CHAMPAIGN POLICE DEPARTMENT
POLICY and PROCEDURE

TABLE OF CONTENTS

POLICY #	POLICY TITLE
1.1	Law Enforcement Agency Role
1.1 Attachment A	Code of Ethics
1.2	Limits of Authority
1.2 Attachment A	Strip Search Form
1.3	Use of Force
1.4	Weapons Requirements
1.4 Attachment A	Courses of Fire
1.4 Attachment B	Authorized Weapons
1.5	Firearms Discharge Review and Investigation
1.6	Requests for Outside Assistance in the Investigation of Serious Use of Force Incidents
1.7	Use of Force Review Board
1.8	Procedural Rules for Stop and Frisk, Warrantless Searches, and Warrant Searches
1.9	Bias Based Profiling
2.1	Agency Jurisdiction and Mutual Aid
3.1	Contractual Agreements
11.1	Organizational Structure
11.2	Unity of Command
11.3	Authority and Responsibility
11.4	General Management and Administration
12.1	Direction
12.2	Written Directives
15.1	Planning and Research
15.2	Organizational Goals
15.3	Crime Analysis
16.1	Police Chaplain Program
17.3	Fiscal – Purchasing
17.4	Fiscal – Accounting
17.5	Agency Owned Property
21.1	Job Task Analysis
21.2	Position Classification
22.1	Compensation
22.2	Benefits
22.3	Conditions of Work
22.5	Line of Duty Deaths
22.6	Honor Guard
24.1	Temporary Light Duty Status
25.1	Grievance Procedures
26.1	Disciplinary Procedures
26.2	Recognition and Awards
32.1	Selection of Sworn Personnel
32.2	Selection – Administrative Procedures
33.1	Training Administration
33.2	Academy Training
33.4	Recruit Training
33.5	In-Service and Roll Call Training
33.6	Specialized Training
33.7	Civilian Training
33.8	Career Development
33.9	Field Training
34.1	Promotion
35.1	Performance Evaluation
41.1	Patrol Administration
41.2	Response to Calls, Motor Vehicle Pursuits, and Forcible Stopping
41.3	Vehicles and Uniforms
41.4	Canine Operations
41.7	Missing Persons
41.8	Domestic Violence
41.9	Automated External Defibrillators (AEDs)
41.10	Cell Phones, Cameras, and Recording Devices

POLICY # POLICY TITLE

41.11	Mobile Video Recording
41.12	Infectious Diseases
41.13	Crisis Intervention Team
41.14	Conflict Management and Crisis Intervention
41.16	Interacting with the Hearing Impaired
42.1	Criminal Investigations – Administration
42.2	Criminal Investigations – Operations
43.2	High Technology Crime Unit
44.1	Juvenile Operations – Administration
44.2	Juvenile Operations
44.4	School Resource Officer (SRO) Program
44.5	Abandoned Newborn Infant Protection
44.6	Child Abuse and Neglect
45.1	Crime Prevention
45.2	Community Involvement
45.3	Intelligence Led Policing
45.4	Ride-Along Program
46.1	Critical Incidents
46.6	Special Events
46.8	Explosive Ordnance Disposal (EOD)
46.9	Emergency Mutual Aid
46.11	Street Gatherings and Labor Disputes
52.1	Internal Affairs – Administration
52.2	Internal Affairs – Complaint Procedures
52.3	Professional Standards
53.1	Line Inspections
53.2	Staff Inspections
54.1	Public Information
55.1	Victim / Witness Assistance – Administration
55.2	Victim / Witness Assistance – Operations
61.1	Traffic Enforcement
61.2	Traffic Crash Investigation
61.3	Traffic Direction
61.4	Traffic – Ancillary Services
61.5	Towing Vehicles
70.1	Prisoner Transport
70.2	Restraining Devices
70.3	Special Transports
70.4	Prisoner Transport Equipment
70.5	Prisoner Documentation
74.1	Legal Process – Records
74.3	Criminal Process
74.4	Legal Process – Procedures
81.1	Communications – Administration
81.2	Communications – Operations
81.3	Communications – Facilities
82.1	Records Administration
82.2	Field Reporting and Management
82.3	Records Maintenance
82.4	Media Disposal
82.5	Physical Protection of Criminal Justice Information
83.4	Digital Imaging
83.5	Use of Social Media
84.1	Evidence and Recovered Property

------ DEPARTMENT RULES

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE — POLICY NUMBER: 1.1

SUBJECT: LAW ENFORCEMENT AGENCY ROLE — EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.01.01
ADM.01.02
ADM.14.01
ADM.14.02

INDEX AS:

1.1.1 OATH OF OFFICE
1.1.2 CODE OF ETHICS
1.1.3 SOCIAL SERVICE DIVERSION PROGRAMS
1.1.4 CONSULAR NOTIFICATION AND ACCESS

PURPOSE:

The purpose of this policy is to mandate an oath of office for sworn personnel and to supply guidance through a Code of Ethics for all employees.

POLICY:

1.1.1 OATH OF OFFICE

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

1.1.2 CODE OF ETHICS

A. All Department employees must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. Consequently, the Department shall adopt a Code of Ethics as a guideline for the performance of its duties.

1. All sworn and civilian employees shall receive instruction on the Department "Code of Ethics", at a minimum, biennially.

2. "Code of Ethics" review can be in the form of classroom, shift briefing, computer-based training, or training bulletins.

1.1.3 SOCIAL SERVICE DIVERSION PROGRAMS

A. It shall be the policy of the Champaign Police Department to maintain liaison with and develop close working relationships with other law enforcement agencies, criminal justice system agencies, and non-criminal justice system elements.

1. The Department actively cooperates with other law enforcement agencies, courts, prosecutors, probation and parole agencies, and correctional institutions.

2. The Department cooperates with non-criminal justice system elements such as educational institutions, social service agencies, emergency service agencies, youth delinquency programs, mental health clinics and hospitals, and alcohol and drug rehabilitation centers.

a. The Front Desk maintains a list of agency resources to which citizens can be referred for appropriate assistance.

1.1.4 CONSULAR NOTIFICATION AND ACCESS

A. It shall be the policy of the Champaign Police 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.

B. All sworn officers shall receive instruction in the immunities afforded to foreign diplomatic personnel residing in the United States.

C. 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. Questions regarding an individual's status or immunity should be referred during working hours to the Office of Protocol, (202) 647-1985. After normal working hours, questions should be directed to the Bureau of Diplomatic Security, (202) 647-7277.

CHAMPAIGN POLICE DEPARTMENT
CODE OF ETHICS

As a member of the Champaign Police Department, my first duty is to serve the people of the City of Champaign. I will safeguard lives and property, and protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder.

Above all else, I shall respect the constitutional rights of all people to liberty, equality, and justice. I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule, develop self-restraint, and be constantly mindful of the welfare of others.

I will be honest in thought and deed in both my personal and official life, and I will be exemplary in obeying the laws of the land and the regulations of my Department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept confidential unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions.

With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession…law enforcement."

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 1.2

SUBJECT: LIMITS OF AUTHORITY

EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.02.01
ADM.02.02
ADM.02.03
ADM.02.04

INDEX AS:

1.2.1 LEGALLY MANDATED AUTHORITY OF SWORN OFFICERS
1.2.2 AUTHORITY TO CARRY AND USE WEAPONS
1.2.3 CONSTITUTIONAL REQUIREMENTS OBSERVED
1.2.4 WARRANTLESS SEARCH AND SEIZURE
1.2.5 ARREST PROCEDURES WITH OR WITHOUT A WARRANT
1.2.6 ALTERNATIVES TO ARREST AND CONFINEMENT, PRETRIAL RELEASE
1.2.7 USE OF DISCRETION BY SWORN OFFICERS
1.2.8 STRIP SEARCHES
1.2.9 BIAS BASED PROFILING

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 require that constitutional requirements are observed during investigations.

DEFINITIONS:

Strip Search: Having an arrested person remove or arrange some or all of his or her 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.

POLICY:

1.2.1 LEGALLY MANDATED AUTHORITY OF SWORN OFFICERS

A. 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.

1. Illinois Compiled Statutes 65 ILCS 5/11-1-1, et seq., grants the authority to municipalities to create and define police powers.
2. Chapter 2, Section 316, of the Champaign Municipal Code establishes Champaign Police Department, which shall consist of a Chief and other such members as may be provided for by Council.
3. Chapter 2, Section 317, of the Champaign Municipal Code specifies the duties of Champaign Police Officers, to include:
   a. Enforcing all City ordinances and statutes effective in the City;
   b. Preserving order;
   c. Preventing law violations; and
   d. Arresting law violators.
4. Chapter 2, Section 318, of the Champaign Municipal Code specifies that the Chief of Police is responsible for the performance of all of the Police Department's functions and that all members of the Department shall serve subject to the orders of the Chief of Police.

B. Arrest Authority (Adults).

1. Sworn officers of the Champaign Police Department have the full authority granted peace officers by Illinois statute, which includes,
   a. The authority to make arrests, with or without process, of persons found violating any municipal ordinance or any criminal law of the state;
   b. The authority to commit arrested persons for examination;
   c. The authority, if necessary, to detain arrested persons in custody in a safe place until they can be brought before the proper court; and
   d. The authority to exercise all other powers as conservators of the peace the corporate authorities may prescribe.
2. 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.
3. 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.

4. 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 ha 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.

