's opportunity to make bail will not be impeded by unnecessary delays in processing, making of telephone calls or any other action purposely designed to keep the accused in custody more than is reasonable and proper.

C. RIGHT TO CONSULT WITH ATTORNEY AND EXTRADITION (725 ILCS 5/103-4)

Any person committed, imprisoned or restricted of liberty for any cause whatever and whether or not such person is charged with an offense shall, except in cases of imminent danger of escape, be allowed to consult with any licensed attorney at law of this state whom such person may desire to see or consult, alone and in private at the place of custody, as many times and for such period each time as is reasonable. When any such person is about to be moved beyond the limits of this state under any pretense whatever, the person to be moved shall be entitled to a reasonable delay for the purpose of obtaining counsel and availing himself of the laws of this state for the security of personal liberty.

D. POSTING NOTICE OF RIGHTS (725 ILCS 5/103-7)

Every Sheriff, Chief of Police or other person who is in charge of any jail, police station or other building where persons under arrest are held in custody pending investigation, bail or other criminal proceedings, shall post in every room, other than cells, of such buildings where it may be seen and read by persons in custody and others, a poster, printed in large type, containing a verbatim copy in the English language of the provisions of sections 103-2, 103-3, 103-4, 109-1, 110-2, 110-4 and sub-parts (a) and (b) of sections 110-7 and 113-3 of this code, as amended by act approved August 5, 1965. L.1965, P. 2622. (Notice of Rights posters in English and Spanish are available from the Bureau of Detention Standards and Services.)

E. COURT APPEARANCES (725 ILCS 5.103-5)

Employees will ensure that arrested persons be afforded every right assuring them

access to the courts in a timely manner.

F. MEDIA ACCESS

Media representatives will not be allowed access to holding/detention area without prior permission of the Director of Public Safety. Any media access should not violate any prisoner's privacy, impede facility operations or obstruct or frustrate an ongoing investigation.

G. MANDATORY DUTY OF OFFICER (725 ILCS 5/103-8)

Any employee who intentionally prevents the exercise by an accused of any right conferred by this article or who intentionally fails to perform any act required shall be guilty of official misconduct and may be punished in accordance with section 720 ILCS 5/33-3 of the Criminal Code of 1961 approved July 28, 1961 as heretofore and hereafter amended. (Formerly Illinois Revised Statutes 1991 Ch. 38,103-8)

EFFECTIVE DATE

The effective date of this order, **LEGAL RIGHTS OF ACCUSED WHILE IN CUSTODY**, is 00/00/0000. OPS24

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

ARREST, TRANSPORT, AND
PROCESSING PROCEDURES

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

OPS 25

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.01.04, OPR.07.01, OPR.07.02, and OPR.07.04

I. PURPOSE

The purpose of this policy is to provide officers with basic guidelines for conducting arrests, transports, and processing of arrestees. All personnel of this department are expected to be aware of, understand, and follow the laws governing arrest. This policy sets forth the fundamentals of the arrest procedure.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that all arrests made by departmental personnel shall be conducted professionally and in accordance with established legal principles.

III. DEFINITIONS

ARREST – Impeding freedom of movement and taking a person into custody for a crime.

ARREST WARRANT - A written order issued by a judge, magistrate, or other proper authority that commands law enforcement personnel to place a person under arrest.

CITIZEN CONTACT - An encounter between a police officer and a citizen that may be initiated by the officer for any reason and during which the citizen is free to leave at any time.

EXIGENT CIRCUMSTANCES – Circumstances that exist where a sworn employee must take immediate action to effectively make an arrest, search, or seizure without first obtaining a warrant to prevent physical harm to an employee or other persons, the destruction of relevant evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

INVESTIGATIVE DETENTION - Temporary detention for investigative purposes of a person based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime, under circumstances that do not amount to probable cause for arrest.

PROBABLE CAUSE - When facts and circumstances within an employee's knowledge are sufficient to warrant a prudent person, or one of reasonable caution to believe that the suspect has committed, is committing, or is about to commit an offense.

REASONABLE SUSPICION - A particularized and objective basis, supported by specific and articulable facts, for suspecting a person of criminal activity; the degree of suspicion of criminal activity that justifies an investigative detention but not an arrest.

WEAPONS DISPLAY - Drawing a handgun or readying a patrol rifle or similar firearm for quick use if needed without pointing it at a suspect.

IV. PROCEDURES

A. Basis for Arrest

Officers shall conduct arrests only when based upon either probable cause or a valid arrest warrant issued by a court of law.

1. Probable Cause

- a. Probable cause for arrest may be established by one or more of the following:
 - i. Observations of the officer;
 - ii. Information or evidence obtained during an investigative detention or during a consensual citizen contact;
 - iii. A credible and identified citizen's complaint or supporting witnesses;
 - iv. Information provided by a police informant of proven reliability; or
 - v. Information provided by other law enforcement sources.
- b. Officers shall not make any arrest based solely upon the following:
 - i. Information received from an anonymous source; or
 - ii. Mere suspicion or gut feelings not amounting to probable cause.

2. Arrest Warrants

a. Sworn employees will obtain a warrant when time permits to arrest a person and will follow these guidelines:

- i. Arrest warrants will be based on an affidavit sworn before a judge and obtained from a judge, magistrate, or other legal authority empowered to issue such warrants;
- ii. Warrants shall be in the form prescribed by the law of this jurisdiction and shall adequately identify the person to be arrested. The warrant shall also provide such other information as is required by law;
- iii. Sworn employees will examine the warrant to ensure that it is in proper form, that all information required by law is provided, and that the warrant appears to be valid. The sworn employee will also take note of any restrictions placed upon the arrest by the language of the warrant;
- iv. Sworn employees will execute an arrest warrant without delay, except as otherwise may be required by the circumstances of the case;
- v. Sworn employees will not make any arrest on a warrant contrary to any limitations placed on the warrant; and
- vi. Sworn employees will not make an arrest in a manner or at a time or place prohibited by departmental regulation, state or local legislation, or applicable court decisions.

3. Employees will plan in advance in consultation with a supervisor or other experienced personnel when possible.

4. Employees will make arrests at a time and place and in a manner that will maximize the probability of a successful arrest and minimize the danger to arrestee, officers, and innocent bystanders.

5. Employees will not enter premises owned or occupied by a third party to make an arrest unless the employee has a separate legal basis for entering the premises.

B. Use or Show of Force During Arrest Activities

1. Employees shall use only that level of force that they reasonably believe is necessary to make an arrest in accordance with this department's use-of-force policy.

2. Employees will display weapons during an arrest only where it is reasonably believed necessary to ensure the safety of the employee or others and the successful completion of the arrest. Pointing a firearm at a suspect is governed by this agency's use of force policy.

C. Informing/Mirandizing Arrestees

1. The arresting employee will identify themselves, inform the suspect of his or her arrest, and specify the charges for which the arrest is being made. Employees not in uniform shall display their badges and credentials when making the arrest to ensure proper identification.
2. Employees will inform arrestees of their Miranda rights before any questioning about the crime in which the warrant is issued. Those rights should, whenever reasonably possible, be read verbatim from a standardized departmentally approved form.
3. Employees will secure a waiver of the Miranda rights before any questioning of an arrestee about the crime can begin. The waiver must be unambiguous, that is, clearly stated or conveyed to interrogating officers. Failure to make an explicit, affirmative invocation of these rights, by remaining silent or through other ambiguous means, does not constitute an invocation of Miranda rights.
4. Employees will ensure that if a suspect waives Miranda rights, a request to initial and sign the waiver form will be made. Any failure to sign will be noted on the form by the interrogating officer and does not, in itself, preclude officers from proceeding with an interrogation.
5. Employees will not question an arrestee who has not waived Miranda rights and will only ask questions necessary to accomplish the booking procedure.
6. Employees will not interview or interrogate or allow other agencies to do so if an arrestee declines to waive right to counsel, or stop any questioning if the arrestee reasserts the right to counsel. Questioning may resume upon arrival of counsel.
7. Employees will not discuss any topic in front of an arrestee who has not waived their rights that are designed to elicit incriminating statements or admissions.

D. Arrestee Requests

Employees will not allow arrestees to leave the immediate area of the arrest unless the area is first cleared by an employee and the arrestee is escorted to the new area.

E. Safety Precautions

1. Employees will approach every arrest situation with the knowledge that any arrest may present an element of danger. Therefore, employees making arrests shall take all reasonable precautions to ensure their own safety.
2. Restraint of the Arrestee
 - a. Employees will ensure all arrested persons are handcuffed after being taken into custody, except as otherwise provided by departmental policy.
 - b. Employees may use other reasonably available lawful forms of restraint when necessary for the safety of officers, prisoners, and others.
 - c. Employees will not restrain arrestees in the four-point restraint unless the arrestee is uncontrollable by other means readily available. A four-point restraint is defined as the hands and ankles bound behind an individual's back. If a four-point restraint is deemed necessary, the arrestee shall be placed on his or her side once bound and monitored for potential physical problems such as difficulty in breathing.
3. Search Incident to Arrest
 - a. Employees shall conduct a thorough search of the person arrested.
 - b. Employees will seize any criminal evidence discovered during the search of the arrestee's person and preserved in accordance with standing departmental procedures.
 - c. Employees will search the arrestee and areas within the arrestee's reach.
 - d. Employees will not strip search an arrestee on scene. Strip searches may be conducted with supervisory approval in a holding area where the privacy of the search is guaranteed. Strip searches will be conducted only by employees of the same gender and in a private and secure area. Any employee conducting a strip search of an arrestee will justify the reasons to a supervisor prior to such a search and document those reasons in a subsequent written report.
 - e. Employees will not complete body cavity searches at any time. Any body cavity search request will be reviewed and approved by a supervisor prior to transporting the arrestee to a medical facility. All body cavity searches will be completed by proper medical personnel and one employee of the same gender to witness the search and

collect any evidence. Employees will justify the reasons for a body cavity search to a supervisors and document those reasons in a subsequent written report.

- f. Employees will try to ensure that searches of arrestees are completed by employees of the same gender as the arrestee.
- 4. Employees may complete protective sweeps of a premises or area where the arrest occurs to ensure that no other persons or weapons are present that may represent a danger to the employees or the arrestee.
- 5. Post-Arrest Protection
 - a. Employees will be aware that the responsibility for the safety of an arrestee, victim, or bystander rests with the employee and will take all reasonable steps to protect them from injury or self-injury.
 - b. Employees will not allow arrestees and victims to be in close proximity to each other and will protect the arrestee from any assault by the victim or bystanders.

F. Transportation of Arrestees

- 1. Employees will search all arrestees before transport and when transferred from one employee to another;
- 2. Employees will handcuff all arrestees or otherwise restrain during transportation in accordance with departmental policy;
- 3. Employees will search their vehicle before and after transport of any arrestee;
- 4. Employees will inspect vehicle security devices before transporting;
- 5. Employees will seat arrestees in the vehicle in accordance with departmental policy; and
- 6. Employees will restrain all arrestees with seatbelts unless there are circumstances that preclude the securing of arrestees by seatbelts.

G. Arrest of Juveniles

Employees will be aware that the arrest, the transportation, and the booking of juveniles are subject to special legal requirements. Employees will be familiar with and observe these special requirements at all times when arresting juveniles.

H. Arrest of Department Members

Employees will take special precautions when arresting a member of the department and follow all procedures in departmental policy.

I. Citation in Lieu of Arrest

Employees may issue citations in lieu of arrest in all situations where citation is directed by law. In situations where citation is discretionary, officers will consider the following:

1. Whether the person is likely to disregard a citation;
2. Whether the person, if cited and released, is likely to cause harm to himself or herself or any other person; and
3. Whether there are other factors that should be considered and are permitted by law and departmental policy.

J. Release after Arrest

1. Employees may release an arrestee without charges when an investigation determines:
 - a. That the burden of proof of probable cause has not been met;
 - b. There are insufficient grounds for making a criminal complaint against the person arrested;
 - c. Victim or witness refuses to prosecute; or
 - d. The decision is made by a supervisor.
2. Employees will ensure that the person is released at a safe location and is not otherwise placed at risk as a result of the incident. If necessary, an employee may provide transportation for the released person to a safe location.
3. Employees will document any record and report of arrest of a person released without charges and will classify the incident as a detention rather than an arrest.

K. Investigative Detentions

1. Employees will conduct an investigative detention based upon reasonable suspicion that the person detained has committed, is committing, or is about to commit a crime.

2. Employees will not prolong the investigative detention beyond the period necessary to accomplish the purpose of the detention.
3. Employees will take precautionary measures for their own safety during an investigative detention, including display of firearms or handcuffing the detainee.
4. Employees who reasonably believe that a person under investigative detention may pose a threat to their safety shall conduct a frisk or pat-down search of the detainee's clothing for weapons.
5. Employees may arrest a detainee if there is probable cause that a crime has occurred and it becomes apparent the detainee is the perpetrator.

EFFECTIVE DATE

The effective date of this order, **ARREST, TRANSPORT, AND PROCESSING PROCEDURES**, is 00/00/0000. OPS 25

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

HOSTAGE SITUATIONS AND
BARRICADED SUBJECTS

SECTION CODE

OPS 26

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR. 04.01

I. PURPOSE

This purpose of this policy is to provide guidance and direction for those who respond to and resolve hostage-taking situations.

II. POLICY

The Lake County Forest Preserves Public Safety Department will respond to and take necessary steps to free innocent persons who are endangered and being held illegally against their will. During situations that involve conventional hostage takings, the department shall deploy first responding sworn employees to contain the situation and suspects involved when appropriate, pending the arrival of personnel specially trained in negotiations and tactical problem solving. This policy does not prohibit properly trained and equipped first responding sworn employees from taking direct and immediate action, up to and including deadly force, in cases where a hostage is facing deadly jeopardy and the officers' reasonable actions have a high probability of neutralizing the deadly threat or preventing the situation from escalating.

III. DEFINITIONS

CONVENTIONAL HOSTAGE SITUATION - A scenario in which a person is being held against their will by an armed, potentially armed, or otherwise dangerous suspect, the Lake County Forest Preserve Public Safety Department has primary jurisdiction, and the circumstances presented are likely within the resolution capabilities of a properly trained and equipped local tactical and negotiations team. Conventional hostage situations occur in a wide variety of operational environments, including open air, accessible structures, hardened strongholds, and vehicles.

DEADLY FORCE - Physical force the actor uses with the purpose of causing, or which they know creates a substantial risk of causing, death or serious physical injury.

DEADLY FORCE JUSTIFICATION - Circumstances in which the hostage is being subjected to or reasonably appears to be subjected to actions by the suspect that create a substantial risk of causing or resulting in death, serious physical injury, or the commission of that class of offense under statute that justifies the use of deadly force to prevent or stop.

DEADLY JEOPARDY - A situation in which a person is being directly subjected or exposed to circumstances that create a substantial risk of death, serious physical injury, or the commission of that class of offense under statute that justifies the use of deadly force to prevent or stop.

HOSTAGE - A person held against their will by an armed, potentially armed, or otherwise dangerous suspect who has demonstrated by action, word, or deed willingness to do the person harm in order to compel another party to act or refrain from acting in a particular way, or for personal gratification.

INNER PERIMETER (IP) - A close proximity boundary maintained initially by first responding sworn employees, which may later be transferred to a special weapons and tactics team, and designed to contain the situation to the smallest possible area and prevent access to the target location by persons from the outside.

OUTER PERIMETER (OP) - A boundary outside the inner perimeter maintained by sworn personnel and designed to prevent unauthorized persons from entering the area of the critical incident.

SAFETY PRIORITIES - In the event of the occurrence of a hostage situation or a barricaded subject, the primary goals and objectives of the Lake County Forest Preserves Public Safety Department are as follows, ranked in order of importance.

1. The safety and preservation of all human life;
2. The protection of property; and
3. The maintenance and restoration of civil order.

TRIGGERING POINT- Specific predetermined circumstances that will justify the initiation of direct action to prevent or stop a particular course of suspect behavior.

UNCONVENTIONAL HOSTAGE SITUATION - A scenario in which a person is being held against their will by an armed, potentially armed, or otherwise dangerous suspect, the Lake County Forest Preserves Public Safety Department does not have primary jurisdiction, or the circumstances presented are likely beyond the resolution capabilities of a properly trained and equipped local tactical and negotiations team. Unconventional hostage situations occur in a wide variety of operational environments and include all terrorist situations and those that are so technical or complex that they are beyond the

capabilities of the local tactical element.

IV. PROCEDURES

- A. Sworn employee's foremost consideration and primary goal is the safety and preservation of all human life including the perpetrator. Secondary goals, while important, will never outweigh the value and irreplaceability of a human life.
- B. Sworn employees may use their skills, abilities and creative thinking to end a hostage, sniper, or other incident and accomplish the departmental goals of protecting life and securing property. Sworn employees will consider the following before taking solo actions:
 - 1. Rapid resolution of the incident is not of primary importance. Each situation is different and will dictate when action is taken at a scene.
 - 2. Time almost always works in our favor. It has been shown that in the great majority of cases, the longer that an incident continues, the less chance that officers, hostages, innocent bystanders, or perpetrators will be hurt or killed. The passage of time is almost always our best weapon.
 - 3. Rash and ill-conceived plans carried out by uninformed and poorly equipped sworn personnel will almost always complicate the situation and could lead to needless injuries or deaths. Such acts must be avoided except in the most extreme instances.
- C. In the event of the occurrence of a hostage situation or a barricaded subject(s), the following guidelines are to be followed by sworn personnel. The diverse nature of these situations may cause these guidelines to be altered. However, such alterations must be done only after serious consideration by line and command personnel to ensure that such alterations will not complicate the situation.