5. Release Without Charge or NTA: 725 ILCS 5/107-6 authorizes a peace officer who arrests a 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.

6. 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.

7. Police District Defined: 65 ILCS 5/7-4-7 defines a police district as that territory within the corporate limits of adjoining municipalities within the same county. Urbana and Savoy, together with the City of Champaign, constitute a police district.

8. Authority Within Police Districts: 65 ILCS 5/7-4-8 grants the police in a police district full authority and powers as police officers in any part of the district.

9. 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 such police officers to execute all warrants for violation of municipal ordinances or state criminal laws.

10. Arrest Outside City Jurisdiction (Excluding Hot Pursuit): 725 ILCS 5/107-4 defines the scope of arrest powers of Illinois Police Officers. Champaign Police Officers will be subject to the following restrictions:

    a. An officer on duty may make an arrest or conduct a temporary questioning of an individual outside our jurisdiction if:

        1) 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

        2) Every reasonable effort has been made to include the local department in the arrest.

    b. If an arrest is made outside of our jurisdiction, immediate notification must be made to the jurisdiction concerned and a report of the incident shall be prepared and submitted to a supervisor and a copy sent to the jurisdiction in which the arrest was made.

    c. Officers are not authorized to make arrests for traffic violations observed outside of the City of Champaign unless they are within the police district.

11. While on duty, sworn officers of the Champaign Police Department who are outside of City limits have the full authority granted peace officers by Illinois statute, but must be aware of certain statutory provisions and Departmental guidelines affecting the authority to make arrests outside of the village.

    a. 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).

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

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

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

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

    e. Assisting Another Law Enforcement Officer: Sworn officers from the Champaign Police Department may be summoned outside the city limits to aid another law enforcement officer. Any person assisting a peace officer, under the authority of Illinois Compiled Statutes 725 ILCS 5/107-8, has the same powers of arrest as the peace officer being assisted.

C. 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.

      1) 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.

1. 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 and the interests of the Department.

E. Out of State Authority and Responsibility.

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

1.2.2 AUTHORITY TO CARRY AND USE WEAPONS

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

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

1.2.3 CONSTITUTIONAL REQUIREMENTS OBSERVED

A. 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:

1. Coercion or involuntary confessions or admissions during interviews, field interviews, or interrogations.

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

3. Pretrial publicity tending to prejudice a fair trial.

4. Delay in arraignment.

1.2.4 WARRANTLESS SEARCH AND SEIZURE

The specific requirements of this order are delineated in Policy 1.8.

1.2.5 ARREST PROCEDURES WITH OR WITHOUT A WARRANT

A. Illinois Compiled Statutes 725 ILCS 5/107-2 provides that a peace officer may arrest a person when he 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:

1. Protecting the officer from attack.

2. Preventing the person from escaping.

3. Discovering fruits of the crime.

4. Discovering any instruments, articles, or things which may have been used in the commission of the offense.

5. Discovering any instruments, articles, or things which may constitute evidence of the offense (including contraband).

It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court as 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.

B. Unless otherwise directed a shift supervisor or superior, the arresting officer will be responsible for preparing the appropriate police reports.

1.2.6 ALTERNATIVES TO ARREST AND CONFINEMENT, PRETRIAL RELEASE

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

1. Traffic Citations.

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

2. Notices to Appear.

   a. Notices to Appear are used for various, non-traffic City ordinance violations.

3. Written Warnings.

   a. 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.

4. Referral.

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

5. Informal resolution.

   a. Informal resolution is the practice of resolving problems without arrest, citation or referral. 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.

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

1. The presence or absence of probable cause.

2. The level of cooperation by victims, witnesses, suspects and offenders.

3. Existing law and the elements of the offense.

4. The severity of the offense.

5. Available resources.

6. Departmental Policy and Procedure and written directives.

C. 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.

1.2.7 USE OF DISCRETION BY SWORN OFFICERS

A. 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.

1. 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.

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

1.2.8 STRIP SEARCHES

A. It shall be the policy of the Champaign Police 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.

1. No search of any body cavity other than the mouth shall be conducted without a duly

executed search warrant. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches in this state.

2. 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.

3. Any sworn officer or employee of the Champaign Police 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.

4. Any sworn officer or employee conducting a strip search shall prepare a report of the strip search. This report shall be forwarded to the Deputy Chief of Operations. The report shall include:

   a. Written authorization for the strip search.

   b. Name of the person subject to the search.

   c. Name(s) of the person(s) conducting the search.

   d. Time, date, and place of the search.

      1) A copy of the report shall be provided to the person subjected to the search. (See appendix “A”)

1.2.9 BIAS BASED PROFILING

The specific requirements of this standard are delineated in Policy 1.9.

CHAMPAIGN POLICE DEPARTMENT
STRIP SEARCH AUTHORIZATION REPORT

Champaign PD Report Number: _____

Name of Person Searched: _____

Search Conducted By: _____

_____

Date of Search: _____

Time of Search: _____

Location of Search: _____

Charge at Arrest: _____

I, _____, understand the provisions of Chapter 725, Section 5/103-1 of the Illinois Compiled Statutes as amended, authorize the strip search of the above named individual. I certify that the strip search was conducted in compliance with the provisions of this act and the person searched has been provided with a copy of this report.

_____

Authorizing Supervisor Date

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 1.3

SUBJECT: USE OF FORCE

EFFECTIVE DATE: 10/01/09
REVISED DATE: 03/01/14

REFERENCE ILEAP: ADM.05.01
ADM.05.02
ADM.05.03

INDEX AS:

1.3.1 FORCE NECESSARY TO ACCOMPLISH LAWFUL OBJECTIVES
1.3.2 USE OF DEADLY FORCE
1.3.3 USE OF FIREARMS
1.3.4 USE OF LESS LETHAL WEAPONS
1.3.5 MEDICAL AID AFTER USE OF FORCE INCIDENTS
1.3.6 USE OF FORCE REPORTING
1.3.7 REVIEW USE OF FORCE INCIDENTS
1.3.8 REMOVAL FROM LINE OF DUTY
1.3.9 AUTHORIZED WEAPONS AND AMMUNITION
1.3.10 WEAPONS QUALIFICATION
1.3.11 PROFICIENCY TRAINING
1.3.12 POLICY TRAINING
1.3.13 ANNUAL ANALYSIS OF USE OF FORCE INCIDENTS

PURPOSE:

The purpose of this policy is to establish procedures for the use of force and the review of use of force incidents, to ensure adherence to Departmental policy, and to ensure that the use of force is based upon reasonableness in accomplishing a lawful task.

DEFINITIONS:

AFID(s): Confetti-like pieces of paper which are expelled from the cartridge of a Conducted Energy Weapon. Each AFID contains an alpha-numeric identifier unique to the cartridge used.

Deadly Force: The Illinois Compiled Statues define deadly force as force which is likely to cause death or great bodily harm; the firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and the firing of a firearm at a vehicle in which the person to be arrested is riding. However, per 720 ILCS 5/7-8(b), a peace officer's discharge of a firearm using ammunition designed to disable or control an individual without creating the likelihood of death or great bodily harm shall not be considered force likely to cause death or great bodily harm.

Drive-Stun: The process of using a Conducted Energy Weapon for pain compliance. A drive stun is administered by activating the Conducted Energy Weapon and placing it in contact with an individual's body.

Force: Any physical strike or instrumental contact with a person, any intentional attempted physical strike or instrumental contact that does not take effect, or any significant physical contact that restricts the movement of a person. This term includes discharge of a firearm; pointing a firearm in the direction of a human being; use of chemical spray, chokeholds or hard hands; taking a subject to the ground; or, the deployment of a canine. This term does not include escorting or handcuffing a person with no resistance.

Non-Deadly Force: Force which is not likely to cause death or great bodily harm. Non-deadly force options include but are not limited to hands-on defensive tactics, impact tools, Oleoresin Capsicum (OC) spray, canine apprehension, and less lethal impact munitions.
Reasonable Belief: The United States Supreme Court in Graham v Connor 490 U.S. 386 (1989) stated "the reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on scene, rather than the 20/20 vision of hindsight". The totality of information known to the officer at the time of action, not what is learned thereafter, is the basis upon which such police use of force actions shall be reviewed. Factors that will typically be reviewed in determining reasonableness will include the seriousness of the alleged offense, whether or not the subject posed an immediate threat to the officer or another, and whether or not the subject was actively resisting the officer.

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

Forcible Felonies: Under the Illinois Compiled Statutes, the following offenses are considered forcible felonies: Treason; First Degree Murder; Second Degree Murder; Predatory Criminal Sexual Assault of a Child; Aggravated Criminal Sexual Assault; Criminal Sexual Assault; Robbery; Burglary; Residential Burglary; Arson; Aggravated Arson; Kidnapping; Aggravated Kidnapping; Aggravated Battery resulting in great bodily harm or permanent disability or disfigurement, and; any other felony which involves the use or threat of physical force or violence against any individual.

POLICY:

A. It is the policy of the Champaign Police Department to accomplish its law enforcement mission as efficiently and effectively as possible.

   1. The mission of the police department is to preserve peace and order within the City.

   2. The values of the department are Respect and Service. The department respects human life and recognizes that the use of force must be used only in support of its mission and values.

   3. The use of force must be in conformance with both the law and this policy.

   4. Officers must de-escalate their level of force as the suspect/offender de-escalates their level of

resistance or threat, or as circumstances otherwise warrant.