A. INITIAL PATROL RESPONSE

Sworn personnel initially confronted with a hostage situation or a barricaded subject will take the following action:

- 1. **SEEK COVER** - In handling a hostage situation or a barricaded subject, the initial few minutes are crucial. Not only will the size and gravity of the situation be determined, but panic reactions by criminals attempting escape often lead to gunshots being fired. Approaching sworn employees will be concerned with providing cover for themselves and bystanders in the area. Such concern may save lives, avoid unnecessary injury, and may limit the number of hostages available to the perpetrator. Firearms discipline will be maintained throughout the incident. Shots should not be returned if there is any chance of injury to innocent citizens. Shots should be returned only in the clearest cut cases where they are absolutely necessary and a clear target is available;

2. LOCATE AND DEFINE THE SITUATION - Information gathered by the first sworn employees on the scene will, to a large extent, determine the course of action that the department will follow. Such information will also be an asset to sworn personnel later attempting to resolve the situation. All complainants must be identified and briefly, but thoroughly, interviewed to determine the exact nature of the situation. These complainants and other witnesses should, if possible, be detained in a place of safety to enable a later, more detailed interrogation. Particular caution should be exercised at this time because of the possibility that accomplices will be in the area;
3. CONFINE THE SITUATION - When dealing with a barricaded subject(s) or a situation where hostages are being held, sworn employees responding to the initial call will attempt to confine the perpetrators to as small an area as possible. This first line of sworn personnel who confine the suspect(s) are the inner perimeter. In establishing the inner perimeter, sworn personnel must avoid placing themselves or others in jeopardy by being too close or in view of the perpetrator(s). Successful confinement of the suspect(s) will benefit later negotiation attempts as well as reduce the chance of further situation complications.
4. BEGIN INITIAL CALL-UP - Mobilization of the department's resources, mutual aid, and additional support of specially trained personnel may be required should a hostage situation or barricaded subject occur. The shift supervisor should ensure that enough on-duty personnel respond to the scene to accomplish successful confinement. The shift supervisors will ensure further call-up of command personnel, any specialized departmental personnel, off-duty personnel, and units from other agencies if needed. In order to avoid confusion at the scene, those units that respond to the call after the situation has been confined will respond to a staging area chosen by the shift supervisor that is close to the event, but out of the line of fire. Responding units from our department, as well as other departments will be assigned their duties from the incident commander. Responding units from other agencies will be used under direction of the incident commander within the confines of this policy.
5. CONTAIN THE SITUATION – The incident commander will assign responding units to create an inner and outer perimeter, assign specialized units to manage and protect the scene, confine the incident, and keep onlookers out of the area. No one except sworn personnel will be allowed inside the outer perimeter (OP). Sworn personnel assigned to OP posts will be observant for witnesses, getaway vehicles, accomplices, media intrusions, and crowd control or traffic duty. Any officer assigned to an interior perimeter (IP) or OP post will remain at their assignment until properly relieved by a supervisor.
6. EVACUATE UNDER COVER – Incident command will determine when evacuation of the area is safe and can be accomplished by assigned sworn

personnel. Evacuation will be conducted by sworn personnel not assigned to perimeter posts and will be done under the specific direction of the incident commander. Sworn personnel will contact any persons that cannot be safely evacuated and provide direction to bunker in place until the incident is ended.

7. USE COMMON SENSE - All efforts of line personnel at the scene of a hostage situation or a barricaded felon are geared toward the stabilization of the crime scene via the confinement and containment of the incident. This process will allow command or specially trained personnel to evaluate the situation and plan a course of action which will have the best chance of resolving the incident in accordance with departmental goals and objectives. Sworn personnel will work towards this goal and weigh individual actions at the scene into this framework.

B. DUTIES OF THE SHIFT SUPERVISOR

1. The shift supervisor will immediately report to the scene of a hostage situation or a barricaded person and direct confinement/containment efforts at the scene.
2. The shift supervisor will ensure that line personnel responding to the incident will act in accordance with departmental policy. This includes Lake County Forest Preserves Public Safety personnel as well as personnel from other law enforcement agencies.
3. The shift supervisor will ensure the notification of the Director of Public Safety, command officers, off-duty sworn personnel, mutual aid and specialized units necessary for the successful management of the incident as soon as practicable. All incoming personnel will report to the staging area for assignment.
4. The shift supervisor may appoint another sworn person to take charge of the scene anytime during the event. The supervisor will maintain constant contact with this person.
5. The shift supervisor will establish a command post and a staging area as soon as practicable. The command post shall be a facility at a point of safety as near as possible to the scene and equipped with telephone and radio communication. The mobilization point, which could be at the command post, shall be a facility near the scene which can safely house incoming personnel awaiting specific assignment.
6. The supervisor will assign officers to begin evacuation operations in accordance with departmental procedure.
7. The supervisor, under the direction of the Director of Public Safety or his designee, shall ensure that all personnel assigned to perimeter posts, evacuation details, and other related details will have portable radios or be

in visual contact with other officers.

8. The supervisor will request that all necessary command post vehicles and equipment be brought to the incident command post area.
9. The supervisor will assign other sworn staff to roles at the command posts as outlined in the Incident Command System.
10. The supervisor will assign sworn staff to meet with the personnel, complainants, and witnesses coming out of the OP area.
11. The supervisor shall make a diagram of the area within the OP showing the IP, all officer positions, the location of the perpetrators, as well as other pertinent data.
12. The supervisor will create a media area away from the OP and away from the command post. The supervisors will arrange for a public information officer to make periodic approved statements to the media.
13. The supervisor will institute all other actions deemed necessary to stabilize and secure the scene.

C. SPECIALIZED RESPONSE UNITS

Specialized negotiating and special weapons and tactics units will be deployed upon arrival and efforts to negotiate with the perpetrators will begin. Intelligence gathering operations, as well as assault planning, will also commence. Specific personnel assignments will be made at this time. The Lake County Forest Preserves Public Safety supervisor will maintain incident command status and decision-making responsibilities for the incident.

EFFECTIVE DATE

The effective date of this order, **HOSTAGE SITUATIONS, SNIPER INCIDENTS & BARRICADED SUBJECTS**, is 00/00/0000. OPS 26

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

MOTOR VEHICLE STOPS

SECTION CODE

OPS 27

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR 01.01, OPR 06.01, .02, .03, and .04

II. PURPOSE

It is the purpose of this policy to establish guidelines for stopping and approaching motorists in a manner that promotes the safety of officers and motorists.

III. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that motor vehicle stops shall be performed safely, professionally and courteously. Employees will promote the education of the public about proper driving procedures, while recognizing and taking steps to minimize the dangers involved in motor vehicle stops for employees officers, motorists, and other users of the roadway.

III. DEFINITIONS

None

IV. PROCEDURES

A. Basis for Stopping Motor Vehicles

1. Employees must have legal justification to stop a motor vehicle. This may include commission of a traffic violation or reasonable suspicion of involvement in criminal activity;
2. Employees are prohibited from stopping vehicles when the stop is based solely on the occupant's race, ethnicity, sex, or similar distinction;

3. Employees may only stop a vehicle for a period of time that is reasonable to issue a citation or conduct other legitimate law enforcement business; and
4. Employees may execute a custodial arrest for traffic violations when there are other factors present including seriousness of the offense or resistive motorists. Generally, employees should not make custodial arrests of motorists for traffic violations where a citation is permitted.

B. Stopping and Approaching Traffic Violators

1. Employees will control the location of the stop and select a safe location to initiate the stop including parking lots or side streets that are well lit and out of the traffic flow. Employees are responsible for properly placing the police vehicle for safety and security during the stop;
2. Employees will notify communications personnel of the stop, location, description of the vehicle, license plate, and description and number of occupants prior;
3. Employees will activate any in-car or body camera system when applicable;
4. Employee will be alert to any furtive movements or actions of the driver or passengers. Employees will request a back-up unit when engaging in a motor vehicle stop that appears suspicious or unnecessarily hazardous;
5. The employee may order all occupants out of a vehicle when necessary. Employees must consider the safety of the individuals and the dangers of having multiple people out of a vehicle and ensure that there are enough police personnel on scene to manage the people;
6. Employees will try not to engage motorists outside of their vehicle. When engaging motorists outside of the vehicle, the employee will direct the motorist and any passengers to the side of the road, clear of any motor vehicles. At no time should the employee stand or allow others to stand in front of, between, or behind the stopped vehicles;
7. Employees will not have motorists sit in patrol vehicles while citations are being prepared or other law enforcement business is being conducted;
8. Employees that have substantiated probable cause to search a vehicle may search the belongings of passengers if the belongings are capable of concealing the type of object for which the employee has probable cause to search the vehicle;
9. Employees that locate contraband or evidence of a crime during a search of the vehicle may arrest the driver and passengers if probable cause exists that each individual had knowledge, control, or engaged in concealing the items of contraband or evidence of the crime;

10. Employees in plain clothes and operating an unmarked or semi-marked unit equipped with emergency lights and siren may make traffic stops. It is recommended that these types of units ask for assistance from a fully marked unit when applicable. Employees operating a semi-marked or unmarked vehicle will not be involved in any pursuits; and
11. Employees in plain clothes operating vehicles not equipped with emergency lights and siren shall not make motor vehicle stops unless there is imminent danger of loss of life if they do not act.

C. Making High-Risk Vehicle Stops

When initiating a vehicle stop with reason to believe that the occupants may be armed and dangerous, employees will:

1. Contact more units before executing a high risk stop and communicate the plan to stop to the vehicle to other units to allow for coordination and control of the stop;
2. Select a safe location for the stop. Consider the presence of other persons and room for the stop and other units; and
3. Signal the motorist and execute the stop only after all units are in place and utilize high risk stop tactics to clear the stopped vehicle.

D. Communication during Traffic Stops

Employees can create a positive or negative impression of law enforcement when engaged with the public in traffic enforcement. Employees will adopt and practice customer service and educational approaches when dealing with the public. Employees will:

1. Introduce themselves and the law enforcement agency that they work for;
2. Specify the reason for making the vehicle stop and solicit the necessary documents;
3. Be friendly, courteous and respectful;
4. Control the stop with command presence and not use an aggressive or condescending approach, tone of voice, or facial expressions;
5. Provide the motorist with any information deemed appropriate to educate rather than lecture them about the infraction; and
6. Ask if there are any questions concerning court dates and similar issues.

EFFECTIVE DATE

The effective date of this order, **MOTOR VEHICLE STOPS**, is 00/00/0000. OPS 27

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

EMOTIONALLY DISTURBED PERSON

SECTION CODE

OPS 28

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.07.02

I. PURPOSE

The purpose of this policy is to provide guidance to employee's when responding to or encountering persons experiencing a mental health crisis. For the purposes of this document, the term person in crisis (PIC) will be used.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that employee's be provided with training to determine whether a person's behavior is indicative of a mental health crisis and with guidance, techniques, response options, and resources so that the situation may be resolved in as constructive, safe, and humane a manner as possible.

III. DEFINITIONS

MENTAL HEALTH CRISIS - An event or experience in which an individual's normal coping mechanisms are overwhelmed, causing them to have an extreme emotional, physical, mental, and/or behavioral response. Symptoms may include emotional reactions such as fear, anger, or excessive giddiness; psychological impairments such as inability to focus, confusion, or nightmares, and potentially even psychosis; physical reactions like vomiting/stomach issues, headaches, dizziness, excessive tiredness, or insomnia; and/or behavioral reactions including the trigger of a "freeze, fight, or flight" response. Any individual can experience a crisis reaction regardless of previous history of mental illness.

MENTAL ILLNESS - An impairment of an individual's normal cognitive, emotional, or behavioral functioning, caused by physiological or psychosocial factors. A person may be

affected by mental illness if they display an inability to think rationally (e.g., delusions or hallucinations), exercise adequate control over behavior or impulses (e.g., aggressive, suicidal, homicidal, sexual), and/or take reasonable care of their welfare with regard to basic provisions for clothing, food, shelter, or safety.

IV. PROCEDURES

A. Recognizing Atypical Behavior

Only a trained mental health professional can diagnose mental illness, and even they may sometimes find it difficult to make a diagnosis. Employees are not expected to diagnose mental or emotional conditions, but rather to recognize behaviors that are potentially indicative of PIC, with special emphasis on those that suggest potential violence and/or danger. The following are generalized signs and symptoms of behavior that may suggest an individual is experiencing a mental health crisis:

Strong and unrelenting fear of persons, places, or things;

1. Extremely inappropriate behavior for a given context;
2. Frustration in new or unforeseen circumstances including inappropriate or aggressive behavior in dealing with the situation;
3. Memory loss related to such common facts as name or home address, although these may be signs of other physical ailments such as injury, dementia, or Alzheimer's disease;
4. Delusions, defined as the belief in thoughts or ideas that are false, such as delusions of grandeur or paranoid delusions;
5. Hallucinations of any of the five senses;
6. The belief that one suffers from extraordinary physical ailments that are not possible;
7. Obsession with recurrent and uncontrolled thoughts, ideas, and images;
8. Extreme confusion, fright, paranoia, or depression; and
9. Feelings of invincibility. Each individual should be evaluated within the context of the entire situation. However, employees should not rule out other potential causes, such as effects of alcohol or psychoactive drugs, temporary emotional disturbances that are situational, or medical conditions.

B. Assessing Risk

1. Most PIC are not violent and some may present dangerous behavior only under certain circumstances or conditions. Officers may use several indicators to assess whether a PIC represents potential danger to themselves, the officer, or others. These include the following:
 - a. The availability of any weapons;
 - b. Threats of harm to self or others or statements by the person that suggest that they are prepared to commit a violent or dangerous act;
 - c. A personal history that reflects prior violence under similar or related circumstances;
 - d. The amount of self-control that the person exhibits, particularly the amount of physical control, over emotions such as rage, anger, fright, or agitation;
 - e. Indications of substance use, as these may alter the individual's self-control and negatively;
 - f. The volatility of the environment; and
 - g. Aggressive behaviors such as advancing on or toward an officer, refusal to follow directions or commands combined with physical posturing, and verbal or nonverbal threats.
2. Failure to exhibit violent or dangerous behavior prior to the arrival of the officer does not guarantee that there is no danger.
3. A PIC may rapidly change their presentation from calm and command-responsive to physically active. This change in behavior may come from an external trigger or from internal stimuli.
4. Context is crucial in the accurate assessment of behavior. Employees should take into account the totality of circumstances requiring their presence and overall need for intervention.

C. Response to PIC

If the employee determines that an individual is experiencing a mental health crisis and is a potential threat to themselves, the employees, or others, intervention may be required. All necessary measures should be employed to resolve any conflict safely using the appropriate intervention to resolve the issue. The following responses should be considered:

1. Request backup personnel;
2. Request assistance from individuals with specialized training in dealing with mental illness or crisis situations;
3. Contact and exchange information with a treating clinician or mental health resource for assistance if available;
4. Take steps to calm the situation;
5. Create increased distance;
6. Utilize environmental control, including cover, concealment, and barriers to help manage the volatility of situations;
7. Move slowly and do not excite the individual;
8. Ask the individual's name or by what name they would prefer to be addressed and use that name when talking with the individual;
9. Communicate with the individual in an attempt to determine what is bothering them;
10. Contact family members or acquaintances for information;
11. Do not threaten the individual with arrest, or make other similar threats or demands;
12. Avoid topics that may agitate the individual and guide the conversation toward subjects that help bring the situation to a successful conclusion; and
13. Attempt to be truthful with the individual.

D. Taking Custody or Making Referrals to Mental Health Professionals

1. Based upon the overall circumstances of the situation, an employee may take one of several courses of action when responding to a PIC.
 - a. Offer mental health referral information to the individual and/or family members;
 - b. Assist in accommodating a voluntary admission for the individual;
 - c. Take the individual into custody and provide transportation to a mental health facility for an involuntary psychiatric evaluation; or
 - d. Make an arrest.

2. When circumstances indicate an individual meets the legal requirements for involuntary psychiatric evaluation and should be taken into custody and transported to a mental health facility, or when circumstances indicate that an arrest is necessary, the employee will request the assistance of crisis intervention specialists to assist in the custody and admission process, as well as any interviews or interrogations.
3. Employees should be aware that the application or use of restraints may aggravate any aggression being displayed by a PIC.
4. In all situations involving a PIC, employees will:
 - a. Continue to use de-escalation techniques and communication skills to avoid escalating the situation;
 - b. Remove any dangerous weapons from the area; and
 - c. Ensure that the process for petition for involuntary committal has been initiated by the appropriate personnel.

E. Documentation

Employees will:

1. Document the incident, regardless of whether or not the individual is taken into custody. Where the individual is taken into custody or referred to other agencies, officers should detail the reasons why.
2. Ensure that the report is as specific and explicit as possible concerning the circumstances of the incident and the type of behavior that was observed. Terms such as “out of control” or “mentally disturbed” should be replaced with descriptions of the specific behaviors, statements, and actions exhibited by the person.
3. In circumstances when an individual is transported to a mental health facility for a psychiatric evaluation, provide information to the examining clinicians detailing the circumstances and behavior leading to the transport.

EFFECTIVE DATE

The effective date of this order, **EMOTIONALLY DISTURBED PERSON**, is 00/00/0000.
OPS 28

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

RAPID RESPONSE TO AN
ACTIVE SHOOTER

SECTION CODE

OPS 29

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR 04.01

I. PURPOSE

The purpose of this policy is to provide protocols for assessing the threat and immediately responding during active shooter situations to limit serious injury or loss of life. While the term “active shooter” is used throughout, this policy applies to all situations where there is an active assailant or assailants posing an ongoing deadly threat, to include, but not limited to, those from firearms, vehicles, explosives, and knives.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department in active shooter situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking law enforcement action could result in injury or death—that immediate action by sworn personnel on the scene is necessary when such actions are deemed reasonable to prevent further injuries or loss of life.