B. The use of force, whether in defense of the officer or others or to accomplish arrest, often occurs in circumstances that are tense, uncertain, and rapidly evolving. Such situations involve the need for decisions that may affect the safety of the public, the officers involved, and suspects/offenders. As such, use of force decisions shall be based upon the following safety priorities as applied to those persons at risk:

1. Victims and other persons.

2. Police Officers.

3. Suspects / Offenders.

C. When feasible, the safety of a criminal offender or suspect will be considered and alternatives may be utilized. However, the safety of a criminal offender or suspect will not take precedence over the safety of a victim, other person, and/or a police officer.

1.3.1 FORCE NECESSARY TO ACCOMPLISH LAWFUL OBJECTIVES

A. State law and the City of Champaign have entrusted its police officers with the unique powers and authority designated to assist them in performing their duties. Officers, under certain circumstances, have the right to apply force, including lethal force, on another human being. Such application will be based upon the reasonable belief that such force is warranted and justified based upon current laws and the policies of this Department.

B. Use of Force Principles.

1. An officer may use force in the performance of his duties under the following circumstances:

a. To prevent or terminate the commission of an offense.

b. In self defense or the defense of another.

c. To effect the arrest of an offender, including those resisting arrest or attempting to flee from arrest or custody.

d. To prevent a person from injuring themselves.

2. The use of force continuum, in order of escalation, is as follows:

a. Verbal Persuasion.

b. Non-Deadly Force.

c. Deadly Force.

3. Verbal Persuasion as a means of effecting custody.

a. The practice of courtesy and dialogue may encourage understanding and cooperation on the part of the public and those who are to be arrested.

b. Verbal commands which result in compliance are the desired method of gaining cooperation from the public, taking an offender to be arrested into custody, and defusing potentially violent situations. However, recognizing that not all persons will comply with lawful verbal commands and submit to arrest and/or cease aggressive or violent actions, the use of force by police may be necessary to effect an arrest and to protect the officer or others during the arrest process.

i. 720 ILCS 5 / 7-5, Peace Officer Use of Force in Making Arrest, sets out the following; (a) A peace officer, or any person whom he has summoned or directed to assist him, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. The officer is justified in the use of any force which he reasonably believes to be necessary to effect the arrest and of any force which he reasonably believes to be necessary to defend himself or another from bodily harm while making the arrest. However, he is justified in using force likely to cause death or great bodily harm only as permitted under **Section 1.3.2**.

4. It is not intended that any suspect or offender should ever be allowed to be the first to exercise force, thus allowing them to gain an advantage in a physical confrontation. Nothing in this policy should be interpreted to mean that an officer is required to resort to a lesser level of force to defend against a threat of violence that places the officer or others at greater risk or to engage in prolonged physical confrontation before resorting to a use of force that will more quickly and safely bring the arrestee under physical control.

1.3.2 USE OF DEADLY FORCE

A. Officers may use lethal force against another human being when the officer, or another person, is in imminent and otherwise unavoidable danger of death or great bodily harm from the individual(s) against whom the officer is applying or is about to apply deadly force.

B. Illinois Compiled Statutes (720 ILCS 5/7-5) define the parameters of a police officer's use of force in making an arrest, including the use of deadly force, as follows:

1. A peace officer is justified in using deadly force only when:

a. He reasonably believes that such force is necessary to prevent death or great bodily harm to himself or another; **or**,

b. Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**,

i. The person to be arrested has committed or has attempted to commit a forcible felony which involves the infliction or threatened infliction of great bodily harm; **or**,

ii. Is attempting to escape by use of a deadly weapon; **or,**

iii. Otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.

2. Use of deadly force against fleeing felons:

   a. Officers are prohibited from using deadly force against "fleeing felons" when the only condition for the application of deadly force is that the individual is a "fleeing felon".

   b. A "fleeing felon" should not be presumed to pose an immediate threat to life in the absence of actions or circumstances that would lead one to believe that a threat to life exists.

   c. Officers are authorized to use deadly force against "fleeing felons" only under the specific circumstances and conditions as stated in this policy.

   d. If an officer faces a lethal force situation and his firearm is not reasonably available to him at the time, any force used by the officer in defense of his or a citizen's life would be justified.

3. Use of force to prevent escape:

   a. A peace officer, or other person who has an arrested person in his custody, is justified in the use of such force to prevent the escape of the arrested person as he would be justified in using if he were arresting such person.

   b. A guard or other peace officer is justified in the use of force, including force likely to cause death or great bodily harm, which he reasonably believes to be necessary to prevent the escape from a penal institution of a person whom the officer reasonably believes to be lawfully detained in such institution under sentence for an offense or awaiting trial or commitment for an offense.

4. When feasible, and where such action does not increase the level of danger to the officer or others, a verbal warning or command should be given before deadly force is used (Tennessee v. Garner).

5. Officers shall not discharge a firearm at or from a moving vehicle unless there exists an imminent or immediate threat of death or great bodily harm offered by the driver or occupants of the vehicle to the officer or others, or where the escape of an offender(s) otherwise indicates that he/they will endanger human life or inflict great bodily harm unless arrested without delay. This may include the offender's use of a vehicle as a deadly weapon NOT solely as means of escape.

6. Where the offender is not visible, firing into a building, through doors, or other barriers behind which an offender is hiding is prohibited unless the offender offers an imminent or immediate threat of death or great bodily harm and the offender's location can reasonably be identified.

C. Deadly force may be used to kill an animal that either presents an imminent threat of death or great bodily harm to a person or is so severely injured that humanity requires its disposal to prevent further suffering.

1.3.3 USE OF FIREARMS

A. Officers are authorized to draw and/or point their firearms at a person (or persons) when circumstances create a reasonable belief that it may be necessary to use the firearm, including unknown or unsecured situations where an officer may draw and/or point his weapon in order to maintain a tactical advantage and preserve the safety of himself or others.

B. Warning shots are prohibited.

C. Officers will not fire into the air, ground, or any other location in an attempt to halt a fleeing offender.

1.3.4 USE OF LESS LETHAL WEAPONS

A. Department members may respond to resistance or aggression by use of physical control tactics based upon reasonable belief that the tactics are necessary.

B. Department members may have at hand certain less lethal defensive weapons, including but not limited to:

   1. ASP Baton/Baton: The baton is intended to be used against unarmed aggressive suspects or when lesser levels of control have failed or been determined to be inadequate.

      a. The use of the baton shall follow Department training guidelines. Baton training and re-certification will be conducted as directed by the Department's Training Unit.

      b. Officers may carry only batons authorized by the Department after completing initial academy training or other Department authorized training.

      c. Flashlights are not intended to be used as primary defensive tools. If an officer is forced to use a flashlight as a defensive tool, it will be used in accordance with Department baton training guidelines.

   2. Less Lethal Impact Munitions: Less Lethal Impact Munitions are used in an attempt to de-escalate potentially dangerous situations. Such situations may include, but are not limited to, suicidal subjects, crowd control, and subjects armed with edged or impact weapons. Less Lethal Impact Munitions are intended to be used

where time and tactics permit.

a. Officers may utilize Department approved Less Lethal Impact Munitions after completing Department approved training.

b. Less Lethal Impact Munitions training and re-certification will be conducted as directed by the Department's Training Unit.

c. Less Lethal Impact Munitions will be used consistent with Department approved training.

3. Oleo Resin Capsicum (OC) Spray: The Use of OC Spray is intended to be used primarily against unarmed subjects who officers reasonably believe have indicated physically and/or verbally that they intend to resist arrest or assault an officer or other person.

a. Officers must complete OC Spray training prior to carrying or using OC Spray. OC Spray Training and re-certification will be conducted as directed by the Department Training Unit.

b. Every uniformed officer assigned to patrol duties will be issued and shall carry OC Spray while on duty. This includes supervisors and School Resource Officers (SROs).

i. Medical exemptions to this requirement may be granted by the Chief of Police.

c. Officers shall decontaminate or flush the eyes of a subject against whom OC has been deployed as soon as feasible following the deployment.

d. OC Spray may be used for animal control or attack prevention.

e. Only Department approved OC Spray may be carried and used.