III. DEFINITIONS

ACTIVE SHOOTING - An incident in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.

CASUALTY COLLECTION POINT (CCP) - A forward location where victims can be assembled for movement from areas of risk. Based upon incident dynamics, such as the number and location of victims, multiple CCP’s may be required.

COLD ZONE - A geographic area where first responders can operate with minimal threat to personal safety or health.

CONTACT OFFICER OR TEAM - The first officer(s) at the scene of an active shooting tasked with locating the suspect(s) and stopping the threat.

HOT ZONE -A geographic area, consisting of the immediate incident location, with a direct and immediate threat to personal safety or health. All violent incidents are considered hot until law enforcement determines otherwise. Only law enforcement should operate in the hot zone.

IMMEDIATE ACTION - Rapid response by one or more officers to an active shooting based on a reasonable belief that failure to swiftly seek out and address the threat would result in death or serious bodily injury.

INCIDENT COMMANDER (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site. Responsibilities of the IC can be assumed by the officer handling the original call to the chief executive of the agency and any additional qualified officers, depending on the size, scope, and complexity of the incident or event.

INNER PERIMETER - An area established to keep the threat contained to a specified location.

OUTER PERIMETER - An area established to keep the inner perimeter secured and to prevent outside elements from entering the incident.

RESCUE TASK FORCE (RTF) - A team consisting of fire/emergency medical services (EMS) personnel, paired with law enforcement officers. Fire/EMS personnel are tasked with initial treatment and triage of victims in the warm zone. Law enforcement officers are assigned as the protection for this team and should not separate from the fire/EMS personnel.

STAGING AREA - An area or location near the incident where outside resources respond and are quickly inventoried for utilization and assignment at the incident. There may be more than one staging area per incident.

UNIFIED COMMAND (UC) - An incident command system used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, often the senior person(s) from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies. The IC responsibility is shared within the UC, with the function most important at the time taking the lead role. The lead responsibility may shift as the incident progresses.

WARM ZONE - A geographic area where law enforcement has either cleared or isolated the threat to a level of minimal or mitigated risk; can be considered clear, but not secure.

IV. PROCEDURES

A. Situational Assessment

1. Based on available information, dispatched responders or sworn personnel already at the incident scene may verify that an active shooter situation exists through information provided by communications personnel; from persons confined within or exiting the target location; from witnesses; by reports of, or sounds of, gunfire; or through related means.
2. When available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects' weapons, persons injured, the number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).
3. Upon completion of the initial assessment, the first arriving sworn personnel will;
 - a. Advise communications and request resources as deemed necessary; and
 - b. Take immediate action alone or with another officer.

B. Individual Officer Intervention

1. In some instances, an individual sworn employee may be present within or near the active shooting location, such as a shelter area or District building. Whether on or off duty, in uniform or civilian clothes, the sworn employee may determine that immediate action is necessary and reasonable to stop the threat. That decision may take into consideration the employee's capability to effectively intervene, based on equipment and training.
2. As soon as practical, sworn employees will notify communications that an active shooter situation exists. The employee should provide the following information and updates as available
 - a. Identity, location, suspects manner of dress, and proposed actions of the officer(s) at the scene;
 - b. Information about the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and

- c. Available information on persons injured or under threat, their locations, emergency resources required, and recommended points of entry.
3. When displaying firearms while in plainclothes, officers will verbally identify themselves as law enforcement officers, and conspicuously display their badges and/or other law enforcement identification to alert security personnel, arriving officers, or civilians who may be armed.
4. If employees are unarmed, they can still play a critical role in active shooter response through the following actions:
 - a. Facilitating evacuation by:
 - i. Locating points of egress and directing people to those evacuation points if reasonably safe for them to do so; and
 - ii. Locating and directing persons hiding in unsecure locations.
 - b. If evacuation is not possible:
 - i. Helping locate and direct persons to safer locations;
 - ii. Directing individuals to silence all personal electronic devices, take cover, and remain silent; and
 - iii. Taking any actions possible to distract, disrupt, divert, or incapacitate the suspect using surprise attacks and any aggressive force possible.
 - c. When possible, assisting with the injured and directing incoming teams to injured persons.

C. Contact Officer or Team Response

1. The mission of the contact officer or team is to locate and stop the threat. Even if the threat seemingly has been terminated, contact officers or teams are required to render the location safe, assist in screening and the orderly evacuation of persons to a designated area, and locating any other persons still in hiding.
2. Normally, only one contact officer or team shall be deployed at any given time. Additional officers or teams may be deployed at the direction of the IC to provide tactical advantage. The IC shall ensure that each team is aware of the other officers' or teams' locations and actions.
3. The contact officer or team shall be provided a clear communications channel to supply the following types of information:

- a. Progress and location;
 - b. Location and number of victims and their medical needs;
 - c. Estimated number of suspects involved;
 - d. The suspect's description and weapons if known; and
 - e. Location of any booby traps or explosives.
4. The contact officer or team will locate the suspect(s) in the most expeditious manner possible in order to stop the threat. In doing so, officers should not stop to render aid or assistance to victims, but may, where reasonably possible, inform them that RTFs are forthcoming and direct them to a safe point of egress or hiding if they are ambulatory and it is deemed safe for them to do so.
 5. The contact officer or team should employ tactical advantages such as avoiding the use of the main entrance to provide an element of surprise and to bypass potential booby traps or ambush.
 6. The contact officer or team should not attempt to conduct a thorough clearing of the location, but should follow sounds, such as gunfire, yelling, and screaming; observations of victims and bystanders; and related information to help locate the suspect(s) as soon as possible.
 7. Once the location of the suspect(s) is known and any immediate threat is eliminated, the contact officer or team should proceed to clear all portions of the location in the event that more suspects are in hiding. If victims are encountered who require immediate trauma care, the contact officer or team shall direct rescue task force personnel to the location to provide such care and resume clearing the location. Arriving tactical or other officers should be called upon to help clear the location of potential suspects, locate and evacuate persons in hiding, and render safe any dangerous munitions or armament.
 8. The contact officer or team shall switch its focus to providing trauma care as necessary when the primary mission is completed.

D. Rescue Task Force (RTF's)

1. Once the contact officer or team is deployed, and as officers and resources arrive at the incident scene, the IC should ensure that RTF's are formed to provide trauma care and help evacuate victims.
2. RTFs shall be organized under a team leader, deploy in tactical formations consistent with agency training, and be prepared to respond to hostile action

as rapidly changing circumstances may place them in contact with suspects. In such instances, the RTF shall be prepared and equipped to serve as the contact team.

3. RTFs shall be deployed only after the contact officer or team has made entry, provided a status report, notified the command post of the location of victims, established warm zones, and determined that rescue efforts may begin.
4. Wounded and injured persons shall be quickly searched, if reasonable, for weapons, quickly treated for obvious life-threatening injuries and removed to the designated CCP's with cover and movement of such persons provided by RTF members. If emergency medical personnel are not yet in place, basic trauma care shall be the responsibility of RTF members until they are relieved by medical personnel.
5. Rescue and recovery operations shall continue until the IC has declared the scene clear and safe.

E. Unified Command

1. Unified incident command shall be established as soon as possible.
2. The incident commander shall ensure that the following actions are accomplished:
 - a. Organize and establish unified interagency communication;
 - b. Establish an inner perimeter to control access to and egress from the area of risk;
 - c. Establish an outer perimeter;
 - d. Establish staging areas in the cold zone for the following purposes and notify communications of their locations:
 - i. For staging of responding personnel and other emergency personnel;
 - ii. For treatment of the injured and evacuation by EMS or medevac (CCP);
 - iii. To direct individuals without injuries to for identification and debriefing (evacuation area);
 - iv. To accommodate arriving family members of persons at the incident scene (notification center); and

- v. For the media;
 - e. Ensure that officers assigned to the notification center maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends;
 - f. Request mutual aid if necessary;
 - g. Establish traffic control and management for the ingress and egress of public safety vehicles. Special consideration should be given to maintain open routes for rapid transport of the injured;
 - h. Contact appropriate aviation resources to control air space for possible medical evacuation resources and to establish restricted air space for law enforcement use only;
 - i. Request emergency medical assistance;
 - j. Initiate intelligence gathering on possible suspects;
 - k. Summon chaplains and peer support officers to provide information to relatives of victims;
 - l. Coordinate with owners or officials of the target location for floor plans; site layout; and a roster, including emergency contact information as available, of employees, students, residents, visitors, or others believed to be on-site; and
 - m. Assign a recorder to document actions, manpower, and resources utilized at the command post.
3. When available on the scene, a tactical team may be assigned as appropriate to:
- n. Contain the location;
 - o. Assist RTF's;
 - p. Help locate the suspect(s) or relieve the contact officer or team;
 - q. Help locate and safeguard explosives pending removal; and
 - r. Provide special weapons and equipment as needed.

4. Additional officers shall be deployed to control access to the location and monitor the perimeter.

F. Community Notification

The public information officer or other designated individual will be responsible for ensuring appropriate information is distributed in a timely manner to the community. This may include:

1. Shelter in place warnings for nearby locations during active shooter situations;
2. Alerts to avoid the area due to heavy law enforcement activity and potential road closures; and
3. Specific directions for individuals who elect to visit the scene.

G. Debriefing

As soon as reasonably possible after the incident, the department shall conduct a debriefing of essential personnel involved in the incident. The debriefing shall identify areas of potential improvement and determine whether changes in operational protocols, policy, or training may be warranted.

H. Training

This agency may provide active shooter training to all sworn and civilian personnel, including simulation exercises conducted on District properties and facilities with partner first response agencies, where appropriate.

EFFECTIVE DATE

The effective date of this order, **RAPID RESPONSE TO AN ACTIVE SHOOTER**, is 00/00/0000. OPS 29

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

PRELIMINARY DEATH INVESTIGATION

SECTION CODE

OPS 30

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this policy is to provide initial responding police officers with guidelines for conducting preliminary investigations of deceased persons.

II. POLICY

It is the policy of this department to respond and investigate each death on District property as a homicide until other determinations are made through investigation.

III. DEFINITIONS

None

IV. PROCEDURES

I. Initial Response

Deceased persons or persons near death may be encountered in response to a wide variety of calls for service. Sworn employees who encounter such situations shall, in order of importance, based on the circumstances, perform the following:

1. Identify and arrest any perpetrator(s) if present;
2. Ensure officer safety and the safety of others by safeguarding any weapons at the scene;
3. Administer emergency first aid if necessary and summon emergency medical personnel and do the following:

- a. After discovery of the victim, death can only be determined in an official capacity by a physician. However, in cases involving unmistakable evidence of death the coroner will be notified;
 - b. Document the facts that led to the determination that the victim is deceased; and
 - c. Resolve any doubt concerning the life or death of a person by summoning appropriate medical assistance.
4. Employees will provide emergency medical personnel that are on the scene or have been summoned with as much latitude as possible to deliver emergency medical services without destroying evidence.
5. Employees will isolate and protect the crime scene from any intrusion by non-essential personnel including employees not directly involved in the crime scene investigation.
6. Employees will notify communications of the circumstances and request the response of a supervisor and any additional personnel as needed including investigators, crime scene technicians, or major crimes task force.
7. Assigned initial employee will observe and note pertinent circumstances at the scene and:
 - a. Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others;
 - b. Record in a crime scene log the identity of any persons who were present at or who entered the crime scene;
 - c. Identify witnesses and record basic information regarding the event; and
 - d. Identify and ensure that any suspects do not leave the scene.
8. Ascertain if the deceased was under a physician's care for a potentially life-threatening health problem, and note the name, telephone number, and address of the physician.
9. In deaths apparently resulting from natural causes, determine, to the degree possible, the deceased's physical condition before death.
10. Do not release any information concerning the deceased to the press or the public without department authorization and until next-of-kin have been notified as established by policy of this agency.

J. Supervisor Responsibilities

1. General Considerations

The shift supervisor shall respond to any reported death on District property and be responsible for:

- a. Verifying that appropriate requests have been made for assistance by crime scene technicians, homicide investigators, or major crime task force;
- b. Contacting the Director of Public Safety and command personnel as soon as possible;
- c. Receiving a verbal report from initial responding police officers regarding pertinent conditions at the scene upon their arrival, circumstances surrounding the death, the presence of witnesses and/or suspects, disposition of the body, and related details; and
- d. Ensuring completion of preliminary information collection and the protection and integrity of the crime or incident scene.

2. Death by Natural Causes

- a. The Lake County Coroner's office shall be contacted for all cases involving a death by natural causes;
- b. Bodies shall not be moved unless located in a spot that is deemed untenable. It may be appropriate to cover bodies until the coroner's office personnel arrives on scene; and
- c. The initial responding employee will document the incident in a case report.

3. Death by Other Than Natural Causes

- a. The Lake County Coroner's office will be notified for all death investigation cases;
- b. In any case in which there is doubt concerning the cause of death, the coroner's office and major crimes task force will be notified and will be responsible for conducting an investigation of the death;
- c. In cases of death by accident, suicide, or undetermined causes, the supervisor will coordinate with department investigators, evidence technicians, and the coroner's office in protecting the scene and conducting a preliminary investigation of the incident; and

- d. In cases of death by homicide or undetermined cause but potential homicide, the supervisor shall follow the notification protocol for the Lake County Major Crimes Task Force.

K. Assistance to Survivors

Providing basic support and crisis assistance to survivors is the responsibility of both responding employees and investigators. The nature of such assistance must be dictated by the circumstances, but employees should use the following as a guide in these instances:

1. Employees will not leave a scene of a death until reasonably assured that the survivors have adequate personal control and/or family or close friends readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
 - a. The emotional reactions and physical condition of the survivors;
 - b. Availability of other adults in the home or immediate area;
 - c. Responsibility of the survivors for infants or small children;
 - d. Home environment, if apparent; and
 - e. Availability of a support system.
2. Employees should remain alert to the need of survivors for emergency medical assistance.
3. Employees should be aware of confusion on the part of survivors and provide information clearly and in writing including:
 - a. The location of the deceased;
 - b. Locating personal effects;
 - c. Meeting identification requirements/procedures; and
 - d. Providing important phone numbers or locations for assistance.
4. Employees should assess the physical and emotional well-being of survivors before departing including answering these types of questions:
 - a. Are the survivor(s) thinking clearly?
 - b. Do the survivors have reasonable control over emotions, or do they display shock, furious hostility, or the desire to commit suicide?

- c. Can survivors cope physically?
- 5. Employees should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, family, clergy, crisis counselors, or other community social service agency.
- 6. Employees will confer with the responding Lake County Coroner personnel regarding the notification of next of kin.

EFFECTIVE DATE

The effective date of this order, **PRELIMINARY DEATH INVESTIGATION**, is 00/00/0000.
OPS 30

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

UNMANNED AERIAL SYSTEM (UAS)

SECTION CODE

OPS 31

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that duly trained and authorized department personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, comport with the policy provisions provided herein and applicable law.

III. DEFINITIONS

DIGITAL MULTIMEDIA EVIDENCE (DME) - Digital recording of images, sounds, and associated data.

MODEL AIRCRAFT - A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of sport, recreation, and/or competition.

SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) - UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.

UAS FLIGHT CREWMEMBER - A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.

UNMANNED AIRCRAFT PILOT - A person exercising control over a UA/UAV/UAS during flight.

UNMANNED AIRCRAFT SYSTEM (UAS) - A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

IV. PROCEDURES

A. Administration

All deployments of sUAS must be specifically authorized by the Director of Public Safety or authorized supervisory personnel. This agency has adopted the use of sUAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, and for the following objectives:

1. **Situational Awareness:** To assist decision makers (e.g., incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.
2. **Search and Rescue:** To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.
3. **Tactical Deployment:** To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large-scale tactical operations, and other temporary perimeter security situations).
4. **Visual Perspective:** To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
5. **Scene Documentation:** To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).
6. **Patrol and District Property Documentation:** To assist members of the department documenting and patrolling the District properties that are not easily assessable by foot or vehicle or contains plants or animals of a sensitive nature. To document District properties for natural resource or public information purposes.

B. Procedures for sUAS Use

1. The department must obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, and certificates shall be maintained and current.
2. The sUAS will be operated only by personnel (pilots and crew members) who have been trained and certified in the operation of the system.
3. The sUAS certified personnel shall inspect and test sUAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
4. The sUAS equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that an appropriate repair can be made or a replacement unit can be procured.
5. The sUAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
6. All flights will be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding the reason for the flight; the time, date, and location of the flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered, actions taken, and outcomes from the deployment.
7. Except for those instances where officer safety or investigation could be jeopardized—and where reasonably possible and practical, supervisors should consider notifying the public.
8. Where there are specific and articulable grounds to believe that the sUAS will collect evidence of criminal wrongdoing and/or if the sUAS will be used in a manner that may intrude upon reasonable expectations of privacy, the department will obtain a search warrant prior to conducting the flight.

C. Restrictions on Using the sUAS

1. The sUAS shall be deployed and used only to support official law enforcement and public safety missions or data collection for natural resource or public information purposes.
2. The sUAS shall not be operated in an unsafe manner or in violation of FAA rules.

3. The sUAS shall not be equipped with weapons of any kind.

D. Data Media Exchange (DME) Retention and Management

1. All DME shall be handled in accordance with existing policy on data and record retention, where applicable.
2. All DME shall be securely downloaded at the completion of each mission. The sUAS certified operators will record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers—and identify the sUAS personnel involved in mission.
3. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS DME without prior written authorization and approval of the Director of Public Safety or designee.
4. All access to sUAS DME must be specifically authorized by the Director of Public Safety or designee, and all access will be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. Files should be securely stored in accordance with department policy and state records retention laws and retained no longer than necessary for purposes of training or for use in an investigation or prosecution.

E. sUAS Supervision and Reporting

1. sUAS supervisory personnel shall manage all deployments and uses of sUAS to ensure that officers equipped with sUAS devices utilize them in accordance with policy and procedures.
2. An authorized sUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented.
3. The Director of Public Safety or designee shall complete and publish an annual report documenting the department's deployment and use of sUAS devices.

F. Training

1. All personnel that operate the sUAS system shall complete federally mandated training and possess licensing prior to operating the sUAS system as a pilot or co-pilot.
2. Department personnel who are assigned sUAS duties must complete a department-approved training program to ensure proper use and operations.

Additional training may be required at periodic intervals to ensure the continued effective use and operation and proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.

3. All department personnel with sUAS responsibilities, including command officers, shall be trained in the local, state and federal laws and regulations, as well as, policies and procedures, and updates governing the deployment and use of sUAS.

EFFECTIVE DATE

The effective date of this order, **UNMANNED AERIAL SYSTEM (UAS)**, is 00/00/0000.
OPS 31

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

UNWANTED MEDICATION DISPOSAL

SECTION CODE

OPS 32

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM. 16.01

I. PURPOSE

The purpose of this order is to establish the policy and procedures to collect prescription medication that has been turned over to the department for disposal using a secure box in the main lobby of the department.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to promote safe drug utilization by providing a site for unwanted medication disposal. This policy is to provide the community with a location to dispose of unwanted medications in an environmentally safe manner. Removing unwanted medications from the home lessens the risk of drug misuse, resulting in serious health implications for adults and children.

III. DEFINITIONS

UNACCEPTED MEDICATIONS - Medications that are not accepted and should not be placed in the box. This includes hydrogen peroxide, inhalers, aerosol cans, non-prescription ointments, lotions or liquids, medication from businesses or clinics, needles or sharps or thermometers.

UNWANTED MEDICATION DISPOSAL BOX - Locked box placed in the foyer of the Lake County Forest Preserves Public Safety Department for the disposal of unwanted medications.

UNWANTED MEDICATIONS - Any type of pills, prescription medications, prescription patches, prescription ointments, over the counter medications, vitamins, samples or medications for pets. The medication does not have to be in its original container. Labels are not required.

IV. PROCEDURE

- A. The unwanted medication disposal box will be located in the front lobby at the Lake County Forest Preserves Public Safety Department for public or police use. The foyer is accessible during normal business hours for the public to drop off their unwanted medications.
- B. The box will have two padlocks that have two different keys to access the box. Only one key is given to each evidence custodian so that one person is not able to access the box at any given time. Each custodian will have a non-matching key and two officers will always need to be present to empty the box. Two custodians will check the disposal box regularly.
- C. Custodians will create an incident number by notifying dispatch or using a Computer Aided Dispatch terminal to create a number when contents are being removed from the box.
- D. Rubber gloves should be worn by each custodian when sorting the contents of the box.
- E. All contents from the box will be placed in a self-sealing evidence bag. Each custodian will initial the seal of each bag. Each bag will be labeled with an incident number that the custodian created or received from dispatch.
- F. All sealed evidence bags will be entered into the evidence control software and a short report indicating how many bags were collected during that retrieval time will be completed.
- G. All sealed evidence bags containing medication will be placed in a locked area of the evidence vault. All the evidence bags will be destroyed according to department policy and procedures regarding destruction of drugs (OPS 23 IV.G3).

EFFECTIVE DATE

The effective date of this order, **UNWANTED MEDICATION DISPOSAL**, is 00/00/0000.
OPS 32

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT
USE OF NARCAN

SECTION CODE
OPS 33

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this order is to establish guidelines regarding the proper pre-hospital utilization of nasal Naloxone in order to reduce the number of fatalities which occur as a result of opiate overdose.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department that officers who will be administering nasal Narcan are properly trained in the use and deployment of the nasal Narcan according to the laws of the State of Illinois.

III. DEFINITIONS

None

IV. PROCEDURES

- A. The Nasal Narcan Coordinator/Trainer shall be responsible for the following:
- a. Ensuring nasal Narcan is current and not expired;
 - b. Replacement of any nasal Narcan that is either damaged, unusable, expired or deployed;
 - c. Ensuring all personnel that will be using nasal Narcan have been properly

trained; and

- d. Ensuring that any deployment of nasal Narcan to a subject will be documented by the officer completing an incident report.

B. When using the nasal Narcan, employees will:

- a. Maintain universal precautions for protection from communicable diseases and violent responses of the subject;
- b. Perform patient assessment including:
 - i. Determining unresponsiveness; and
 - ii. Determining the absence of breathing and/or pulse:
- c. Contact dispatch that the patient is in a potential overdose state and advise dispatch to notify local EMS;
- d. Follow the protocol as outlined in the nasal Narcan training and notify responding medical personnel of the deployment; and.
- e. Document the incident in a case report.

C. Nasal Narcan may be damaged by extreme temperatures and consideration should be given to storing the Narcan in a climate controlled vehicle or building when the temperatures are extreme.

EFFECTIVE DATE

The effective date of this order, **USE OF NARCAN**, is 00/00/0000. OPS 33

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

LINE OF DUTY DEATH AND
SERIOUS INJURY

SECTION CODE

OPS 34

DATE OF ISSUE

12/02/2016

EFFECTIVE DATE

12/02/2016

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM 23.04

I. PURPOSE

This policy is designed to prepare the Lake County Forest Preserves Public Safety Department for a line-of-duty death or serious injury of an active member and to direct the department in providing proper support for the member's family.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to provide assistance to the immediate survivors of an active duty member who dies or is seriously injured in the line of duty and to provide them with support during this traumatic period of readjustment.

III. DEFINITIONS

LINE-OF-DUTY DEATH - The death of an active duty officer by felonious or accidental means during the course of performing police functions while on- or off-duty.

NEXT OF KIN - The closest relative of the deceased or seriously injured officer – for example, spouse, parents, siblings, or children.

SERIOUS INJURY - Any injury requiring admission into a medical facility. Injuries not included are those requiring treatment and release from a medical facility.

SURVIVORS - Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée or significant others.

IV. PROCEDURES

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of seriously injured employees with the understanding that the wishes of the family take precedence over the desires of the department. Employees providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes, and desires but should not make promises to family members that employees are not sure can be met.

A. Death Notification

1. Notification of individuals listed on the employee's emergency notification form will be made in person as soon as possible.
2. The name of the deceased employee will not be released to the media or other parties before survivors are notified. If the media has already obtained information related to the death, they will be asked to withhold the information until after the notifications have been completed.
3. All notifications should be made by at least two individuals, to include members of the department, chaplains, or other support personnel.
4. Whenever possible, line-of-duty death notifications should be made in person by the Director of Public Safety, or designee, and another member of the department, preferably an individual with personal knowledge of the deceased employee and his or her family, and a police chaplain or other crisis intervention specialist.
5. Where available, unmarked police vehicles should be used for transport to the location of the survivors.
6. Prior to contacting the next of kin, notifying officials shall do the following:
 - a. Gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as details of the death, location of the body and personal effects and other pertinent information;
 - b. Ensure that the deceased has been positively identified; and
 - c. Gather readily available information concerning the survivors that may aid in the notification.
7. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.
8. Upon arrival at the residence or place of business, officials shall:

- a. Check the accuracy of the location;
 - b. Identify themselves by name, rank, and departmental affiliation;
 - c. Ask permission to enter the residence or, in the case of a business or other location, move to a place of privacy;
 - d. Request to speak to the immediate survivor; and
 - e. Verify the relationship of the survivor to the deceased.
9. Every reasonable effort shall be made to make the death notification in the privacy of the survivor's home or in another location away from public scrutiny.
 10. Prior to making notification, officials should determine if other members of the family are in the residence. Officials may wish to bring them together for the notification, but should defer to the wishes of the immediate survivor.
 11. Notifying officials should address the survivor(s) in a straightforward manner and use easy-to-understand language to briefly explain the circumstances of the incident and the fact that the individual is dead. The following guidelines should be used:
 - a. Officials should not use euphemisms such as "passed away" or "no longer with us" in order to avoid using the term "dead," as these expressions may create confusion or false hope.
 - b. Officials should not provide graphic aspects of the incident or the individual's death. Police jargon should be avoided; and
 - c. Officials should refer to the deceased using terms reflecting the deceased's relationship to the survivor.
 12. Notifying officials should be prepared for unexpected responses from survivors to include fainting, hysteria, and possible verbal or physical assault.
 13. Survivors should be provided with sufficient time to regain composure following delivery of the death notice.
 14. Before leaving, the notifying officials shall provide the family with contact information for the various department personnel who will assist them in the coming days, weeks, or months.

15. Officials should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, coworkers, neighbors, family clergy, crisis counselors, or other community social service agency. Employees should provide or arrange for transportation of essential individuals where necessary.
16. If the opportunity to get the family to the hospital exists prior to the employee's death, notification employee will inform the hospital liaison employee that the family is on their way to the hospital. In such cases, immediate transportation should be provided for survivors. During transportation, all radios should be turned off.
17. If necessary, arrangements for childcare or care for elderly relatives will be made by notifying employees.
18. Communication of information concerning the employee and the incident will, whenever possible, be restricted to the telephone or other secure means of communication to avoid interception by the media or others.
19. The notification employee will be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
20. The notification employee will submit a written report to the Director of Public Safety specifying the identity, time, and place of survivors notified.

B. Assisting Survivors at the Hospital

Whenever possible, the Director of Public Safety will join the family at the hospital in order to emphasize the department's support. An employee will be designated as the hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media, and others and assume the following responsibilities:

1. Arrange for waiting facilities and security for immediate survivors. The desires of the surviving family members should be followed with regard to their accessibility to other employees and friends;
2. Designate a separate press staging area and assign the department's media relations personnel as the primary point of contact;
3. Ensure that medical personnel provide pertinent medical information on the employee's condition to the family before any other parties;
4. Assist family members, in accordance with their desires and hospital policy, in gaining access to the injured or deceased employee;

5. Avoid idle promises or false and misleading statements to the family;
6. Provide hospital personnel with all necessary information on billing for medical services;
7. Take all personal effects of the deceased for return to the family at a later time; and
8. Arrange transportation for the family and other survivors upon their departure from the hospital.

C. Appointment of Department Coordination Personnel

The designated departmental employees shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator, and family support advocate. These assignments shall be made in writing to departmental personnel and the surviving family members shall be informed in writing of those designated. In addition, the Director of Public Safety or his designee shall:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel; and
2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services.

D. Department Liaison

The department liaison employee will serve as a facilitator between the family and the department. This individual should normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This employee should work closely with the funeral liaison employee to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1. Providing oversight of travel and lodging arrangements for out-of-town family members;
2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral;
3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies;
4. Coordinating a response to media requests including:

- a. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically; and
 - b. Providing liaison with the media to include coordination of any statements, releases, or press conferences.
5. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary.
6. Providing agency personnel with updated information regarding the incident as it becomes available.
7. Preparing and disseminating the official departmental bulletin regarding the employee's death, to include the following:
 - a. Name of employee;
 - b. Date and time of death;
 - c. Summary of the incident;
 - d. Officer's duty assignment;
 - e. Funeral arrangements;
 - f. Uniform to be worn by attending officers;
 - g. Directions to funeral home or church; and
 - h. Telephone contact for additional information.

E. Funeral Liaison

The funeral liaison officer acts as a facilitator between the decedent employee's family and the department during the wake and funeral. The funeral liaison officer is responsible for:

1. Contacting and coordinating the funeral with the Illinois Association Chiefs of Police Funeral Assistance Response Team for assistance as soon as possible;
2. Meeting with family members and explaining his or her responsibilities to them;
3. Being available to the family prior to and throughout the wake and funeral;

4. Ensuring that the needs and wishes of the family come before those of the department;
5. Assisting the family in working with the funeral director regarding funeral arrangements;
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison;
7. Briefing the family members on the procedures involved in the law enforcement funeral;
8. Coordinating with the appropriate personnel to provide law enforcement specific funeral services; and
9. Arranging for appropriate media coverage of the funeral, as decided by the family.

F. Department Benefits Coordinator

The benefits coordinator will work in concert with District Human Resources staff and is responsible for:

1. Assisting with benefit information and assistance with paperwork;
2. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
3. Preparing all documentation of benefits and payments due to survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office;
4. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received; and
5. Advising the surviving family of the role of police associations and organizations and the nature of support programs that are available to law enforcement survivors.

G. Family Support Advocate

The family support advocate serves in a long-term liaison and support capacity for the surviving family. This individual should be introduced to the family and explain the role that the position plays in the process as soon as reasonably possible following the death. The duties of this individual include:

1. Assuring the family that their wishes with regard to the funeral will come before those of the department;
2. Relaying any information to the family concerning the circumstances of the decedent employee's death and appropriate information regarding any investigation;
3. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member;
4. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings, and introducing them to prosecutors and other persons as required;
5. Identifying all support services available to family members and working on their behalf to secure any services necessary;
6. Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family; and
7. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance and encouraging others to visit and help as necessary.

H. Serious On-Duty Injury

1. Absent the employee's ability to make notifications personally, the shift supervisor or command officer will be sent to notify the family of the employee's injury.
2. The same notification procedures as outlined above will be followed.
3. Department coordination personnel shall be assigned by the Director of Public Safety or designee as needed to provide support to the family depending on the nature and severity of the injury.

I. Support for Coworkers

The death or serious injury of a coworker in the line of duty can be one of the most traumatic events that an employee may experience. Following a line-of-duty death or serious injury, all employees will be provided the opportunity to participate in psychological or peer support services through the District's employee assistance program or human resources department.

EFFECTIVE DATE

The effective date of this order, **LINE OF DUTY DEATH AND SERIOUS INJURY**, is 00/00/0000. OPS 34

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

USE OF CONFIDENTIAL INFORMANTS

SECTION CODE

OPS 35

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR 02.06

I. PURPOSE

The purpose of this policy is to provide guidance for the selection and use of confidential informants (CIs).

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to take necessary precautions when utilizing CIs by developing sound informant control procedures.

III. DEFINITIONS

COMPELLING PUBLIC INTEREST - For purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.

CONFIDENTIAL INFORMANT (CI) - An individual requiring anonymity who provides useful information, directed assistance, or both, that enhances criminal investigations and furthers the mission of the agency, usually in exchange for financial or other consideration.

CONFIDENTIAL INFORMANT FILE - File maintained to document all information that pertains to a CI.

HANDLER - The officer primarily responsible for supervision and management of a CI.

UNRELIABLE INFORMANT FILE - File containing information pertaining to an individual who has failed at following an established written CI agreement and has been determined to be generally unfit to serve as a CI.

IV. PROCEDURES

G. Initial Suitability Determination

1. An employee requesting use of an individual as a CI shall complete an Initial Suitability Report. The report shall be submitted to the appropriate individual or entity, as determined by the Director of Public Safety, to review for potential selection as a CI. The report shall include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information shall be addressed in the report, where applicable:
 - a. Age, sex, and residence;
 - b. Employment status or occupation;
 - c. Affiliation with legitimate businesses and illegal or suspicious enterprises;
 - d. Extent to which potential information, associations, or other assistance could benefit a present or future investigation;
 - e. Relationship with the target of an investigation;
 - f. Motivation in providing information or assistance;
 - g. Risk of adversely affecting an existing or future investigation;
 - h. Extent to which provided information can be corroborated;
 - i. Prior record as a witness;
 - j. Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest, or has been charged with a crime;
 - k. Risk to the public or as a flight risk;
 - l. Substance abuse concerns;
 - m. Relationship to anyone in law enforcement;
 - n. Risk of physical harm to the potential CI or his or her immediate family or relatives for cooperating with law enforcement; and

- o. Any prior or current service as a CI with this or another law enforcement organization.
2. Prior to an individual's use as a CI, a supervisor or other designated authority shall review the Initial Suitability Report and determine if the individual is authorized to serve as a CI.
3. Each CI's suitability shall be reviewed annually, at a minimum, during which time the CI's handler shall submit a Continuing Suitability Report.
4. Any information that may negatively affect a CI's suitability during the course of an investigation shall be documented in the CI's file and forwarded to the appropriate authorized personnel as soon as possible.
5. Supervisors shall review informant files regularly with the handler and shall attend debriefings of CIs periodically as part of the informant management process.
6. CI contracts shall be terminated and the CI file placed in inactive status when the CI has not been used for one year or more. Inactive CIs may be reactivated as needed.

H. Special CI Approval Requirements

The Director of Public Safety or designee and the office of the prosecutor or state's attorney will be consulted prior to the use of these special categories of CIs. These individuals include the following:

1. Juveniles
 - a. Use of a juvenile under the age of 18 as a CI may be undertaken only with the written authorization of the individual's parent or guardian; and
 - b. A compelling public interest can be demonstrated.
2. Individuals obligated by legal privilege of confidentiality;
3. Government officials; and
4. Wards of the corrections authority.
 - a. This category includes persons who are in the custody of local or state departments of corrections or under their supervision in the community through probation, parole, supervised release, or other programs. It may also include persons who are current or former participants of the federal witness security program.

- b. Use of such individuals as CIs requires additional approval from the department of corrections.