4. Conducted Energy Weapons: Conducted Energy Weapons are intended for use against either unarmed persons or those persons who are armed with weapons or objects not easily capable of spanning the distance between the person and an officer employing a Conducted Energy Weapon <u>and</u> who officers reasonably believe have indicated, either verbally or physically, that they intend to assault an officer or other person, resist arrest, or do serious harm to themselves.

a. While the Champaign Police Department does not deploy Conducted Energy Weapons, other law enforcement agencies within Champaign County do. Accordingly, the Champaign Police Department recognizes the possibility that an agency deploying Conducted Energy Weapons could be called to assist the Champaign Police Department through an emergency mutual aid request.

b. The Department also recognizes that it may from time to time be reasonable for a supervisor from the Champaign Police Department to request the assistance of an agency which does deploy Conducted Energy Weapons in attempting to successfully resolve a unique incident.

c. The department will provide the guidelines below to all departments reasonably anticipated to be called upon for the deployment of a Conducted Energy Weapon and reach a common understanding as to usage.

d. The following guidelines shall be considered prior to such a request:

i. Conducted Energy Weapons are not intended for use against a person armed with a firearm or other weapon that places the officer or others in imminent or immediate threat to life.

ii. "Drive Stuns" shall not be utilized for pain compliance. "Drive Stuns" may be utilized <u>only</u> to create distance between an officer and a subject when necessary to enable the officer to fully deploy the probes of a Conducted Energy Weapon.

iii. Conducted Energy Weapons should not normally be used in an environment where an officer reasonably believes that flammable, volatile, or explosive material is present, including, but not limited to, OC spray with volatile propellant.

iv. Conducted Energy Weapons should not normally be used in any environment where the subject would be reasonably likely to fall, and when such a fall could result in death or serious physical injury.

v. Conducted Energy Weapons should not normally be used on a handcuffed or secured prisoner, absent overtly assaultive, self-destructive, or violently resistive behavior that cannot be reasonably addressed by other readily available means.

vi. Officers shall be aware of the general concerns raised when a Conducted Energy Weapon is used on a member of a High Risk Population. High Risk Populations include small children, elderly persons, those who are visibly frail, and those who are obviously pregnant. Conducted Energy Weapons may be used on members of High Risk Populations, but such use is limited to those circumstances where the need to use the device reasonably outweighs the risk(s) to those involved.

vii. Conducted Energy Weapons should not be used against suspects in physical control of a motor vehicle in motion, to include automobiles, trucks,

motorcycles, ATVs, bicycles, and scooters unless exigent circumstances exist.

f. The probes of a Conducted Energy Weapon shall be removed as soon as possible after deployment. Probes that are imbedded in a subject's skin shall be removed by medical personnel.

g. When a Conducted Energy Weapon has been deployed in the field, the location of the AFIDs shall also be noted in the corresponding police report.

h. Upon booking, the transporting officer shall advise the intake officer of the fact that the arrestee was subjected to the use of a Conducted Energy Weapon.

5. The use of any instrument or equipment not authorized and trained in as a defensive tool by the Department, including edged weapons, is prohibited unless used as a defensive tool of last resort in an extreme emergency.

a. Any edged weapon carried by an on duty officer shall be carried securely (i.e. in a pocket or in duty gear designed specifically to secure it). Edged weapons shall either be completely encased or of the folding type where the blade is stored within the handle of the knife.

1.3.5 MEDICAL AID AFTER USE OF FORCE INCIDENTS

A. After any use of force incident, if an officer observes any injury or the person arrested or seized complains of injury then the officer shall obtain medical assistance as soon as reasonably possible. Photos shall be taken of all observable injuries. In the event the injuries are in sensitive or private areas of the body, the shift supervisor shall request that appropriate medical personal assist with the photo documentation. Injuries shall also be documented in appropriate Departmental reports.

1.3.6 USE OF FORCE REPORTING

A. The following shall be documented in an offense report any time an officer applies non-deadly or deadly force:

1. The facts and circumstances of the arrest, including the level and type of threat, passive or overt resistance, or violence directed against the officer or others that required the officer to employ defensive measures and / or use force in making an arrest and / or in defense of the officer or other persons.

2. A description of type of force used and any defensive tools employed.

3. The effectiveness of the force employed against the offender(s).

4. Any injury to the arrestee(s).

5. Any known pre-existing injuries to the arrestee.

6. Any verbal statements made by the offender.

7. All injuries to officers or others, whether minor or serious.

8. Any known consumption of alcohol or controlled substances by the arrestee.

9. The names and identifiers of any witnesses to the incident/arrest.

B. It is the responsibility of the reviewing shift supervisor to ensure that all the above elements are included in the offense report(s).

1.3.7 REVIEWING USE OF FORCE INCIDENTS

A. Each police report involving the use of force shall have a "Use of Force Incident Report" cover sheet attached to it. The cover sheet will be completed by the reviewing supervisor, and a copy of the report and cover sheet will be forwarded to the appropriate Deputy Chief through the chain of command and reviewed at each step.

1. The report will be reviewed for any policy, training, weapon, or equipment issues related to the incident.

2. A copy of all Use of Force Incident Reports will be retained for annual analysis.

1.3.8 REMOVAL FROM LINE DUTY

A. The requirements of this standard are delineated in **Policy 1.5**.

1.3.9 AUTHORIZED WEAPONS AND AMMUNITION
1.3.10 WEAPONS QUALIFICATION
1.3.11 PROFICIENCY TRAINING

A. The requirements of these standards are delineated in **Policy 1.4**.

1.3.12 POLICY TRAINING

A. All personnel authorized to carry lethal and less-lethal weapons shall be issued copies of and receive instruction regarding this policy before being authorized to carry any weapon.

B. Officers will receive training on the use of force at least yearly.

C. Policy instruction will be documented in the officer's field training and evaluation program.

1.3.13 ANNUAL ANALYSIS OF USE OF FORCE INCIDENTS

A. All reports required by **Section 1.3.6** will be reviewed and analyzed on an annual basis to determine any trends, patterns, training needs, or needs for policy modification.

B. Copies of the annual analysis will be provided to members of both the Champaign City Council and the City of Champaign Human Relations Commission.

ISSUING AUTHORITY

Anthony Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 1.4

SUBJECT: WEAPONS - REQUIREMENTS AND PROFICIENCY EFFECTIVE DATE: 10/01/09
REVISED DATE: 03/11/11

REFERENCE ILEAP: ADM.06.01
ADM.06.02

REFERENCE CALEA: 1.3.9
1.3.10
1.3.11

INDEX AS:

1.4.1 WEAPONS
1.4.2 QUALIFICATION
1.4.3 FIREARMS TRAINING
1.4.4 URBAN POLICE RIFLE
1.4.5 SHOTGUN
1.4.6 FIREARMS AMMUNITION
1.4.7 WEAPONS
1.4.8 FIREARMS QUALIFICATION COURSES

PURPOSE:

The purpose of this policy is to establish requirements for the carrying of weapons, both on- and off-duty, and to establish minimum standards of weapons proficiency.

DEFINITIONS:

Qualification Course: A course of fire that is shot one time.

Unqualified Shooter: A shooter who scores less than 70% on a qualification course of fire with their issued or approved handgun; a shooter who scores less than 6 of 8 center mass hits on the shotgun qualification course; or a shooter who scores or less than 510 out of a possible 600 on the UPR qualification course.

Urban Police Rifle (UPR): An officer purchased and Department-approved or authorized magazine fed AR-15 or M-16 style rifle, or Ruger Mini 14 style, .223 caliber weapon. Each UPR shall be equipped with a shoulder sling. All UPRs will be of semi-automatic configuration. No modifications may be made to the weapon to allow it to fire more than one round upon each pull of the trigger.

POLICY:

1.4.1 WEAPONS

A. Police officers in uniform shall be armed with a Department-issued or approved handgun carried securely in a Department-approved holster. On-duty police officers not in uniform and off-duty police officers (when armed with a handgun) shall be armed with a Department-issued or approved handgun carried securely by holster. When attired in plain clothes and armed on-duty, to include training, either a badge must be displayed or the weapon must be concealed.

B. The Department issued handgun will be the Glock semi-automatic pistol. Officers may continue to carry previously issued Department weapons until separation from service or until replaced with a Glock. The Chief of Police may authorize the issuance of another handgun following a recommendation from the firearm-training cadre.

C. Officers will only carry Department approved and issued ammunition in any Department issued or approved weapon, handgun, rifle, or shotgun, whether the weapon is carried on- or off-duty.

D. During special assignment as a member of the Special Weapons and Tactics (SWAT) Team, officers may be authorized by the SWAT Commander to be armed with other approved firearms and/or ammunition. The Chief of Police may extend this authorization to SWAT members or other officers for research or study projects.

E. Off-duty officers may carry a concealed handgun that is in accordance with Attachment B of this policy. Before authorization is granted the officer must qualify with and be proficient in the handling of the weapon as determined by a Department firearm instructor.

F. Each officer is responsible for their Department-issued weapon. It is not to be functionally altered.

G. All Departmental weapons or approved personal weapons carried by officers, whether on- or off-duty, will have the make, model number, and serial number on file at the Department.

H. Officers shall not unnecessarily draw (from the holster), display, or carelessly handle firearms.

I. Officers will lock their handguns in the provided handgun lockers when interviewing arrestees at headquarters or booking prisoners at a correctional facility.

J. Department employees will not leave firearms unattended at any time or any place. This includes on-duty weapons, off-duty weapons, and weapons seized as evidence or taken for safekeeping.

K. Dry firing of weapons shall be conducted safely and consistent with range regulations and/or firearm instructor direction.

L. All Department-issued or approved handguns, shotguns, and Urban Police Rifles (UPR) must be inspected and certified safe by a Department armorer at least annually. If a firearms instructor deems it necessary for a Department-issued firearm to be altered in some manner to aid the officer in the safe handling of the handgun, then the instructor must make such recommendation in writing and submit it to the Chief of Police for approval. If the recommendation is approved, then the weapon will be given to a Department armorer for modification. It

is Department policy that double-action and single-action trigger tension and all parts of Department authorized weapons meet manufacturer's specifications. Pursuant to this policy, all such weapons will be inspected annually by an armorer approved by the Department for this purpose. Any worn, damaged, or altered parts of Department-issued weapons will be replaced during inspection. Any worn, damaged, or altered part of personally owned and Department authorized weapons not meeting manufacturer's specifications must be replaced at owner's expense in order for the weapon to be authorized for on- or off-duty use.

M. Only those officers who have successfully completed the annual firearms qualification are authorized to carry and/or use Department-issued or approved firearms consistent with departmental training, this policy, and the Departmental Use of Force policy. Sworn officers who have been away from their regular duties for a period of three (3) months or more, or who have not completed their annual qualification, will be required to successfully complete a weapon familiarization course and/or re-qualification. The Department's firearms familiarization training and qualification course shall be conducted by a Department firearm instructor and shall include instruction in nomenclature, cocking/de-cocking, safety (to include home safety), loading/unloading, operation of the handgun, firing, malfunction and correction, field stripping and maintenance, breakdown and cleaning, and Use of Force policy instruction. A Departmental firearm instructor shall determine successful completion of this required training.

N. On-duty officers may carry a second securely holstered and concealed .380, .38, .357, .40, .45 or 9mm handgun in compliance with this policy.

1.4.2 QUALIFICATION

A. Officers who fail for reasons other than medical or physical fitness to successfully pass the Department's firearms familiarization or qualification course with the weapon they carry on-duty will be subject to the following.

1. Officers who score less than 70% on any handgun qualification course will be considered unqualified and shall not be assigned to full duty pending additional training and successful qualification. Officers will be assigned to station duties until qualification occurs. As soon as possible, but no later than ten days following the unsuccessful qualification attempt, another attempt at qualification must occur. If the officer has not qualified at the conclusion of the ten day period, action will be taken as to the officer's employment status.

2. An officer with a demonstrated performance weakness or deficiency may, upon the consent of the Chief of Police or his designee, be placed on a Performance Improvement Plan (P.I.P.), the intent of which would be to improve the officer's marksmanship and/or gun-handling skills to an acceptable level. Such officers may be required to participate in additional training sessions, attend open range training sessions, etc., and their attendance and performance will be documented by the Firearms Training Cadre.

3. Officers who score 70% or greater will be considered qualified shooters.

4. Officers who carry the Urban Police Rifle must score 510 (85%) or more on the annual Urban Police Rifle qualification to carry the Urban Police Rifle on duty. Officers who score less than 510 (85%) on the Urban Police Rifle qualification are unqualified and are not allowed to carry the Urban Police Rifle on duty.

   a. Qualification will consist of one course of fire using iron sights and a second course of fire using the optic sights, if the rifle is so equipped.

   b. The officer must qualify with both the iron sight and optic sight (if equipped) to successfully qualify.

5. Officers who carry the shotgun on duty must score six out of eight (75%) or more on the annual shotgun qualification to carry the shotgun on duty. Officers who score less than six out of eight (75%) on the annual shotgun qualification are unqualified and are not allowed to carry the shotgun on duty.

   a. Qualification will consist of one course of fire using iron/bead sights and a second course of fire using the optic/red dot sights, if the shotgun is so equipped.

   b. The officer must qualify with both the iron/bead sight and optic/red dot sight (if equipped) to successfully qualify.

1.4.3 FIREARMS TRAINING

A. All Department or unit firearms training shall be supervised by a Department firearms instructor.

B. All Department firearm instructors must either be certified as a Master Firearms Instructor or in the process of obtaining Master Firearms Instructor Certification.

C. All sworn employees will be required to attend scheduled firearms training. Attendance will be taken. Employees may miss firearms training only for the following reasons:

1. The employee was scheduled for vacation prior to the training session being scheduled.

2. The employee is attending school which is scheduled for the same time as the range training.

3. The employee has a documented injury that would hinder their performance or might be aggravated by the training.

4. The employee is in court while the training is being conducted.

5. The employee is on documented sick leave.

6. The employee has the permission of the Chief of Police or a Deputy Chief to miss the training.

D. If an absence is determined to be unexcused by the Chief of Police, the employee may be subject to disciplinary action.

1.4.4 URBAN POLICE RIFLE

A. A Department-qualified officer may, without supervisory approval, choose to carry and use the UPR in any situation where there is a threat of death or serious bodily injury or upon the direction and approval of a supervisor or command officer.

1. Prior to an officer carrying a UPR on duty, the officer must have the weapon inspected and certified for use by a Department armorer. Once certified, the weapon can not be modified. If modifications are sought to be made to the weapon after initial approval of the UPR, the modifications shall be approved in writing by a Department armorer prior to any modifications being made. A Department armorer must make any approved modification, unless the weapon had work done by a professional gunsmith or manufacturer. The officer seeking the modification shall be re-certified and re-qualified prior to carrying the modified UPR.

2. All ammunition for the UPR must be a Department approved .223 caliber round. All UPR qualified officers will receive 100 rounds of Department issued ammunition. If officers wish to carry more ammunition than is issued, the officer will pay for the cost for the extra Department approved ammunition.

3. Officers are permitted to mount an optical sight on a UPR when:

   a. The sight is from a reputable manufacturer (such as EO Tech, Aimpoint, Trijicon, Meprolight, Leopold); and

   b. It is approved by the Chief of Police and a member of the Firearms Training Cadre; and

   c. The sight mounted on the rifle is co-witnessed with back up iron sights (BUIS), allowing for immediate use of the iron sights in the event that the optical sight fails.

4. An officer who is qualified to carry the UPR on duty shall be responsible for the safe handling of the weapon. While on duty and on patrol, the rifle shall be secured in a protective case in the trunk of the officer's squad car or in a gun rack, with the bolt forward on an empty chamber and the fire selector level on safe until needed.

5. An officer who is ending his/her tour of duty shall not leave a UPR in the gun rack or trunk of the squad car. Officers shall be responsible for the security of their UPR.

6. The Department will supply the ammunition for UPR training.

B. To become authorized to carry a UPR on duty, the officer shall first:

1. Complete a course on gun-handling and the nomenclature of the semi-automatic weapon.

2. Pass the ten-question written examination which is administered at the completion of the gun-handling/nomenclature course. The passing score for this examination is 90%.

1.4.5 SHOTGUN

A. Shotguns transported in patrol vehicles shall be carried in a case with the safety on and without a round chambered. The magazine shall be loaded with Department approved rifled slug ammunition. The shotgun shall be used consistent with Departmental training, this policy, and the Use of Force Policy. Only those officers who have successfully passed required Departmental shotgun training and qualification as determined by the Firearms Training Cadre shall be authorized to carry a shotgun on duty. The only shotgun authorized for duty use is a fast/recoil-operated or pump action weapon similar to the Remington, Benelli, Mossberg, or FN type, in either 12- or 20-gauge. All shotguns must be inspected and certified by a Department armorer. All shotguns carried on duty must be equipped with a Department approved shoulder sling.

B. Prior to an officer carrying a shotgun on duty, the officer must have the weapon inspected and certified for use by a Department armorer. Once certified, the weapon cannot be modified. If modifications are sought to be made to the weapon after initial approval, the modifications shall be approved in writing by a Department armorer prior to any modifications being made. A Department armorer must make any approved modifications, unless the work is done by a professional gunsmith or manufacturer. The officer seeking the modification shall have the shotgun re-certified and the re-qualify prior to carrying the modified shotgun on-duty.

1.4.6 FIREARMS AMMUNITION

A. Ammunition to be used in Department-issued or approved handguns is limited to that which is issued by the Department.

B. Ammunition carried or used by officers while on- or off-duty will not be altered.

C. Ammunition to be used in Department-approved shotguns and rifles is limited to that which is issued or approved by the Department.

1.4.7 WEAPONS

A. The following non-firearm weapons are authorized for use.

1. Chemical Irritants.

   a. Non-flammable oleoresin capsicum-based spray, not to exceed 10% solution.

   b. CS/OC blended foggers.

c. CN or CS gas in SWAT operations.

2. Impact Weapons.

a. Straight baton.

b. Metal expandable baton which is at least 21 inches in length.

c. 12-gauge less-lethal drag-stabilized ballistic sock round.

1.4.8 FIREARMS QUALIFICATION COURSES

A. Qualification courses for all firearms will be included in the firearms training manual. Qualification courses must be approved by the Chief of Police.

1. Courses of Fire.

a. "A" Course - Course of fire for qualification with on-duty/off-duty handguns.

b. "B" Course - Course of fire for qualification with the Urban Police Rifle (UPR).

d. "C" Course - Course of fire for qualification with the shotgun.

2. Scoring Systems.

a. "A" Course.

1) Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target.

2) The target is scored as follows:

Center of mass = counted as 1 hit

3) Requires that 21/30 shots hit center mass.

b. "B" Course.

1). Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target and a 3 by 5-index card for the head shot target.

2). The target is scored as follows:

10 ring = 10 pts
9 ring = 9 pts
8 ring = 8pts
3x5-index card hit = 10 pts
Miss of center mass = 0 pts
Miss of 3x5-index card = 0pts

3) 60 rounds = a possible score of 600 pts

c. "C" Course.

1) Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target.

2) The target is scored as follows:

Center of mass = counted as 1 hit

3) Requires that 6 of 8 shots hit center mass.

B. The attachment for Policy 1.4 contains specific descriptions of the "A", "B", and "C" courses of fire.

ISSUING AUTHORITY

R.T. Finney
Chief of Police
Champaign Police Department

"A" Course of Fire

On-Duty/Off-Duty Handgun
Semi-Auto and Revolver (minimum 5-round capacity)
30 rounds

Where indicated below, the word "DRAW" requires the shooter to withdraw the handgun from a secured holster upon the command of fire. The word "PRESENT" means that the shooter has the handgun in the shooting hand at the "low ready" position ands stands ready for the command of fire.

5 yds/12 rds I. Unsupported.