I. General Guidelines for Handling CIs

1. CIs shall be treated as assets of the department, not the individual handler.
2. CIs shall not be used without authorization of the department through procedures identified in this policy.
3. CIs shall not be used to gather information purely of a political nature or for other information-gathering efforts that are not connected with a criminal investigation.
4. CI Activity Outside Jurisdictional Boundaries
 - a. CIs shall not engage in intelligence gathering or meet with a subject under investigation in locations outside of the jurisdictional boundaries of the department, unless authority is granted by the Director of Public Safety or designee.
 - b. CIs who participate in unplanned or unanticipated activities or meet with a subject under investigation in a location outside of the jurisdictional boundaries of the department shall promptly report that activity or meeting to their handlers.
 - c. Investigators handling CIs who engage in operational activity in locations outside the jurisdictional boundaries of the department shall coordinate with counterparts in law enforcement agencies that have jurisdiction in that location where the CI will operate before any activity occurs, or in a timely manner after unanticipated activity occurs and is brought to the attention of the handler.
 - d. Any decision to defer or delay notice to or coordinate with an outside agency having jurisdiction in the area where a CI has or may operate must be documented, reviewed, and approved by the Director of Public Safety or designee.
5. All CIs will sign and abide by the provisions of the department's CI agreement. The CI's handler will discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:
 - a. CIs are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon while performing activities as a CI;

- b. CIs found engaging in any illegal activity beyond what is authorized by the department and conducted while under the supervision of a handler, will be subject to prosecution and removal as a CI;
 - c. CIs are prohibited from engaging in actions or activities that could be deemed entrapment. The meaning of the term and implications of such actions shall be explained to each CI;
 - d. CIs are prohibited from engaging in self-initiated information or intelligence gathering without department direction and approval;
 - e. Every reasonable effort will be taken to ensure the confidentiality of the CI but, upon judicial order, he or she may be required to testify in open court;
 - f. CIs may be directed to wear a listening and recording device; and
 - g. CIs shall be required to submit to a search before and after a controlled purchase.
- 6. Employees will take the utmost care to avoid conveying any confidential investigative information to a CI, such as the identity of other CIs, surveillance activities, or search warrants, other than what is necessary and appropriate for operational purposes.
 - 7. No member of this department shall knowingly maintain a social relationship with a CI, or otherwise become personally involved with a CI beyond actions required in the performance of duty. Members of this department shall not solicit, accept gratuities from, or engage in any private business transaction with a CI.
 - 8. Meetings with a CI shall be conducted in private, with another officer present, and will be documented and entered into the individual's CI file.
 - 9. Handlers shall develop and follow a communications strategy and plan with the CI that minimizes the risk of discovery or compromise of the relationship between the department and the CI. This plan should also aim to prevent the detection, compromise, or interception of communications between the handler and the CI.
 - 10. Whenever possible, handlers shall corroborate information provided by a CI and document efforts to do so.
 - 11. The name of a CI will not be included in an affidavit for a warrant unless judicial authority is obtained to seal the document from public record or the CI is a subject of the investigation upon which the affidavit is based. Additionally, officers shall scrupulously avoid providing details of CI

actions or involvement in arrest reports and other documents available to the public.

12. Handlers are responsible for ensuring that information of potential value to other elements of the department is provided promptly to authorized supervisory personnel.
13. Individuals leaving employment with the department have a continuing obligation to maintain confidentiality of the identity of any CI and the information he or she provided unless obligated to reveal such identity or information by law or court order.

J. Establishment of an Informant File System

1. The Director of Public Safety shall designate a file supervisor who shall be responsible for developing and maintaining master CI files and an indexing system.
2. A file will be maintained on each CI deemed suitable by the department.
3. An additional file will be established for CIs deemed unsuitable during initial suitability determinations or at a later time.
4. Each file will be coded with an assigned informant control number for identification within the indexing system and will include the following information:
 - a. Name, aliases, and date of birth;
 - b. Height, weight, hair color, eye color, race, sex, scars, tattoos, or other distinguishing features;
 - c. Name of officer initiating use of the informant and any subsequent handlers;
 - d. Photograph, fingerprints, and criminal history record;
 - e. Current home address and telephone number(s);
 - f. Residential addresses in the last five years;
 - g. Current employer, position, address, and telephone number;
 - h. Social media accounts;
 - i. Marital status and number of children;
 - j. Vehicles owned and their registration numbers;

- k. Places frequented;
 - l. Gang affiliations;
 - m. Briefs of information provided by the CI and the CI's subsequent reliability;
 - n. Special skills and avocations;
 - o. Special areas of criminal expertise or knowledge; and
 - p. A copy of the signed informant agreement.
5. CI files shall be maintained in a separate and secured area.
6. The file supervisor shall ensure that information concerning CIs is strictly controlled and distributed only to employees and other authorities who have a need and a right to such information.
7. CI File Review
- a. Sworn personnel may review an individual's CI file only upon the approval of the Director of Public Safety or his or her designee.
 - b. The requesting employee shall submit a written request explaining the need for review. A copy of this request, with the employee name, shall be maintained in the individual's CI file.
 - c. Employees shall not remove, copy, or disseminate information from the CI file.
 - d. CI files shall be reviewed only in designated areas of the public safety facility and returned as soon as possible to their secure file location.
8. All disclosures or access to CI files shall be recorded by the file supervisor, to include information such as the requesting personnel and agency, the purpose of access or disclosure, the information conveyed, and the date and time of access or dissemination.
9. No portion of an individual's CI file shall be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.

K. Monetary Payments

1. It is sometimes necessary to pay a CI for information or their assistance. In most cases the department will not compensate CIs for information or work completed.
2. If monetary compensation is paid to CIs it will be commensurate with the value of the information or assistance provided to the department.
3. All CI payments shall be approved in advance by the Director of Public Safety.
4. Handlers shall provide accounting of monies received and documentation for confidential funds expended.
5. At least two employees will be present when making payments or providing funds to CIs.
6. The appropriate individual, as designated by the Director of Public Safety shall ensure that the process for authorization, disbursement, and documentation of CI payments, as well as the accounting and reconciliation of confidential funds, is consistent with department policy.
7. If a CI is authorized to work with another law enforcement or prosecutorial agency, financial payments shall be coordinated between the agencies in a manner that is proportionate to the assistance rendered to each agency.

EFFECTIVE DATE

The effective date of this order, **USE OF CONFIDENTIAL INFORMANTS**, is
00/00/0000. OPS 35

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

<u>SUBJECT</u>	<u>SECTION CODE</u>
SEXUAL ASSAULT INCIDENT PROCEDURES	OPS 36
<u>DATE OF ISSUE</u>	<u>EFFECTIVE DATE</u>
00/00/0000	00/00/0000
<u>REVIEW DATE</u>	
00/00/0000	
<u>CANCELS</u>	<u>DISTRIBUTION</u>
All Previous Orders in conflict	All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this policy is to provide guidance and procedures for investigating sexual assault crimes as outlined in Illinois statute.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to treat sexual assault and sexual abuse as criminal conduct and investigate the crimes completely and in accordance with Illinois statute.

III. DEFINITIONS

CONSENT – A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The victim’s manner of dress at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. [720 ILCS 5/11-1.70]

EVIDENCE-BASED, TRAUMA-INFORMED, VICTIM-CENTERED – Policies, procedures, programs, and practices that have been demonstrated to minimize re-traumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim’s life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services in a nonjudgmental manner. [725 ILCS 203/10]

LAW ENFORCEMENT AGENCY HAVING JURISDICTION – The law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred. [725 ILCS 203/10]

SEXUAL ASSAULT EVIDENCE – Evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent. [410 ILCS 70/1a; 725 ILCS 203/10]

SEXUAL ASSAULT OR SEXUAL ABUSE – Defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act. An act of nonconsensual sexual conduct or sexual penetration, as defined in Section 11-0.1 of the Criminal Code of 2012, including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012. [725 ILCS 203/10]

IV. PROCEDURES

A. Dispatch/Call Taker Response

Dispatchers will provide a trauma-informed response to victims of sexual assault and sexual abuse in accordance with standards established by the Office of the Statewide 9-1-1 Administrator pursuant to 20 ILCS 2605/2605-53(a)(1) and should implement the following procedures when receiving allegations of sexual assault and sexual abuse:

1. Assess immediate safety of victim and need for emergency medical services.
2. Gather vital information for responding officers.
3. Provide information to the victim on preserving evidence.

B. Initial Responding Employees Duties

Employees responding to initial reports of sexual assault or sexual abuse will:

1. Contact the victim as soon as possible and address safety concerns.
2. Assess the need for hospital emergency and forensic services and summon emergency medical assistance, if needed, or offer to arrange for transportation. [725 ILCS 203/25(a)(2)]
 - a. If the victim consents to a medical forensic exam, the officer will not be present during the physical exam, unless requested by the victim.
 - b. An officer may conduct a joint interview with health care providers, with victim consent.

3. Provide victim or third-party reporter with the “Mandatory Notice for Survivors of Sexual Assault Form” (P.A. 99-0801 – Form A) and document in the narrative of the report that the form was provided. [725 ILCS 203/25(a)(1); (b)] See Appendix.
4. Provide victim or third-party reporter with the Written Statement of Explanation of Crime Victim Rights – Statement of Marsy’s Rights within 48 hours of initial contact to inform victims of their rights under the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act and document in the narrative of the report that the form was provided. [725 ILCS 120/4(b)] See Appendix.
5. Assist victim.
 - a. Inform the victim that he or she does not need to make a decision about participating in the criminal justice process at this time.
 - b. If the responding officer speaks with the victim after the close of court business hours and if a judge is available, the officer will offer to provide or arrange accessible transportation for the victim to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order or an order of protection. [725 ILCS 203/25(a)(3)]
 - c. Contact an agency social worker or victim advocate, if available, or identify other resources for the victim, including the National Sexual Assault Hotline (1-800-656-4673).
 - d. Determine the best way to contact the victim for follow-up based on the victim’s concerns about privacy, confidentiality, and safety.
6. Assess for drug-facilitated sexual assault. See Section F.
7. Notify an investigating officer, if other than the responding officer. The investigation will be assigned to an officer trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act. If no trained investigating officer is available, the Lake County Forest Preserves Public Safety Department will seek assistance from another law enforcement agency with officers trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act pursuant to 05-01-06. [725 ILCS 203/20(g)]
8. Follow evidence collection, crime scene processing, and chain of custody policies and procedures. See Section F.
 - a. Preserve the crime scene, if possible.
 - b. Follow standardized crime scene processing techniques, documentation of evidence collected, and chain of custody.

- c. Look for evidence suggesting co-occurring, serial, and/or interconnected crimes.
 9. Conduct preliminary/initial victim interview utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 - a. Determine the primary language of the victim and any translation needs. If the interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, refer to current department policy regarding the use of interpreters. Use of friends and family as interpreters should be avoided, if at all possible.
 - b. The victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 - c. The victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 - d. A private location for the interview should be secured, if possible.
 - e. A victim's request for a person, advocate, or attorney for the purpose of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 - f. Utilize a Children's Advocacy Center for a forensic interview of a child victim, when available, in accordance with the Children's Advocacy Center Act. [55 ILCS 80/3(c)]
 - g. Concerns or needs of specific populations/communities should be taken into consideration. See Section J.
 10. Fulfill mandatory reporting requirements and document any notifications made in the narrative of the report.
 - a. If responding to a report of sexual assault or abuse of a child, the Lake County Children's Advocacy Center will be notified.
 - b. Suspected abuse or neglect of any child will be immediately reported to the Department of Children and Family Services at 1-800-252-2873. [325 ILCS 5/4]
 - c. If responding to a report of sexual assault or abuse, which has occurred within the previous 12 months, of an adult with disabilities aged 18 through 59 or a person aged 60 or older who resides in a domestic living situation, who because of a disability or other condition or impairment is unable to seek assistance for himself or

herself, the officer will report this suspicion, within 24 hours, to the Department of Human Services office or the Department on Aging at 1-866-800-1409. [320 ILCS 20/4]

- d. The officer will immediately report any long-term care facility resident subjected to abuse or neglect, with whom the officer has had direct contact, to the Department of Public Health at 1-800-252-4343. [210 ILCS 30/4]
11. Identify potential conflicts of interest and respond in accordance with Department policy.
12. Complete a written report. See Section C.
13. Send a copy of the written report, if the incident occurred in another jurisdiction, to the law enforcement agency having jurisdiction in person or via fax or email within 24 hours of receiving the reported information using the “Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction Form” (P.A. 99-0801 – Form D). [725 ILCS 203/20(c)] See Appendix. If confirmation from the law enforcement agency having jurisdiction of its receipt of the report is not received within 24 hours of sending the report, the agency will follow up with the agency having jurisdiction. [725 ILCS 203/20(d)]

C. Mandatory Report Writing

Reporting methods.

1. A written report will be completed when receiving information about a sexual assault or sexual abuse crime from the following:
 - a. A victim. [725 ILCS 203/20(b)(1)]
 - b. Hospital or medical personnel. [725 ILCS 203/20(b)(7)]
 - c. A witness. [725 ILCS 203/20(b)(6)]
 - d. A third-party reporter who has the consent of the victim. [725 ILCS 203/22].
 - i. The name and contact information of the third-party reporter will be documented in the report.
 - ii. The reporter’s affirmation that he or she is reporting with the consent of the victim will be documented in the report.
2. The documentation of facts in the report will include information required by 725 ILCS 203/20(b), if known, whether provided at the time of initial report or obtained through investigation and should:
 - a. Include documentation of signs of physical and psychological trauma to the victim;

- b. Include documentation of any aggravating factors present included in 720 ILCS 5/11-1.30; 11-1.40; 11-1.60 or other relevant statutes;
- c. Detail and describe the victim's lack of consent, with documentation of the victim's subtle and overt actions. Silence does not imply consent;
- d. Clearly document, if a consensual encounter turned non-consensual, the details of how and when the suspect's behavior changed and how the victim expressed or demonstrated non-consent to the continued acts; and
- e. As accurately as possible, use the victim's, witnesses, and/or suspect's own words in writing. The language used by the victim will not be sanitized or cleaned up.

D. Duties of Employees Investigating Sexual Assault and Sexual Abuse

All investigations of sexual assault and sexual abuse will be assigned to an employee who has completed the required training. [725 ILCS 203/20(g)]

Investigating sexual assault and sexual abuse cases:

1. Determine the primary language of the victim, witnesses, and suspect(s) and any translation needs. If a victim interview is conducted at a hospital, the Ranger Police Officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, refer to Lake County Forest Preserves Public Safety Department policy. Use of friends and family members as interpreters should be avoided, if at all possible.
2. Interview the victim utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 - a. Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 - b. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 - c. A comprehensive follow-up interview should be conducted after the victim has been medically examined and treated and personal needs have been met.
 - d. A victim should be allowed to complete at least two full sleep cycles before an in-depth interview occurs, if at all possible; however, a victim's request to complete the interview sooner should be honored.
 - e. A private location should be secured, if possible.

- f. A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 - g. The role or impact of drugs or alcohol should be taken into consideration.
 - h. Sources of additional evidence during the victim interview, including electronic communications or knowledge of prior victims, should be explored.
 - i. Concerns or needs of specific communities/populations should be taken into consideration. See Section J.
 - j. Officers should be aware of possible defense strategies, including denial, identity, alibi, and consent, and document the relevant information provided.
 - k. Officers should be conscious of the timing of releasing information to the victim or the public if the use of a photo array is possible.
 - l. A case should not be automatically closed following a recantation by the victim; additional inquiry is necessary to determine the cause of the recantation.
 - m. When concluding the follow-up victim interview, the employee should:
 - i. Inform the victim about the next steps in the investigation.
 - ii. Let the victim know when he or she can expect to be contacted again.
 - iii. Encourage the victim to contact the employee if he or she remembers any additional information or evidence and assure the victim that it is common to remember additional information with the passage of time.
 - iv. Help the victim develop a safety plan, if there are safety concerns, and encourage the victim to call the police if the suspect violates any criminal or court orders, or if the suspect (or the suspect's family or associates) contacts the victim in any way (in person, by phone, through social media, etc.).
 - v. Encourage the victim to work with an advocate to assess future needs.
3. Conduct witness interviews.
- a. Identify and interview individuals present during the assault.

- b. Identify and interview individuals who witnessed pre-assault or post-assault conduct or statements of the suspect or the victim.
 - c. Identify and interview outcry (disclosure) witnesses.
 - d. Identify and interview prior victims for evidence of the suspect's propensity to commit sexual abuse or sexual assault.
4. Conduct suspect investigations.
- a. Prior to contacting the suspect, employees should attempt to:
 - i. Conduct a background check and criminal history check for the safety of the victim and officer.
 - (a) Look for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
 - (b) Conduct LEADS or NCIC search that shows all law enforcement contacts.
 - ii. Evaluate sources of digital evidence. See Section D(5).
 - iii. Consider conducting pretext communications with consideration given to minimizing the emotional impact on the victim. Consult the state's attorney's office regarding legal requirements.
 - iv. Develop a timeline of pre-and post-assault behaviors and communications.
 - b. Assess the circumstances for either a noncustodial interview or a custodial interview.
 - c. Conduct suspect interviews.
 - i. Attempt to interview every suspect identified.
 - ii. Audio and video record the entire interview.
 - d. Consider a suspect medical forensic exam.
 - i. Immediately after the preliminary suspect interview, determine whether a forensic sexual assault examination should be obtained for the suspect.
 - ii. Consider legal requirements.
 - (a) Obtain a search warrant to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing; or

- (b) Obtain consent from the suspect to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing. If an exam is conducted with the suspect's consent, document that the suspect was informed of his or her right to decline any part of the examination and to leave at any time.
 - iii. Collect evidence.
 - (a) If a health care provider is conducting the forensic examination of the suspect, a law enforcement officer will be present at all times.
 - (b) If in custody, the suspect will be given a Miranda warning before being asked medical history questions by the health care provider or investigator.
 - e. When possible, enter information into the FBI Violent Criminal Apprehension Program Database or forward to the appropriate agency for entry.
 - f. Identify potential modus operandi when suspect is unknown.
5. Evaluate sources of digital evidence including photographs, video, social networking sites, blogs or forums, hidden video recording devices, and computer spyware programs for information related to the sexual assault or sexual abuse. Look for evidence of, investigate, and document any monitoring, surveillance, targeting, and grooming behaviors employed by the suspect through technological means.
 6. Follow evidence collection, crime scene processing, and chain of custody policies and protocols. See Section F.
 7. Complete mandatory reporting requirements. See Section C.
 8. Consult with the State's Attorney's office to determine what additional information is needed.

E. Supervisor Duties

Supervisors should have an understanding of the impact of trauma on a victim and proper trauma-informed responses by officers. The supervisor in charge of an officer that is responding to and investigating sexual assault and sexual abuse cases should:

1. Ensure that employees responding to and investigating sexual assault and sexual abuse utilize evidence-based, trauma-informed, victim-centered policies, procedures, programs, and practices.
2. If requested by an employee, or when deemed necessary, respond to assist the employees investigating sexual assault or sexual abuse.

3. Review all sexual assault police reports for accuracy, consistency, and victim-centered responses.
 4. Provide employee mentoring and accountability.
 5. Work to increase interagency communication between law enforcement and prosecutors to ease the transition for victims moving from the investigation phase to prosecution.
 6. Ensure employees and investigators understand case coding and appropriately clearing sexual assault cases.
 7. Review all sexual abuse or sexual assault cases cleared by exception or unfounded to ensure cases were not prematurely closed. A case should not be cleared by exception or unfounded until the results of the sexual assault evidence testing are returned and all evidence is reviewed.
 8. Suspend, inactivate, or otherwise remove cases not cleared by arrest, cleared by exceptional means, or unfounded from an officer's active case load when all leads have been exhausted and no further investigation is possible.
 9. Ensure that employees and investigator training requirements are met.
- F. Evidence Collection, Crime Scene Processing, and Chain of Custody
1. An employee will take possession of sexual assault evidence collected by hospital personnel within no more than five days of the completion of the medical forensic exam and document the possession of the evidence in the report. [725 ILCS 203/30(a); 725 ILCS 203/30(b)]
 2. If a victim declines to consent to testing the evidence, the Lake County Forest Preserves Public Safety Department will store the evidence for five years from completion of the medical forensic exam or five years from victim's 18th birthday, whichever is longer. [725 ILCS 203/30(d)] *A law enforcement agency having jurisdiction may adopt a storage policy that provides for a period of time exceeding five years. [725 ILCS 203/30(d)]
 - a. The victim or the victim's designee will be provided the following information, "Storage and Future Testing of Sexual Assault Evidence Form" P.A. 99-0801 – Form C. [725 ILCS 203/30(e)] See Appendix.
 - i. The evidence will be stored at the Lake County Forest Preserves Public Safety Department, 19808 W. Grand Ave., Lindenhurst, IL 60046. [725 ILCS 203/30(e)(1)]
 - ii. The victim may provide consent for testing at a later date by [725 ILCS 203/30(d)]

- (a) Contacting the Lake County Forest Preserves Public Safety Department, 19808 W. Grand Ave., Lindenhurst, IL 60046.
 - (b) Working with a sexual assault advocate at the Zacharias Sexual Abuse Center, 4275 Old Grand Ave., Gurnee, IL 60031.
 - (c) Providing verbal consent with follow-up verification by email, mail, or fax to the Lake County Forest Preserves Public Safety Department, 19808 W. Grand Ave., Lindenhurst, IL 60046.
 - iii. Lake County Forest Preserves Public Safety Department, 847-968-3404, @lcfpd.org [725 ILCS 203/30(e)(3)]
 - iv. Zacharias Sexual Abuse Center, 4275 Old Grand Ave., Gurnee, IL 60031 [725 ILCS 203/30(e)(4)]
 - b. Pursuant to Lake County Forest Preserves Public Safety Department policy, the agency will notify:
 - i. A victim or victim's designee if the agency's storage period for sexual assault evidence exceeds five years or the victim's 23rd birthday. [725 ILCS 203/30(f)(g)]
 - ii. A victim or victim's designee that the storage period for their sexual assault evidence will be ending soon, if such notice has been previously requested by the victim, in order to provide the victim sufficient time to decide whether to consent to testing the evidence.
3. If a victim consents to testing the sexual assault evidence, the officer will:
- a. Submit evidence, including but not limited to the Illinois State Police Sexual Assault Evidence Collection Kit, urine specimen, clothing, and crime scene evidence such as condoms, tissue, and bedding, for testing within 10 days of receipt of consent pursuant to the Sexual Assault Evidence Submission Act and document the submission in the case report. [725 ILCS 202/10; 725 ILCS 203/30(b)] No law enforcement agency having jurisdiction may refuse or fail to send sexual assault evidence for testing that the victim has consented to be tested. [725 ILCS 203/30(c)]
 - b. Provide the victim or victim's designee with written information informing the victim of his or her right to request information regarding the submission and results of the testing. "Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Form" P.A. 99-0801 – Form B may be used. [725 ILCS 203/35] See Appendix.

4. Follow Lake County Forest Preserves Public Safety policy for responding to victims who want to sign the written consent to test sexual assault evidence after the evidence has been transferred to the agency. [725 ILCS 203/30(f)]
5. Drug-and alcohol-facilitated sexual assault.
 - a. If a drug- or alcohol-facilitated sexual assault is suspected, it is recommended that urine be collected as soon as possible after the assault.
 - i. If possible, transport the victim to a facility where the sample can be taken.
 - ii. If the first urine has been voided, urine collection should still be encouraged up to 120 hours (five days) after the sexual assault has occurred, as it could still have evidentiary value.
 - b. No sample analysis may be performed unless the victim returns a signed written consent form after the sample was collected. [720 ILCS 5/11-1.10(g)] The victim has five years after the sample was collected to consent to testing. [725 ILCS 203/30(d)]
 - c. If samples are taken by the hospital for medical purposes, the officer should not request the hospital personnel to test a victim's blood or urine without the consent of the victim.
 - d. With the victim's consent, any blood or urine samples collected will be submitted to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or Du Page County Forensic Science Center) for analysis. [725 ILCS 202/10]
 - e. A victim should be notified that once a written consent form for analysis is signed, he or she has 48 hours to revoke consent. [ISP 6-386 (4/16)]
 - f. An employee should check for digital evidence corroborating the narrative such as video, credit card purchases, mobile phone records, and receipts.
 - g. An employee should obtain a warrant, when appropriate, to search the home(s) of the suspect(s) for drugs and paraphernalia and conduct searches of computers of the suspect(s).
6. DNA
 - a. When evidence analysis indicates an association with an individual (CODIS hit), the Illinois State Police Crime Laboratory or other appropriate laboratory will request that the law enforcement agency

obtain a confirmatory buccal swab (reference standard) from the suspect.

- b. Every effort should be made to locate the suspect to obtain a confirmatory swab.

G. Victim's Rights and Victim Notification

1. Employees will provide the Statement of Marsy's Rights to victims within 48 hours of initial contact, informing victims of the rights provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act. [725 ILCS 120/4(b)]
2. Employees will advise victims of the availability of crime victim compensation and that any information concerning the Crime Victims Compensation Act and the filing of a claim may be obtained from the office of the Attorney General. [740 ILCS 45/5.1(b)]
3. Crime victims have the right to be treated with fairness and respect for their dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process. [725 ILCS 120/4(a)(1)]
4. At the request of the crime victim, employees will provide notice of the status of the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation, until such time as the alleged assailant is apprehended or the investigation is closed. [725 ILCS 120/4.5(a)]
5. Employees will provide notice to a victim if a closed case is reopened to resume the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation. [725 ILCS 120/4.5(a-5)]
6. Victims may have a person, advocate, or attorney with them for the purpose of support or consultation.
7. A victim has a right to request information regarding the submission and testing of forensic evidence. Upon the request of the victim who has consented to the testing of sexual assault evidence, employees will provide the following information in writing [725 ILCS 203/35(a)]:
 - a. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or Du Page County Forensic Science Center), within seven days of submitting the evidence to a laboratory.

- b. Any test results provided to the law enforcement agency by the laboratory, within seven days of receipt of the results by the agency, including, but not limited to whether:
 - i. A DNA profile was obtained from the testing of the sexual assault evidence from the victim's case;
 - ii. The DNA profile developed from the sexual assault evidence has been searched against the DNA Index System or any state or federal database;
 - iii. An association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
 - iv. Any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.

H. Working with the Prosecutor

Pursuant to Lake County Forest Preserves Public Safety Department policy, an employee should contact the Lake County state's attorney's office for assistance with an investigation or felony review, when appropriate.

I. Follow-Up Investigative Procedures

- 1. Forensic and offender hits (CODIS matches) relating to sexual assault and sexual abuse cases from Illinois State Police Crime Laboratories or other laboratories are to be received by the evidence property room supervisor who should:
 - a. Log receipt of hit information from laboratories;
 - b. Assign an employee to investigate the CODIS hit and potential impact on the investigation;
 - c. Document all investigative steps taken as a result of the CODIS hit; and
 - d. Consult with the local state's attorney's office about the results of the investigation following the CODIS hit.
- 2. Victim Notification.
 - a. If the status of a cold case changes, including instances where a case is reported to resume investigation, a crime lab has notified law enforcement of a DNA database "hit", or an offender has been arrested on a warrant, notice to the victim will be provided unless it would unreasonably interfere with the investigation. [725 ILCS120/4]

- b. Prior to notification and communication with the victim, employees should consult with the agency social worker or rape crisis advocate. Notification to the victim should be coordinated with the social worker or rape crisis advocate to permit the social worker or advocate to be present if possible. Employees should attempt to notify the victim at a time, place, and manner that provides as much privacy as possible.

J. Consideration for Specific Populations/Communities

Each agency should demonstrate a commitment to making sure all sworn law enforcement employees have the best training and skills necessary to provide services to every community. Resources regarding specific populations/communities can be found at http://www.illinoisattorneygeneral.gov/victims/improvingresponsetosa_il.html

K. Agency Partnerships with Victim Advocates

Victim Advocates. Employees responding to and investigating sexual assault and sexual abuse cases should be aware of victim advocate resources available within the agency's jurisdiction and how to contact an advocate for assistance.

L. Training

1. All employees of this agency must receive evidence-based, trauma-informed, victim-centered training on responding to sexual assault and sexual abuse cases. All employees of this agency must receive in-service training on sexual assault and sexual abuse response and report writing every 3 years.
2. All members of this agency who conduct sexual assault and sexual abuse investigations must receive specialized evidence-based, trauma-informed, victim-centered training on sexual assault and sexual abuse investigations. These same employees must also receive in-service training on sexual assault and sexual abuse investigations every three years.

EFFECTIVE DATE

The effective date of this order, **SEXUAL ASSAULT INCIDENT PROCEDURES**, is 00/00/0000. OPS 36

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

RIDE-ALONG PROGRAM

SECTION CODE

OPS 37

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

To establish and identify guidelines in the safe use of a ride-along program, allowing the public, media personnel, and other law enforcement personnel to ride with a District employee during their patrol shift.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to provide opportunities for citizens that are interested in the duties of public safety to ride-along and observe employees on-duty. Ride-along programs with an employee are beneficial, educational experiences for the public and media personnel.

III. DEFINITIONS

None

IV. PROCEDURES

- A. Only persons who have received authorization from the Director of Public Safety may participate in the ride-along program.
1. Each person wishing to participate in the ride-along program must complete a Lake County Forest Preserve District waiver and release of all claims form prior to participation.
 2. A criminal history check will be completed prior to approval on any person requesting to participate in the ride-along program. Persons with a criminal history may be denied permission to ride-a-long with an employee.

3. The shift supervisor will seek approval from the Director of Public Safety once the waiver form and criminal history have been completed.
 4. If approved, the shift supervisor will schedule a date and time for the participant to complete the ride-along.
- B. Ride-along participants should be neatly dressed in business casual attire appropriate for the current weather conditions.
1. Ride-along participants will not carry any type of weapon on their person while engaged in the ride-along.
 2. Ride-along participants must wear a seatbelt at all times while in a Lake County Forest Preserves Public Safety Department vehicle.
 3. Ride-along participants should not intervene in the employees interactions unless specifically requested to do so by the employee.
 4. Employees will not allow the ride-along participant access or use of the police radio, computer systems, or weapons.
- C. Employees with a ride-along participant will use their discretion in permitting the ride-along participant to exit the vehicle during a call for service. The safety of the participant and sensitive nature of a call must be considered when making the decision.
- D. The shift supervisor will ensure that the ride-along participant has safely completed their ride-along program. The participant will be cautioned about sharing any confidential information that may have been disclosed during their ride-along.
- E. Law enforcement employees from another agency may be exempted from the provisions of this policy, provided their ride-along is part of a duty assignment or a collaborative effort with the Lake County Forest Preserves Public Safety Department.

EFFECTIVE DATE

The effective date of this order, **RIDE-ALONG PROGRAM**, is 00/00/0000.
OPS 37

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT
VEHICLE INSPECTIONS

SECTION CODE
OPS 38

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards:

I. PURPOSE

To establish and identify procedures for inspecting vehicles to maintain a safe working environment for Lake County Forest Preserves Public Safety Department employees.

II. POLICY

The Lake County Forest Preserves Public Safety Department believes that regular, thorough, and careful inspections of service vehicles by employees are a critical component of safe vehicle operation.

III. DEFINITIONS

None

IV. PROCEDURES

A. Vehicle Inspection

1. All employees will visually inspect and search their assigned vehicle at the start and end of their assigned shift, looking for any damage, malfunctioning equipment, or contraband.
2. Employees will conduct a 360-degree visual inspection of the vehicle every time the vehicle is left unattended and out of their view during their shift and prior to placing the vehicle back into operation.
3. Employees will complete an interior search of the vehicle prior to placing persons into the vehicle and after removing persons from the vehicle to

ensure that no items of personal property or contraband is left inside the vehicle.

B. Malfunctioning Equipment

1. Employees will document the issue on their daily log, notify the shift supervisor, and complete a vehicle maintenance form for any malfunctioning vehicle or equipment.
2. Vehicles and equipment will be taken out of service if the issue is a safety concern or in need of repair.

C. Vehicle Damage

1. Employees will immediately check the vehicle damage book to ascertain if any damage located on a vehicle or equipment has been reported prior to their observation.
2. Employees will notify the shift supervisor immediately of any new damage found on a vehicle.
3. The shift supervisor will ensure that the proper paperwork is completed and conduct an investigation to determine the cause of the damage.

EFFECTIVE DATE

The effective date of this order, **VEHICLE INSPECTIONS**, is 00/00/0000. OPS 38

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

SPECIAL PURPOSE VEHICLES

SECTION CODE

OPS 39

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

To establish and identify the use of special purpose vehicles including the safe operation of the vehicles, special equipment needs, and training.

II. POLICY

The Lake County Forest Preserves Public Safety Department recognizes the need for special modes of patrol to protect and serve the public, outside the standard vehicle and foot patrols.

III. DEFINITIONS

ATV – All Terrain Vehicle

IV. PROCEDURES

- A. Specialized vehicles that may be used by the Public Safety Department personnel include, but is not limited to, bicycles, snowmobiles, kayaks, a motorized John boat, a Gator, and an electric ATV. The specialized vehicles shall be maintained in a state of readiness pending seasonal limitations. Only personnel trained in the use of a specific specialized vehicle will be allowed to operate it.
- B. Assignments to use the specialized vehicles will be made by the shift supervisor for the corresponding activity and/or it may be prearranged for a special event or specific function. Appropriate patrol staffing levels must be maintained when assigning staff to specialized vehicles.

- C. Employees must complete in-house training on the safe operation of a specialized vehicle prior to using it. The training will include familiarization of the equipment features and functions, preventative maintenance, and the expectations of the specific program.
- D. Employees will conduct a pre-trip inspection of the vehicle to identify any faulty equipment or damage. Any findings are to be reported to the shift supervisor. Any equipment failures or damage during the officer's tour of duty should be brought to the shift supervisor's attention as soon as possible.
- E. Generally, special purpose vehicles will be used for trail and remote area patrol. Officers using special purpose vehicles shall adhere to the following:
 - 1. Maintain radio contact with dispatch and the shift supervisor;
 - 2. Operate the vehicle at safe controllable speeds at all times;
 - 3. Use extreme caution while operating on a public trail system and yield the right of way to trail users when possible;
 - 4. Not engage in any pursuits of any vehicles on or off road;
 - 5. Avoid riding in environmentally sensitive areas unless engaged in a specific law enforcement purpose; and
 - 6. Avoid driving on frozen lakes and only do so if conditions are safe and a specific law enforcement purpose exists.
- F. Safety equipment will be provided when necessary for each specific special purpose vehicle and will be worn during use. Personnel operating an open water crafts requires the wearing of a personal flotation device and conducting snowmobile or bicycle patrol requires the wearing of an approved helmet.
- G. Employees will record their special purpose vehicle patrols on their daily activity log.

EFFECTIVE DATE

The effective date of this order, **SPECIAL PURPOSE VEHICLES**, is 00/00/0000.
OPS 39

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT
PATROL PROCEDURES

SECTION CODE
OPS 40

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards:

I. PURPOSE

To establish and identify appropriate conduct in regard to patrol procedures for the members of the Lake County Forest Preserves Public Safety Department through professional standards as recognized by the Illinois Association of Chiefs of Police.

II. POLICY

The Lake County Forest Preserves Public Safety Department believes that it is critical to properly manage the use of patrols to better serve the public.

III. DEFINITIONS

PATROL DISTRICT – A distinct geographical area of responsibility that is generally assigned to a Ranger Police Officer to oversee during a working shift.

IV. PROCEDURES

- A. Public Safety personnel that are assigned to a specific patrol district will remain in their assigned district for the duration of the working shift unless prior approval to leave the assigned district and acknowledgement from the supervisor is obtained prior to the action of leaving the district.
- B. Supervisors will adjust the patrol units to cover districts vacated with permission to ensure coverage of the patrol districts.
- C. Employees will monitor the radio to ensure awareness when other units are out of their district and shift their coverage to provide timely response to the vacated district.