Stage 1 – Draw/Present and fire 2 rounds in 6 seconds.
Stage 2 – Draw/Present and fire 2 rounds in 6 seconds.
Stage 3 – Draw/Present and fire 2 rounds in 6 seconds.
Stage 4 – Draw/Present and fire 2 rounds in 6 seconds.
Stage 5 – Draw/Present and fire 2 rounds in 6 seconds.
Stage 6 – Draw/Present and fire 2 rounds in 6 seconds.

7 yds/12 rds II. Unsupported.

Stage 7 – Draw/Present and fire 3 rounds in 7 seconds.
Stage 8 – Draw/Present and fire 3 rounds in 7 seconds.
Stage 9 – Draw/Present and fire 3 rounds in 7 seconds.
Stage 10 – Draw/Present and fire 3 rounds in 7 seconds.

15 yds/6 rds III. Unsupported.

Stage 11 – Draw/Present and fire 3 rounds in 10 seconds.
Stage 12 – Draw/Present and fire 3 rounds in 10 seconds.

(OPTIONAL)
25 yds/3 rds IV. Unsupported.

Optional Stage 12 - Draw/Present and fire 3 rounds in 15 seconds, in lieu of the second three round stage at 15 yards.

- For duty weapons qualifications, all stages of fire will be from a secured holster.
- For off-duty weapons and retired officer qualifications, all stages of fire will commence from the low ready" position".
- Target Scoring Area: 8 ½ x 14 inch overlay, center mass of target.
- The minimum passing score is 70%.

"B" Course of Fire

URBAN POLICE RIFLE (UPR)

50 yds/20 rds — High ready

A. 5 rounds standing 25 seconds
B. 5 rounds standing to kneeling 30 seconds
C. 5 rounds standing to prone 30 seconds
D. 5 rounds standing to sitting 30 seconds

25 yds/10 rds — From the hunt

A 6 rounds standing- two rounds on command in 8 seconds
B 4 rounds- two rounds on command standing to kneeling in 10 seconds

15 yds/10 rds — From the hunt

A. 6 rounds standing- two rounds on command in 6 seconds fired 3 times
B. 4 rounds standing to kneeling- two rounds on command in 10 seconds fired 2 times

15 yds/8 rds — From the hunt

A. 1 round standing, to the head in 5 seconds, fired 8 times

10 yds/12 rds — From the hunt

A. 12 rounds standing, three shots on command (two shots to the body one to the head) in 7 seconds

Officers who carry the UPR must score 510, 85%, or more on the annual UPR qualification to carry the UPR on duty. The UPR qualification course consists of the course of fire shot once. Officers who score less than 510, 85%, on the UPR qualifications are un-qualified and are not allowed to carry the UPR on duty.

"C" Course of Fire

Shotgun
8 rounds

25 yds/8 rds — I. Unsupported

A. 8 rounds - begin with 4 rounds in magazine/1 chambered, single shot, tactical reload after each shot, no time limit.

All firing will commence from the unsupported, strong shoulder position. A minimum score of 6 of 8 center mass hits must be attained on at least one of the two qualification attempts. Officers who score less than 6 of 8 hits in center mass on the shotgun qualifications are un-qualified and are not allowed to carry the shotgun on duty.

Authorized Duty and Off-Duty Weapons

Semi-Automatic Pistol	Semi-Automatic Pistol	Calibers
Glock	Heckler & Koch (H&K)	.380 ACP (Backup & Off-Duty only)
Colt	Kahr	9 mm
Sig-Sauer	Taurus	.40 caliber
Smith & Wesson	Browning	.45 ACP
Beretta	AMT	.38 caliber
Ruger		.357 magnum
1911A1 Style Weapons	**Revolver**	10 mm
Kimber	Colt	
Springfield	Smith & Wesson	
Kel-Tech	Taurus	
Walther	Ruger	

- Approved semi-automatic pistols must have a de-cocking mechanism that returns to the "fire position" automatically or operate similarly to the Glock or Colt pistol.
- The barrel length of revolvers carried by on-duty officers will be no less than four inches and no more than six inches, except that uniformed officers assigned to headquarters duty or non-uniformed officers may be armed with no less than a 1.5 inch barrel revolver.
- Backup revolvers may also be carried as long as they have a barrel length of at least 1.5 inches.
- The barrel length of semi-automatic pistols carried on duty, either uniformed or non-uniformed, will be no less than 2.5 inches and no more than 5.5 inches.

Authorized Urban Police Rifle

Weapon Style	Caliber
AR-15 Style	.223
M-16 Style	
Ruger Mini 14 Style	

Authorized Shotguns

Shotgun Make	Gauge
Remington	12 Gauge
Benelli	20 Gauge
Mossberg	Less Lethal Shotgun
FN	

Authorized SWAT Weapons

Any of the above listed weapons and calibers
Sig Sauer 556 Rifle
Remington or Accuracy International sniper rifle in .308 caliber
37 mm Less Lethal Weapon
Any other weapon authorized by the Chief of Police or his designee

Authorized Ammunition

The Department approved ammunition for all handgun calibers is listed below.

.380 auto – 90 grain cartridge, Speer Gold Dot Hollow Point
38 Special +P – 135 grain cartridge, Speer GDHP
357 Magnum – 158 grain cartridge, Speer GDHP
9mm – 147 grain cartridge, Speer GDHP
10 mm – 180 grain jacketed hollow point cartridge, Federal Premium Hydra-Shock
.40 caliber – 180 grain Speer GDHP
.45 ACP – 230 grain Speer GDHP

The Department approved round for the 12 and 20 gauge shotguns is the Remington Managed Recoil rifled 2 ¾” slug, 1 ounce in weight.

The Department approved round for the .223 caliber Urban Police Rifle is the Black Hills, Match grade, 69 grain Boat Tail Hollow Point.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE — POLICY NUMBER: 1.5

SUBJECT: FIREARMS DISCHARGE INVESTIGATION AND REVIEW — EFFECTIVE DATE: 10/01/09 — REVISED DATE: 02/27/13

REFERENCE ILEAP: ADM.05.03

REFERENCE CALEA: 1.3.8

INDEX AS:

1.5.1 FIREARMS DISCHARGE INVESTIGATION AND REVIEW PROCEDURES
1.5.2 INVOLVED OFFICER
1.5.3 DISPATCHER
1.5.4 DUTY SUPERVISOR
1.5.5 TEMPORARY REASSIGNMENT
1.5.6 INVESTIGATIONS DIVISION
1.5.7 PROFESSIONAL STANDARDS
1.5.8 FIREARMS DISCHARGE REVIEW BOARD
1.5.9 LEGAL SERVICES
1.5.10 PSYCHOLOGICAL SERVICES

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the thorough investigation of the discharge of firearms.

POLICY:

1.5.1 FIREARMS DISCHARGE INVESTIGATION AND REVIEW PROCEDURES

A. The following procedures will regulate the reporting, investigation, and disposition of every incident involving a firearm discharge by an officer with the following exceptions:

1. During firearms training, unless property damage or personal injury results.

2. To obtain a fired bullet cartridge for firearm identification.

3. To euthanize an animal as described in Policy 1.3 when approved by a supervisor and when the Professional Standards investigation reveals no inconsistencies with Department policy.

These procedures apply for all firearm discharges including those caused by deliberate acts, negligent acts, or erroneous acts.

B. All firearms discharges outside of the exemptions listed under (A) (1) and (A) (2) above will result in a functional inspection of the involved weapon by a certified Department armorer.

1.5.2 INVOLVED OFFICER

A. Whenever an officer discharges a firearm deliberately, negligently, or accidentally, the officer shall immediately:

1. Evaluate whether any person involved in the incident has been injured (including the apparently dead) and request emergency medical aid for said injured person.
2. Render appropriate medical aid to the extent the officer is competent to do so and the situation safely permits.

3. Notify the dispatcher of the incident and location.

4. The officer will remain at the scene (unless injured) until the arrival of the appropriate investigators. However, if the circumstances are such that the officer's continued presence at the scene might cause a more hazardous situation to develop (i.e., a violent crowd), a superior officer at the scene has the discretion to direct the officer to another more appropriate location.

5. The officer will protect and preserve his weapon for examination and submit said weapon to the appropriate investigator or duty supervisor.

6. The officer will provide details of the officer's involvement in the incident either in writing or through an interview as directed by a command officer.

1.5.3 DISPATCHER

A. The notified dispatcher shall immediately:

1. Dispatch requested emergency medical aid.

2. Notify an on-duty supervisor.

1.5.4 DUTY SUPERVISOR

A. The duty supervisor shall:

1. Proceed immediately to the scene and:

a. Ensure that emergency medical aid is administered to all injured persons.

b. Ensure protection of the scene for assigned investigators.

c. Ensure identities and segregation of witnesses and involved officers.

d. Ensure protection of the discharged firearm, clothing, the scene, and equipment for examination.

e. Identify all police vehicles that responded to the scene which may have video footage of the incident.

f. Order all involved officers and witness officers not to discuss the incident amongst themselves.

g. Assist the involved officer(s), including the assignment of a companion officer to the involved officer(s).

h. Conduct a preliminary field examination, to include ordering the involved officers to answer the following limited public safety questions.

i. Did you fire a weapon? If so, in what direction did you fire?

ii. Did the suspect fire a weapon? If so, in what direction did he fire?

iii. Please provide a description, direction, and mode of travel from the scene, and state whether you believe suspect(s) is armed and with what type of weapon.

i. Notify or designate a person to notify:

i. The Chief of Police or his designee and the Deputy Chief supervising the involved officer.

ii. The City Attorney in case of serious injury or death.

iii. The State's Attorney in case of serious injury or death.

a. Render command assistance to the assigned investigator(s).

b. Submit a written report of the results of the preliminary investigation to the Chief of Police in a timely manner. This report will include the involved officer's report.