- D. The first employee on the scene of any call will evaluate the situation to determine the need for other services. If additional services are needed, the employee will contact the appropriate supervisor and request the services.
- E. Employees will be assigned portable radios for use while on duty to communicate in a professional manner with dispatch personnel and on-duty Public Safety personnel. If a portable radio incurs a technical problem, the employee will report the problem to the shift supervisor, mark the radio out-of-service, and retrieve a properly functioning radio.

EFFECTIVE DATE

The effective date of this order, **PATROL PROCEDURES**, is 00/00/0000. OPS 40

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

SUBJECT

ELECTRONIC RECORDING OF
INTERVIEWS

DATE OF ISSUE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

SECTION CODE

OPS 41

EFFECTIVE DATE

00/00/0000

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the electronic recording of custodial interrogations and confessions. Reference to interrogations is used solely in this policy for the sake of convenience. The policy and procedures govern both interrogations and confessions.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to electronically record specific custodial interrogations and confessions in order to provide an evidentiary record of statements made by suspects of major crimes. Such electronic recordings can help protect both the suspect(s) and interviewing officers against potential assertions of police coercion or related interrogation misconduct, and may increase the likelihood of successful prosecution.

III. DEFINITIONS

ELECTRONIC RECORDING - An audio or video recording whether using magnetic tape, digital means, or other recording media.

MAJOR CRIMES - Homicide, sexual assault, armed robbery, and other Part I crimes as defined in the Federal Bureau of Investigation (FBI) Uniform Crime Reports (UCRs), as well as other crimes as may be defined by the department, whether committed by adults or by juveniles who could be charged as adults for such offenses.

PLACE OF DETENTION - A police station, jail, or similar holding facility in which suspects may be detained in connection with criminal charges. A police vehicle used to transport arrestees may be deemed a custodial environment but is not a place of detention as defined in this policy. Nevertheless, during transportation of suspects who meet the requirements for electronic recording, transporting officers shall observe applicable procedures defined in this policy.

IV. PROCEDURES

E. General Requirements

1. Employees will electronically record custodial interrogations conducted in a place of detention involving major crimes as defined by this department.
2. Employees are not required to record noncustodial interviews with suspects, witnesses, or victims during the initial interview phase of an investigation but may do so where deemed necessary, in accordance with law and departmental policy.
3. Electronic recording of juveniles shall be conducted if at the time the crime was committed, the juvenile suspect could be charged with a major crime as an adult.
4. If electronic recordings cannot be conducted due to equipment failure, lack of suspect cooperation, or for other reasons deemed pertinent to successful interrogation by the case manager, the basis for such occurrences shall be documented. This includes but is not limited to spontaneous declarations or other statements not elicited by employee questioning.
5. Transporting employees need not refrain from questioning a suspect who has indicated a willingness to talk either at the scene or en-route to the place of detention. However, employees shall not purposefully engage in custodial interrogations involving major crimes as defined by this policy in order to avoid this department's requirement for electronic recording.

F. Recording Protocol

1. Suspects shall be informed that they are being recorded.
2. The Lake County state's attorney, the investigative case manager, or other authorized department official may direct that specific interrogations be recorded that do not meet the criteria of major crimes as defined by departmental policy.
3. The primary interrogator shall, where possible, obtain a signed waiver from the suspect before beginning interrogation. If the suspect elects not to be recorded or refuses to engage in the interrogation, the suspect's rejection shall be recorded when reasonably possible.

4. Interrogations and confessions shall be recorded in their entirety starting with the interrogator's entrance into the interview room and concluding upon departure of the interrogator and suspect.
5. When commencing the recording, the primary interrogator shall ensure that voice identification is made of officers, suspect, and any others present, and that the date, time, and location of the interrogation is verbally recorded. When beginning a new recording, the interviewer shall announce the date and time that the interrogation is being resumed.
6. Each recording shall include the following:
 - a. Declaration of the time the recording began.
 - b. Declaration of the start of the interrogation.
 - c. Concurrence by the suspect that the interrogation has begun.
 - d. Administration of *Miranda* warnings, even if the recording is a follow up to a prior interview or the suspect has been previously Mirandized.
 - e. Notation of the time the interrogation ends.
7. Any lapse in the recording for comfort breaks or other reasons shall be accounted for on the recording. As an alternative, during a short recess, the recording may continue without interruption.
8. Recording attorney-client conversations is prohibited where an expectation of privacy would reasonably exist.
9. At the conclusion of the interrogation, the interrogator shall state that the interrogation is concluded and note the date and time of termination. The recording shall continue until all parties have left the interrogation room.
10. Recordings of interviews are considered evidence and shall be handled as such. In addition, the following shall apply:
 - a. Unused recording media shall always be used for interrogations.
 - b. Both the original and copies of all recording media shall be protected from re-recording.
 - c. Only one interrogation shall be recorded on each recording media.

- d. Before submitting the original recording to a secure evidence storage area, a copy of the recording shall be made. Copies may be maintained in the case file and shared with the state's attorney.
 - e. The recording media shall be marked with the case number and shall be marked either as an original or a copy.
 - f. The reporting police officer's report shall note if and how the interview was recorded.
- 11. All recordings shall be governed by this department's policy and procedures for the handling and preservation of evidence (OPS 23).
 - 12. Recordings shall be retained by the department in secure storage for a period of time as defined by state law or the office of the prosecutor.

EFFECTIVE DATE

The effective date of this order, **ELECTRONIC RECORDING OF INTERVIEWS**, is 00/00/0000. OPS 41

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

INTERROGATIONS AND CONFESSIONS

SECTION CODE

OPS 42

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards:

I. PURPOSE

It is the purpose of this policy to provide police officers with legally sound procedures for conducting custodial interrogations.

II. POLICY

Custodial interrogations of suspects and the statements and confessions that are elicited are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily and with due consideration for the suspect's right to silence and right to counsel. Therefore, it is the policy of the Lake County Forest Preserves Public Safety Department that all sworn personnel understand and follow this department policy in order to observe due process rights of suspects and to guard against any charges of police coercion or intimidation during interrogation.

III. DEFINITIONS

CUSTODY - A custodial situation exists when an officer tells a suspect that he is under arrest. A functionally equivalent situation exists when a "reasonable person" in the suspect's position would feel that his freedom of action has been restricted to the same degree as a formal arrest.

INTERROGATION - Interrogation includes direct questioning of a suspect about a crime or suspected crime, as well as any words, statements or actions by officers that the officers should know are reasonably likely to elicit an incriminating response from the suspect.

IV. PROCEDURES

A. Custodial Statements and Confessions.

1. Miranda warnings are required and shall be administered prior to custodial interrogation, as defined above.
2. The following represent examples of situations that are not custodial and do not require issuance of Miranda warnings.
 - a. Investigatory stop and frisk;
 - b. Questioning during a routine traffic stop or for a minor violation; to include driving under the influence until arrest is made;
 - c. During routine questioning at the scene of an incident or crime when the questions are not intended to elicit incriminating responses;
 - d. During voluntary appearances at the police facility; and
 - e. When information or statements are made spontaneously, voluntarily and without prompting by employees.

B. Administering Miranda.

1. Miranda warnings shall be read by employees from a preprinted form containing this information to all persons subjected to custodial interrogation. Freelancing, recitation from memory or paraphrasing the warnings is prohibited as it precludes employees from testifying in court as to the precise wording used.
2. Employees shall ensure that suspects understand their right to remain silent and their right to an attorney. Suspects may be interrogated only when they have knowingly and intelligently waived their rights. Threats, false promises, or coercion to induce suspect statements is prohibited. Employees will:
 - a. Ensure waivers of the Miranda rights are acknowledged affirmatively; and
 - b. note that oral waivers are often sufficient but written waivers, particularly in felony charges, are preferred and should be obtained whenever possible on the appropriate agency form.
3. Employees arresting deaf suspects shall notify their immediate supervisor and make arrangements to procure the assistance of an interpreter in accordance with this agency's policy and state and federal law.

C. Invoking the Right to Silence

1. When a suspect invokes his right to remain silent, all interrogation shall terminate immediately.
2. Employees may interrogate a suspect who has previously invoked his right to silence, if, after the passage of time, the suspect initiates communication with employees. However, prior to questioning Miranda warnings shall be re-administered and a waiver obtained.
3. Suspects who are not represented by an attorney may not be interrogated for at least 90 minutes after invoking their right to silence and then, only after employees have re-administered Miranda warnings and obtained a waiver.

D. Invoking the Right to Counsel

1. If a suspect waives his right to counsel, a waiver shall be obtained prior to questioning. When a suspect makes reference to counsel but his intentions are unclear, employees may question the suspect further to clarify the suspect's intent for counsel or waiver.
2. When a suspect invokes his right to counsel, all interrogation shall cease immediately. The suspect may not again be interrogated about the crime for which he is charged or other crimes by other employees of any law enforcement agency unless:
 - a. The suspect's attorney is present at the questioning; or
 - b. The suspect initiates new contact with the police. In this later case, Miranda rights must again be administered and a waiver obtained before any questioning may take place. Employees will also document and, if possible, obtain written verification that the suspect initiated the communication.
3. Employees will cooperate in any reasonable way with efforts by counsel to contact or meet with suspects in custody.

E. Documenting Statements and Confessions

1. The circumstances surrounding the conduct of interrogations and recording of confessions shall be fully documented. This includes but is not necessarily limited to:
 - a. Location, date, time of day and duration of interrogation;
 - b. The identities of employees or others present;
 - c. Miranda warnings given, suspect responses and waivers provided,

if any; and

- d. The nature and duration of breaks in questioning for food, drink, use of lavatories or for other purposes.
2. Employees are encouraged to use the department's video and audio recording room for purposes of recording statements and confessions for all cases.

EFFECTIVE DATE

The effective date of this order, **INTERROGATIONS AND CONFESSIONS**, is 00/00/0000.
OPS 42

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

STRIP AND BODY CAVITY SEARCHES

SECTION CODE

OPS 43

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: OPR.07.01

I. PURPOSE

The purpose of this policy is to provide employees with guidelines for determining if and under what conditions the use of strip searches and body cavity searches are legally permissible and to establish guidelines for the appropriate conduct of such searches.

II. POLICY

It is the policy of this department to recognize that the use of strip searches and body cavity searches may, under certain conditions, be necessary to protect the safety of officers and civilians; to detect and secure evidence of criminal activity; and to safeguard the security, safety and related interests of the Lake County jail prisoner detention and holding facilities. Recognizing the intrusiveness of these searches on individual privacy, however, it is the policy of this department that such searches shall be conducted only with proper authority and justification, with due recognition and deference for the human dignity of those being searched and in accordance with the procedural guidelines for conducting such searches as set forth in this policy.

III. DEFINITIONS

BODY CAVITY SEARCH - Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

STRIP SEARCH - Any search of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of any or all skin surfaces including genital areas, breasts and buttocks.

IV. PROCEDURES

A. Strip Searches

1. Individuals arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting employee has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to the following:
 - a. The nature of the offense charged;
 - b. The arrestee's appearance and demeanor;
 - c. The circumstances surrounding the arrest;
 - d. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses;
 - e. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest; and
 - f. The detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.
2. Field strip searches of prisoners will not be permitted unless extreme exigent circumstances exist where the life of employees or others are placed at risk, and only in privacy with the explicit approval of a supervisor.
3. Where articulable, reasonable suspicion exists to conduct a strip search, the arresting employee will make a documented request for such action to the shift supervisor or the Lake County jail detention facility supervisor that clearly defines the basis for suspicion.
4. When authorized by the supervising authority, strip searches may be conducted only in the following manner:
 - a. By specially trained and designated personnel;
 - b. In conformance with approved hygienic procedures and professional practices;
 - c. In a room specifically authorized for this purpose;
 - d. By the fewest number of personnel necessary and only by those of the same sex; and

- e. Under conditions that provide privacy from all but those authorized to conduct the search.
5. Following a strip search, the employee performing the search shall submit a written report to the shift supervisor that details, at a minimum, the following:
 - a. Date and place of the search;
 - b. Identity of the employee conducting the search;
 - c. Identity of the individual searched;
 - d. Those present during the search;
 - e. A detailed description of the nature and extent of the search; and
 - f. Any weapons, evidence or contraband found during the search.

B. Body Cavity Searches

Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

1. The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken;
2. The officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others and/or the security of the Lake County jail detention operations;
3. If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause;
4. On the basis of a search warrant, a body cavity search shall be performed only by an authorized agency physician or by other medically trained personnel at the physician's direction;
5. For safety and security reasons, the search shall be conducted at the Lake County jail detention facility or other authorized facility and in the room designated for this purpose;

6. Body cavity searches shall be performed with due recognition of privacy and hygienic concerns previously addressed in this policy; and
7. The authorized individual conducting the search shall file a report with the Lake County Forest Preserves Public Safety Department. The witnessing law enforcement personnel shall co-sign that report and comply with information requirements specified in item IV-A-5 of this policy.

EFFECTIVE DATE

The effective date of this order, **STRIP AND BODY CAVITY SEARCHES** 00/00/000.
OPS 43

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

TRAFFIC LAW ENFORCEMENT

SECTION CODE

OPS 44

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: ADM.02.03, OPR.06.01, OPR.06.02, OPR.06.03

I. PURPOSE

The primary purpose of traffic law enforcement is to reduce traffic crashes through active police patrol and violator contacts. Patrol visibility and consistency of effort will serve to promote compliance with traffic laws and regulations.

II. POLICY

It is the policy of the Lake County Forest Preserves Public Safety Department to protect the citizens of this jurisdiction by enforcing the traffic laws of the State of Illinois.

III. DEFINITIONS

None

IV. PROCEDURES

ENFORCEMENT PROCEDURES

A. Equipment

1. Sworn employees will carry and refer to the following as appropriate:
 - a. Illinois Vehicle Code book/guide;
 - b. Warning and citation books; and

c. Court date schedule and bond paperwork.

B. Uniform Traffic Enforcement Procedures

1. Enforcement action shall be carried out in a fair, impartial, and courteous manner. The officer's actions should demonstrate a positive and professional demeanor at all times.
2. No traffic enforcement will be based on bias based profiling.
3. Effective and equitable enforcement involves the following:
 - a. The nature and seriousness of the violation;
 - b. Traffic and other conditions at the time;
 - c. The exercise of experience and good judgment; and
 - d. Whether all elements of the violation are present and the officer is certain of the events.
4. The officer shall ensure that the violator is apprised of the following information, as appropriate:
 - a. Reason for the stop;
 - b. Officers name and department;
 - c. Available methods of payment;
 - d. Bonding options;
 - e. Whether a court appearance is mandatory; and
 - f. Date, time, and location of court appearance.
5. The officer shall not:
 - a. Quote non-scheduled bond amounts on the street;
 - b. Predict the action of the court; or
 - c. Make legal recommendations.

C. Types of Enforcement Action

1. Verbal Warning – If a verbal warning is issued, the employee shall complete a stop card and submit the department copy to Records. The employee may

complete a written warning citation completely and write verbal on the top front copy and submit it to Records with the stop card.

2. Written Warning – The employee may issue a written warning for minor infractions when they feel it is appropriate. A written warning is a positive contact and has a greater remedial effect than a verbal warning.
3. Citation – The citation should be issued to violators who jeopardize the safe movement of pedestrian or vehicle traffic. This includes operating unsafe or improperly equipped vehicles, and serious license and registration violations.
4. Custodial Arrest – Custodial arrests pertain to violations of a very serious nature such as:
 - a. Driving under the influence;
 - b. Fleeing or eluding police;
 - c. Reckless driving;
 - d. Resisting arrest; and
 - e. Other misdemeanors or felonies.
5. Traffic Offense Fingerprinting – The Illinois State Police Bureau of Identification is responsible for defining the offenses which require fingerprinting. In accordance with state statutes, persons arrested for Class A misdemeanors and/or felony traffic offenses should be transported to Lake County jail for fingerprinting.
6. Multiple Violation Procedures
 - a. Violations shall be dealt with individually;
 - b. When multiple violations occur officers may cite the most hazardous or serious violation; and
 - c. Applicable non-hazardous events such as license, registration, or equipment violations may be cited along with any moving violations involved.
7. New Laws and Ordinances – It is the policy of the department, when practical, to issue written warnings for a minimum of 30 days after a new law or ordinance becomes effective, in lieu of special orders to the contrary.
8. Public Carrier/Commercial Vehicle – Department enforcement of traffic laws extend equally to private vehicles, public carriers, and commercial

vehicles.

D. Use of Authorized Emergency Equipment

1. All vehicles used for traffic enforcement shall be equipped with approved flashing lights and siren.
2. Flashing red and blue lights shall be activated when stopping a violator. The horn or siren may be used, as needed, to get the attention of violators and surrounding vehicles. If using a spotlight to illuminate the violator vehicle, care should be taken to not shine the light into oncoming traffic.
3. If the violator fails to stop, subsequent operation shall be governed by Department policy OPS 03, Emergency Vehicle Operation.

E. Juveniles

1. Employees issuing a citation to a juvenile are treated as any adult operator of a vehicle and should be advised the same as an adult about prepayment or court appearances.
2. Parents or guardians shall be notified as soon as possible when a juvenile is arrested for traffic violations. Follow applicable guidelines from Department policy OPS 12, Juvenile Guidelines and Procedures.

F. Military Personnel and Legislators

1. All military personnel assigned to local installations should be treated as residents. The home state operator's license of military personnel is valid for 90 days after separation from active duty.
2. Military personnel not assigned to local installations should be treated as non-residents if they are not from Illinois.
3. Members of the military reserve forces and National Guard, shall in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at official meetings, and in going to and returning from the same.
4. Members of the United States Electoral College shall, in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at official meetings, and in going to and returning from the same.
5. Senators and Representatives shall, in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at official meetings, and in going to and returning from the same.

G. Reporting Incompetent Drivers

Employees shall prepare a Medical Reporting and Re-examination Request form and submit it to the Secretary of State, Driver Services Department when an operator of a vehicle with a physical or mental condition that prevents the operator from operating a motor vehicle in a safe and reasonable manner.

H. Pedestrian, Bicycle, and e bikes Traffic

Officers shall be familiar with the laws and ordinances that are applicable to pedestrian and bicycle traffic and take proper enforcement action when violations are observed.

I. Mopeds, Mini-bikes, and Off-road Vehicles

1. All employees shall be familiar with laws and ordinances that are applicable to mopeds, mini-bikes, and off-road vehicles and take appropriate enforcement action when violations are observed.
2. Related vehicle traffic crashes, trespass to property, and juvenile offenders shall be handled according to statute and current Department procedures.

J. Suspended or Revoked Driver's License

1. Employees will gather enough information from motorists and run their information through LEADS. This includes name and date of birth or driver's license number. Any information that returns as suspended or revoked is probable cause for arrest.
2. Employees may arrest or cite the motorist whose license is suspended or revoked.
3. Generally, suspended or revoked operators should be transported to Lake County jail for processing and bond. Employees may use their discretion based on the totality of circumstances and bond the violator on site. The employee will inform the shift supervisor of their decision to release the violator on-scene or transport to Lake County jail.

EFFECTIVE DATE

The effective date of this order, **TRAFFIC LAW ENFORCEMENT**, is 00/00/0000. OPS 44

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

POLICY TABLE OF CONTENTS

PERSONNEL SECTION

PER 01	Secondary Employment
PER 02	Selection and Hiring
PER 03	Employment Discrimination
PER 04	Compensation, Benefits and Conditions of Work
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LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

SECONDARY EMPLOYMENT

SECTION CODE

PER 01

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.04.01 & 04.02

I. PURPOSE

The purpose of this policy is to set forth guidelines to govern secondary employment by members of the Lake County Forest Preserves Public Safety Department.

II. POLICY

The policy of this agency is to provide guidelines to full time law enforcement employees to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the agency. These requirements are essential for the efficient operation of the agency and for the protection of officers, the agency, and the community.

III. DEFINITIONS

CONFLICTING SECONDARY EMPLOYMENT – Employment that presents a potential conflict of interest between duties as a law enforcement officer and duties for the secondary employer, including work that may provide real or implied law enforcement service.

EMPLOYMENT - The provision of a service in exchange for a fee or other form of compensation, whether or not such activities fall within the legal definition of employment, agency, independent contracting, or other relationship. Employment does not include volunteer work for charitable organizations.

EXTRA-DUTY EMPLOYMENT - Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.

OFFICER-OWNED CONFLICTING BUSINESS – A business (i) for which an officer provides conflicting secondary employment, (ii) that is (and was as of October 1, 2022) owned in whole or in part (in an amount not less than 25%) by the officer, and (iii) for which the information required in Section IV.D.4 of this Policy has been timely provided.

REGULAR OFF-DUTY EMPLOYMENT - Any employment that is not extra-duty employment.

IV. PROCEDURES

There are two types of off-duty employment in which an employee may engage: (i) regular off-duty employment and (ii) extra-duty employment.

A. Regular Off-Duty Employment

Employees may engage in regular off-duty employment that meets all of the following criteria:

1. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
2. Employment that is not conflicting secondary employment, unless it is employment with an officer-owned conflicting business. Some examples of conflicting secondary employment include, but are not limited to, the following:
 - a. Work as a process server, reposessor, or bill collector; towing of vehicles; or any other employment in which police authority might be used to collect money or merchandise for private purposes.
 - b. Work involving personnel investigations for the private sector or any employment that might require the police officer to have access to police information, files, records, or services as a condition of employment.
 - c. Employment using the police uniform in the performance of tasks other than those of a police nature.
 - d. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.
 - e. Work for a business or labor group that is on strike.
 - f. Work in occupations that are regulated by, or that must be licensed through, the police agency or its civilian board.

3. Employment that does constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of employment that constitute such a threat and should be denied include, but are not limited to:
 - a. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business.
 - c. Any gambling establishment.
 - d. Any employment involving the sale, manufacture, or transport of cannabis or cannabis related products as the principal business.
4. The only exception to this policy addresses the ownership of any establishment whose main purpose is listed in Section 3 prior to the date of approval of the policies by the District Board of Commissioners. An employee may request an exception to this policy in writing and include the following information:
 - a. A full description of each establishment separately, type of business performed on the premises, and the specific section of the policy effected by the exception requested for each establishment; and
 - b. Provide a certified copy of any license or ownership documents dated prior to the Board of Commissioners approval of this policy; and
 - c. Immediately provide notice of any change in ownership that would affect the employee's ownership interest in the establishment.

B. Extra-Duty Employment

Police officers may engage in extra-duty employment. This occurs where a government, profit-making, or not-for-profit entity has an agreement with the police agency for police officers in uniform who are able to exercise their police duties.

Types of extra-duty services that may be considered for contracting are as follows:

- a. Traffic control and pedestrian safety;
- b. Crowd control;
- c. Security and protection of life and property; and

d. Routine law enforcement for public authorities.

C. Requirements for regular off-duty employment and extra-duty employment are as follows:

1. A police employee must be in good standing with the District. Continued District approval of a police employee's off-duty employment is contingent on such good standing.
2. Those officers who have not completed their probationary period or who are on medical or other leave due to sickness, temporary disability, an on-duty injury, FMLA leave, or parental leave shall not be eligible to engage in regular or extra-duty employment.
3. Prior to obtaining off-duty employment, a police employee shall comply with agency procedures for granting approval of such employment or registration for extra-duty employment.
4. Employees shall be responsible for scheduling all off-duty employment in a manner that does not conflict or interfere with the police employee's performance of duty with the District.
5. A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his off-duty or extra-duty employment in such situations.
6. Permission for a police employee to engage in outside employment may be revoked where it is determined, pursuant to agency procedure, that such outside employment is not in the best interests of the agency.
7. A full time law enforcement employees may work a maximum of 24 hours of off-duty-regular or extra-duty employment, in combination with regular duty in each calendar week. Any exceptions require prior approval by the Director of Public Safety.
8. Not less than annually, and more frequently if requested by the Director of Public Safety, the officer shall, on forms provided by the Director of Public Safety, certify (i) the name of employer, location of the employment, specific type of work to be completed or engaged in during employment, and hours of employment and (ii) for an officer-owned conflicting business, that the officer still owns at least 25% of the officer-owned conflicting business.
9. When a full time law enforcement employee performs secondary employment during any calendar week, then, no later than the first business day of the next calendar week, they will submit in writing to the Director of Public Safety, the number of hours, type of work, and location of the secondary employment they performed during such calendar week. The Director of Public Safety or designee will review the submissions on a regular basis (or monthly) to ensure compliance with this policy.

10. All full time law enforcement employees will submit in writing to the Director of Public Safety any changes or termination of secondary employment status immediately. This notice will identify the type of change including name of employer, type of work, hours, and location of employment or the date of termination of the employment.

D. Approval or Denial of Secondary Employment

1. All requests for secondary employment by full time law enforcement employees shall be submitted to the Director of Public Safety in writing prior to engaging in the requested employment.
2. The request will include name of employer, location of the employment, specific type of work to be completed or engaged in during employment, and hours of employment.
3. The Director of Public Safety will review the requests and supporting documents and make a determination to approve or deny a request based on this policy.
4. If an officer desires to continue working at an officer-owned conflicting business, the officer has the burden of establishing that the business is an officer-owned conflicting business, as defined in this Policy. To do so, the officer (in addition to the other requirements of this policy) must provide supporting documents to the Director of Public Safety on or before November 10, 2022. Such documents may include the following:
 - a. the complete legal name of the business,
 - b. a copy of the articles of incorporation, articles of organization, partnership agreement, or similar document for the business, establishing that the business was formed and when it was formed,
 - c. copies of stock certificates, an operating agreement, a partnership agreement, or other document establishing the officer's ownership (including percentage of ownership) of the business (financial information or other confidential information in agreements that is not necessary to identify the officer's ownership interest may be redacted),
 - d. a certificate of good standing or similar assurance from the state in which the business was incorporated, if such state requires such a certificate or assurance,
 - e. if the municipality, county, or other local jurisdiction within which the business operates requires a business license for the operation of the business, a copy of such business license.

EFFECTIVE DATE

The effective date of this order, **SECONDARY EMPLOYMENT**, is 00/00/0000. PER 01

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

SELECTION AND HIRING

SECTION CODE

PER 02

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.01.01 PER. 01.05

The Lake County Forest Preserve District maintains Districtwide Policies on Personnel Recruitment Procedures and Selection of Employees.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 2.4, Personnel Recruitment Procedures and 2.5 Selection of Employees.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

EMPLOYMENT DISCRIMINATION

SECTION CODE

PER 03

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.02.01 PER. 02.03

The Lake County Forest Preserve District maintains a Districtwide Harassment policy.

Please see: Lake County Forest Preserve District Personnel Policies and Procedure 8.7, Harassment.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

COMPENSATION, BENEFITS AND
CONDITIONS OF WORK

SECTION CODE

PER 04

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.03.01 PER. 03.06

The Lake County Forest Preserve District maintains Districtwide Policies for Hours of Work, Holidays and Leaves of Absence, Classification & Compensation, and Employee Benefits, as well as a Collective Bargaining Agreement with the Illinois Fraternal Order of Police Labor Council.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures Section 3, Hours of Work, Section 4 Holidays and Leaves of Absences, Section 5 Classification and Compensation, Section 7 Employee Benefits and Article 9, 10, 11, 12, 13 and 15 of the Illinois Fraternal Order of Police Labor Council Collective Bargaining Agreement.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

PERFORMANCE EVALUATIONS

SECTION CODE

PER 05

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.05.01 PER. 05.02

The Lake County Forest Preserve District maintains a Districtwide Performance Appraisals policy and a Lake County Forest Preserve District Public Safety Department policy on Performance Evaluations.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 6.3 Performance Appraisals and Lake County Forest Preserve District Public Safety Department policy ADM 17.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

PROMOTIONS

SECTION CODE

PER 06

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.06.01 PER. 06.02

The Lake County Forest Preserve District maintains a Districtwide Promotions and Transfers policy.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 6.1 Promotions and Transfers.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

GRIEVANCE PROCEDURES

SECTION CODE

PER 07

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.07.01 PER. 07.04

The Lake County Forest Preserve District maintains a Districtwide Grievance policy and an Illinois Fraternal Order of Police Labor Council Collective Bargaining Agreement.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 10.1 Grievance Procedure and Illinois Fraternal Order of Police Labor Council Collective Bargaining Agreement Article 18.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

DISCIPLINARY PROCEDURES

SECTION CODE

PER 08

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.08.01 PER. 08.05

The Lake County Forest Preserve District maintains a Districtwide Disciplinary Action policy.

Please see: Lake County Forest Preserve District Personnel Policies and Procedures 8.1 Disciplinary Action policy.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

HEALTH AND SAFETY

SECTION CODE

PER 09

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.09.01 PER. 09.02

The Lake County Forest Preserve District maintains a Districtwide Wellness program, Safety Policies and a Lake County Forest Preserve District Public Safety Department policy on Communicable Disease.

See: Lake County Forest Preserve Health and Wellness Program located on the Lake County Forest Preserve Employee website (FERN) and Lake County Forest Preserve District Public Safety Department policy OPS 08.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

COMMENDATION AND AWARDS

SECTION CODE

PER 10

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: PER.10.01

The Lake County Forest Preserve District Public Safety Department maintains a Department Awards policy.

See: Lake County Forest Preserves Public Safety Department policy ADM 04.



LAKE COUNTY FOREST PRESERVE DISTRICT PUBLIC SAFETY DEPARTMENT

POLICY TABLE OF CONTENTS

TRAINING SECTION

TRN 01	Firearm Qualification and Training
TRN 02	Recruit Training
TRN 03	Specialized In-Service Training
TRN 04	Civilian Training
TRN 05	Record Keeping



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

FIREARM QUALIFICATION
AND TRAINING

SECTION CODE

TRN 01

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

REVIEW DATE

00/00/0000

Accreditation Standards: ADM.05.02

I. PURPOSE

The purpose of this order is to provide training guidelines for weapon skills, qualification, and use of force. Results of qualification and skills training will be used by the department range officers to determine general and specific training needs.

II. POLICY

It is the policy of this department to provide training to officers in the proper use and deployment of weapons, qualification requirements, and use of force.

III. DEFINITIONS

None

IV. PROCEDURES

A. PROFICIENCY/QUALIFICATION REQUIREMENTS

1. All sworn officers will qualify annually with department approved weapons that they may carry on or off duty and receive training in use of force. The department will provide ongoing training throughout the year that will include weapons handling.
2. No officer will be permitted to carry any firearm until the range officers have inspected the weapon and the officer has qualified with the weapon.
3. All officers will be considered qualified with a weapon if they score 70%

or higher on a qualification course. Officers shall qualify with any weapon that they may carry. Officers that are not qualified will not be able to carry a weapon.

- a. Officers are expected to maintain the skill level necessary to successfully and safely operate and qualify with approved weapons.
- b. Officers are responsible to maintain their weapons in a clean and functional condition. Department owned weapons will be cleaned and maintained by certified range officers.

B. FIREARMS REMEDIAL TRAINING REQUIREMENTS

1. Officers who fail to qualify with their weapons will be subject to remedial training including one-on-one tutoring with a certified firearms instructor and or attendance at a firearms skill training course.
2. Remedial training may include but is not limited to the following:
 - a. Basic marksmanship skills;
 - b. Weapon handling skills;
 - c. Knowledge of nomenclature of weapon(s); and
 - d. Other training as recommended by a certified range officer.
3. Goals of remedial training are to strengthen an officer's confidence and abilities when handling a firearm and to return the officer to active duty as a qualified officer. Range officers will report the results of remedial training to the training supervisor as:
 - a. Unqualified.
 - b. Unqualified, additional remedial training required.
 - c. Unqualified, physically unable to qualify.
4. Officers who fail to qualify after completing remedial training with their approved weapon will not carry a firearm and will be relieved from police duties until proficiency and qualification are attained. Failure may be cause for termination for failure to maintain required standards.

C. PROBATIONARY OFFICERS

1. Probationary officers will be provided, and may be required to attend,

additional weapons training to strengthen their skill level with approved weapons.

2. Probationary officers will qualify with approved weapons with a department range officer after completing academy training.

D. DEPLOYMENT POLICY

1. All approved weapons will be deployed consistent with the Departmental Use-of-Force Policy.
2. Approved weapons may be deployed according to the officer's best judgment based on training and experience at the time of the deployment, or directed by supervisory personnel.

E. QUALIFICATION COURSE

1. Certified range officers shall develop written weapons qualification and training courses and will forward them through the chain of command for review and approval.
2. Range officers will avoid deviation from the approved training programs.
3. Range officers will research and recommend for use all duty and training ammunition.
4. Range officers will ensure that all safety rules are enforced and all proper safety equipment is used while on the range.

F. RULES FOR THE PISTOL RANGE

1. No person shall have access to the outdoor pistol range without prior approval of the Director of Public Safety and range personnel.
2. All persons will be required to complete a signed waiver prior to being on the range facility.
3. Only authorized ammunition will be allowed at the range facility.

G. CERTIFIED RANGE OFFICER

1. Only certified range officers will be allowed to manage weapons training.
2. Range officer's designation is established for the purpose of safety, authority and conducting weapons proficiency training.
3. Range officer shall have complete authority over actions and conduct of all personnel on the range regardless of rank.
4. Certified range officers will be at each department's firearms qualification

or training.

5. On a semi-annual basis, range officers shall complete, a report of proficiency for each officer, submit it to the firearms supervisor and maintain a copy in the police department armory.

EFFECTIVE DATE

The effective date of this order, **FIREARM QUALIFICATION AND TRAINING** is 00/00/00.
TRN 01

John F. Tannahill
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

Signature

Date



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

RECRUIT TRAINING

SECTION CODE

TRN 02

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.01.01 & 01.02

Recruit training is covered in the Lake County Forest Preserve District Public Safety Department policy manual section ADM 25.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

SPECIALIZED IN-SERVICE TRAINING

SECTION CODE

TRN 03

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.02.01, 02.02, & 02.03

Specialized in-service training is covered in the Lake County Forest Preserve District Public Safety Department policy manual sections ADM 15 and ADM 25.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT

CIVILIAN TRAINING

SECTION CODE

TRN 04

DATE OF ISSUE

00/00/0000

EFFECTIVE DATE

00/00/0000

REVIEW DATE

00/00/0000

CANCELS

All Previous Orders in Conflict

DISTRIBUTION

All Personnel

Accreditation Standards: TRN.03.01 & 03.02

The Lake County Forest Preserve District maintains a Districtwide new employee orientation and on-boarding program that covers the ILEAP standards for civilian training.

Please see: Lake County Forest Preserve District employee website Intranet-HR-employee orientation checklist.



LAKE COUNTY FOREST PRESERVE DISTRICT
PUBLIC SAFETY DEPARTMENT

SUBJECT
RECORD KEEPING

SECTION CODE
TRN 05

DATE OF ISSUE
00/00/0000

EFFECTIVE DATE
00/00/0000

REVIEW DATE
00/00/0000

CANCELS
All Previous Orders in Conflict

DISTRIBUTION
All Personnel

Accreditation Standards: TRN.04.01

Record keeping for department personnel training is covered in Lake County Forest Preserve District Public Safety Department policy manual section ADM 19.