1.5.5 TEMPORARY REASSIGNMENT

A. In all cases where a person has died during a use of force incident, and in all cases of officer-involved shootings (whether or not the person has died), the involved officer will be assigned to limited duty, without loss of pay or benefits, pending the results of the investigation. The officer will also be required to see the Department psychologist. The officer will not be allowed to return to full duty until released by the Department psychologist and the Chief of Police has determined the officer's return will not be detrimental to the officer or the Department.

1.5.6 INVESTIGATIONS DIVISION

A. Assigned investigators from the Investigations Division will respond to the scene and conduct a thorough investigation of every officer-involved shooting incident which results in injury or death.

B. The Chief of Police or his designee may request outside assistance as detailed in the Multi-Jurisdictional Investigative Team Policy.

C. Prior to any in-custody interrogation of any officer, a written warning of his rights to remain silent, to not incriminate himself, and to have an attorney of his choice present for advice shall be provided to the officer. A written waiver shall be obtained if the officer waives such rights.

D. A detailed report will be submitted to the Chief of Police by an assigned date. This investigation report will be forwarded to the State's Attorney for review and possible submission to the Grand Jury.

1.5.7 PROFESSIONAL STANDARDS

A. A Professional Standards investigation will be completed in order to:

1. Determine whether or not the shooting was consistent with policy.

2. Evaluate training considerations.

3. Evaluate policy considerations.

4. Evaluate firearms equipment.

5. Evaluate the quality of supervision prior to, during, and after the shooting incident.

B. Before any officer is interrogated or examined (i.e., a polygraph test or breath/bodily fluid collection for scientific analysis), the results of which may be used in an administrative, non-judicial hearing to remove the officer, the officer must first be advised in writing:

1. Of the specific, improper, or illegal act the officer is alleged to have committed;

2. That the officer's admissions may be used as a basis for seeking his removal; and

3. That the officer has a right to the presence of counsel (of his own choosing) to advise him during the interrogation or examination.

C. The Professional Standards investigation will result in the submission of a report of findings to the Chief of Police by an assigned date.

1.5.8 FIREARMS DISCHARGE REVIEW BAORD

A. Except as noted in 1.5.1(A), a Firearms Discharge Review Board will convene and review the circumstances associated with each firearm discharge by an officer of this Department.

B. The Board will consist of:

1. Two deputy chiefs, one of whom will be designated as chair.

2. The supervisor of the officer who discharged the weapon, unless the supervisor was involved in any stage of the incident, including planning.

3. One officer of the same rank as the officer who discharged the weapon.

4. One member of the Department Firearms Training Cadre.

C. The Firearms Discharge Review Board will evaluate each aspect of a firearm discharge by an officer. Such evaluation will include:
   1. A review of the Investigations Division report.
   2. A review of the Professional Standards investigation report.
   3. Hearing direct testimony, if necessary, from officers and witnesses.

D. Justification for the use of deadly force or use of a firearm is limited to facts known to the officer, or reasonably perceived by the officer, at the time of such use. Facts unknown to the officer cannot be considered in determining justification for the use of deadly force or the use of a firearm. An officer's reasonable belief that deadly force was necessary and reasonable to defend against threat of imminent death or great bodily harm will be taken into account in reviewing use of deadly force incidents.

E. The Firearms Discharge Review Board will develop factual conclusions and make recommendations to the Chief of Police in the following areas:
   1. Whether or not the shooting was consistent with policy, inconsistent with policy, a negligent act, or an accidental act.
   2. Tactical considerations.
   3. Training considerations.
   4. Firearms equipment considerations.
   5. Quality of supervision.
   6. Discipline considerations.
   7. The quality of the post-shooting investigative process.

F. An officer who has been determined by the Board to have negligently or accidentally discharged a firearm must successfully complete training as determined by a Departmental firearm instructor. The serious safety ramifications of these types of discharges justify the implementation of disciplinary sanctions.

1.5.9 LEGAL SERVICES

A. In the event an officer is involved in conduct in the performance of duty which results in death or great bodily harm to a person, an immediate notification will be made to the City Attorney. The attorney may proceed to the scene of the shooting to meet with and establish an attorney-client relationship with the officer(s) involved to provide initial legal guidance and assistance to the officer(s) regarding civil litigation defense concerns. This initial availability of legal services from the City Attorney is not mandatory, and the officer(s) involved may seek other legal counsel at the officer's expense. The attorney would assist the officer(s) for purposes of preparing for civil litigation defense. This would include drafting a formal statement of the underlying facts of the incident and the reasonableness and necessity as perceived by the officer(s) justifying his or her use of deadly force. This statement would involve work-product for future defense purposes and use. The attorney would also assist the officer during any post-incident investigations by federal agents in a federal criminal civil rights or federal civil rights action that may occur prior to initiation of civil litigation.

B. Should civil litigation eventually be initiated against the officer as a result of a duty-related incident, legal counsel would be provided by the City either through an insurance carrier or through the City Attorney's Office.

C. Should the initial interview between the City Attorney and the officer involved indicate that the officer did not act lawfully, in good faith, within the scope of the officer's duties, or within the City's interests, the City Attorney will advise the officer that future legal representation will not be furnished by the City.

1.5.10 PSYCHOLGICAL SERVICES

A. In all cases where any person has died as a result of actions taken by a police officer, the involved officer will be required to have a debriefing with the Department psychologist as soon as possible. The purpose of the debriefing will be to provide an opportunity for the officer to express his feelings and to reduce the potential for adverse psychological effects as a result of the incident. The debriefing shall not be related to any Department investigation of the incident, and nothing discussed in the debriefing will be reported to the Department. The debriefing session will remain privileged communication.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 1.6

SUBJECT: MULTI-JURISDICTIONAL INVESTIGATIVE TEAM | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

RFERENCE CALEA:

INDEX AS:

1.6.1 PROCEDURES

PURPOSE:

The purpose of this policy is to identify investigative resources available to Champaign County Law Enforcement Agencies whose officers have become involved in serious use of force situations. The results of any investigation conducted pursuant to this agreement should provide an unbiased view of the incident and lend credibility to final reports and conclusions.

DEFINITIONS:

Serious Use of Force Incident: Those incidents where an individual or individuals receive serious injuries from law enforcement officers, either on- or off-duty.

POLICY:

1.6.1 PROCEDURES

A. The Chief executive officer of an agency, or an assigned designee, when notified that an officer has been involved in a serious use of force situation, may choose to request additional assistance from agencies participating in this agreement. Those agencies are: the Champaign Police Department, the Rantoul Police Department, the University of Illinois Police Department, the Urbana Police Department, the Champaign County Sheriff's Office, and the Illinois State Police. The Parkland College Police Department and the Mahomet Police Department are also parties to this agreement but do not contribute investigative staff.

B. The initial request for assistance shall be made to the chief executive officer or the designee of at least three of the other agencies involved in this agreement.

C. The requesting agency shall provide a summary of the incident to that point, the location of the incident, and a location to which assigned investigators should report.

D. Each agency agreeing to provide investigative support will assume the responsibility for notification of their supervisors who are to be assigned to the special investigation unit. Agencies participating shall choose from among supervisors who have the requisite investigative skills.

E. It will be the responsibility of the Champaign County Sheriff to issue commissions to all supervisors who may be called on to participate and might have jurisdictional issues limiting the scope of their authority.

F. It will be the responsibility of the requesting agency to designate one of their supervisory staff as liaison to the special investigation unit.

   a. The assigned CPD supervisor will also be responsible for obtaining regular, detailed updates on the progress of the investigation.

G. The individual supervisors assigned to the special investigations unit will choose from their group one supervisor who will assume leadership of the unit.

H. The supervisor selected to lead the investigation will be responsible for opening lines of communication with the appropriate prosecutor(s) (State or Federal) for the purpose of legal advisement, case review, and decisions on prosecution.

I. It will be the responsibility of the designated supervisor in charge to ensure that all reports (including the original incident report, investigative supplements, crime scene reports, and laboratory reports) are delivered to the agency requesting assistance as well as to the appropriate prosecutorial agency.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE | POLICY NUMBER: 1.7

SUBJECT: USE OF FORCE REVIEW BOARD | EFFECTIVE DATE: 8/28/14
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA:

INDEX AS:

1.7.1 SCOPE AND RESPONSIBILITIES
1.7.2 COMPOSITION OF THE USE OF FORCE REVIEW BOARD
1.7.3 FINDINGS AND RECOMMENDATIONS

PURPOSE:

The purpose of this policy is to establish specific guidelines and procedures for the thorough review of certain use of force incidents.

DEFINITIONS:

POLICY:

1.7.1 SCOPE AND RESPONSIBILITIES

A. A Use of Force Review Board shall be established and charged with the responsibility of reviewing all relevant facts, circumstances, and information related to specific incidents where force is used by an officer of this Department. These reviews would typically include:

1. Any incident where a suspect/arrestee requires hospitalization or treatment from an injury sustained during an arrest or contact with an officer.

2. Any incident where an officer sustains an injury that requires hospitalization or treatment.

3. Any incident where an officer utilizes a hard impact strike against a suspect, including but not limited to those caused by use of an impact weapon, an improvised tool, or a hand, fist, or foot.

4. Any incident where an officer deploys Oleo Resin Capsicum (OC) spray against a suspect.

5. Any incident where an officer points a firearm at an individual.

6. Any incident referred to the board by the Chief of Police.

7. Exceptions:

a. An incident involving the discharge of a firearm will be handled through the procedures established in Champaign Policy 1.5, titled “Firearms Discharge Review and Investigation.”

B. The primary purpose of the Board’s review is to determine whether or not an officer’s use of force was consistent with policy, but the Board will also:

1. Evaluate training considerations and, when appropriate, recommend remedial training and/or revisions to training, tactics, or practices.

2. Evaluate policy considerations and recommend revisions that are intended to address ambiguities or omissions.

3. Evaluate firearms, weapons, tools, and equipment and identify faulty or outdated equipment, issues caused by improper use, and/or identify equipment needs

C. The Use of Force Review Board will evaluate each aspect of the force applied. Such evaluations shall include:

1. A review of all police reports, including those completed by outside or assisting agencies if applicable.

2. A review of the Champaign Police Use of Force Incident Form.

3. A review of the responding supervisor’s memorandum, if applicable.

4. A review of any/all recordings captured by the Mobile Video Recording system, including those captured by outside or assisting agencies if applicable.

5. A review of the Professional Standards investigation report, if applicable.

D. Justification for the use of force is limited to facts known to the officer, or reasonably perceived by the officer, at the time the force was applied. Facts unknown to the officer cannot be considered in determining justification for the use of force.

E. Any review by the Use of Force Review Board shall be conducted for administrative purposes only. Such review shall be separate and distinct from any other investigation, whether criminal or internal, of the incident.

F. The Use of Force Review Board shall not make any recommendation concerning discipline.

G. The Use of Force Review Board may recommend a commendation for an officer who performed with distinction during a use of force incident.

H. No member of the board shall release information concerning an incident or its review to an individual

not on the board, including any officer whose actions are being reviewed.

1.7.2 COMPOSITION OF THE USE OF FORCE REVIEW BOARD

A. The Chief of Police shall appoint a pool of Department members to serve on the Use of Force Review Board.

   1. Not every member of the pool will be utilized during the review of a use of force incident. The pool of members is instead intended to ensure that an adequate group of members is always available for the review of a use of force incident.

   2. Appointments shall be for a period of one (1) year.

B. The Use of Force Review Board pool shall be comprised of the following representatives:

   1. Deputy Chief of Operations (Chairman).

   2. Two (2) Lieutenants.

   3. Three (3) Sergeants, one of whom will be the Training Sergeant.

   4. Four (4) Patrol Officers.

   5. Two (2) members of the Training Cadre.

C. When a Board is convened it shall be comprised of the Deputy Chief of Operations, a Lieutenant, the Training Sergeant, a Sergeant, two Patrol Officers, and one member of the Defensive Tactics Cadre.

D. The Chief of Police or his designee may appoint another member to the Board in cases when another member's expertise would aid in the review.

E. The Use of Force Review Board shall convene once a month to review all incidents which meet the established criteria. Additional meetings may be convened at the direction of the Deputy Chief of Operations.

F. Civilian clerical staff may also be assigned to record minutes, capture information, etc., during the time that the board is convened.

G. No officer or supervisor actively involved in an incident under review may actively participate on the Board.

1.7.3 FINDINGS AND RECOMMENDATIONS

A. Following the review of a use of force incident, the Board will submit a written report to the Chief of Police detailing its findings and recommendations. The Board's report shall be considered advisory in nature and the Chief of Police is not bound by the findings or recommendations contained therein.

B. The Use of Force Review Board shall classify the findings of their review in one of the following manners:

   1. Reasonable and Within Department Policy: This disposition reflects a finding that the force used was not only reasonable but also within the limitations of applicable policy.

   2. Reasonable but in Violation of Department Policy: This disposition reflects a finding that the force used was reasonable but that there was also a violation of an applicable policy (i.e. force was excessive or another applicable policy was violated).

   3. Reasonable but there is an Opportunity for a Tactical and/or Training Improvement: This disposition reflects a finding that the force used was reasonable, that no policy violation occurred during the incident, and that tactical and/or training errors occurred that could be addressed through additional training.

   4. Not Reasonable, Not within Department Policy: This disposition reflects a finding that the force used was not reasonable and that there was a violation of an applicable policy.

C. If a recommendation for additional training is made and accepted by the Chief of Police then the Training Sergeant will coordinate with the head of the appropriate Training Cadre (i.e. Defensive Tactics or Firearms) to determine what training is needed and the timeframe for its completion.

D. The chairman will be responsible for making any/all recommendations to the Chief of Police.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 1.8

SUBJECT: PROCEDURAL RULES FOR STOP AND FRISK, WARRANTLESS SEARCHES, AND WARRANT SEARCHES

EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.02.02

REFERENCE CALEA: 1.2.4

INDEX AS:

1.8.1 STOP AND FRISK
1.8.2 WARRANTLESS SEARCHES
1.8.3 WARRANT SEARCHES

PURPOSE:

The purpose of this policy is to establish proper procedures for conducting contacts, stops, and pat-down searches, and to establish procedural rules for searches both with and without warrants.

DEFINITIONS:

Contact: Face-to-face communications between an officer and a person under circumstances where the person is free to leave.

Inventory: An inventory is a listing of items seized. The purpose of an inventory is to protect or secure the property of the owner, to ensure that property seized is not dangerous, and to protect the Department against false claims that property was lost, damaged, or stolen while in police custody. An inventory will document, receipt, and account for each item for which the Department could assume responsibility.

Pat-down: A "frisk" or external manipulation of an individual's outer clothing for the sole purpose of discovering weapons.

Reasonable Suspicion: Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed.

Search: A search is an examination of a person, place, or any other thing for the purpose of discovering "seizable items."

Seizure: A seizure involves taking custody of a "seizable item", which could include a motor vehicle under certain circumstances.

Seizable Item: A seizable item is an item of contraband, evidence of a crime, fruits of a crime, a weapon, or an item that may be used to aid an escape from custody.

Stop / Terry Stop: The brief detainment of an individual, whether on foot or in a vehicle, based upon reasonable suspicion, for the purpose of determining the individual's identity and resolving the officer's suspicions concerning criminal activity.

POLICY:

1.8.1 STOP AND FRISK

A. In accordance with 725 ILCS 5/108-1.01, an officer may pat down or frisk a person for weapons if the officer has stopped a person for temporary questioning pursuant to 725 ILCS 5/107-14 (Temporary Questioning Without Arrest) and reasonably suspects that the person may be armed and dangerous.

B. The authority to search for and seize weapons is for the limited purpose of allowing an officer to protect himself and others. The authority is clearly NOT for the purpose of searching for and seizing evidence, although during the course of frisk evidence may on occasion be discovered and become the basis for an arrest.

C. The "plain feel" doctrine is described in Minnesota v. Dickerson, 113 S. Ct. 2130. This doctrine allows an officer to seize evidence other than a weapon, if, while conducting a pat down or frisk, the nature of the contraband evidence is "immediately apparent" to the officer based upon his feel of the object through the person's clothing during the pat down.

D. Contact Procedures.

1. An officer may initiate a contact with a person in any place that the officer has a right to be. A contact may be undertaken by an officer who reasonably believes under the circumstances that some investigation of an unusual situation is appropriate.

2. The officer shall identify himself or herself as a police officer as soon as reasonably possible after the contact is made, and will conduct the contact in a polite and courteous manner. Persons contacted may not be stopped or detained against their will, or frisked without consent. If the person refuses to cooperate, they must be permitted to go on their way. However, if it seems appropriate under the circumstances, they may be kept under surveillance.

E. Stop Procedures.

1. If an officer reasonably suspects that a person has committed, is committing, or is about to commit a crime, he has the authority to stop that person. Reasonable suspicion is more than a hunch or feeling, but less than the probable cause standard necessary for an arrest. Every officer who conducts a stop must be prepared to cite those specific factors that led him to believe

that the stop was justified. Such facts include, but are not limited to, the following:

a. The demeanor of an individual suggests that he is part of a criminal enterprise or is engaged in a criminal act.

b. The actions of the individual suggest that he is engaged in criminal activity.

c. The hour of day or night is inappropriate for the suspect's presence in the area.

d. The individual's presence in a neighborhood or location is inappropriate.

e. The individual is carrying a suspicious object.

f. The individual's clothing bulges in a manner that suggests he is carrying a weapon.

g. The individual is located in proximate time and place to an alleged crime.

h. The officer has knowledge of the individual's prior criminal record or involvement in criminal activity.

i. The individual flees at the sight of a police officer.

j. Police training and experience.

F. Procedures for Initiating a Stop.

1. Based upon observation of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person if he has reasonable suspicion to do so. The following guidelines shall be followed:

a. Explanation to detained person: Officers shall act with as much restraint and courtesy towards the person stopped as is possible. The officer making the stop shall identify himself as a police officer as soon as practicable after making the stop. In every case, at some point during the stop the officer shall give the person stopped a brief explanation of the purpose of the stop.

b. Duration of the stop: A person stopped pursuant to these procedural rules may be detained at or near the scene of the stop for a reasonable period of time. Officers should confine their questions to those concerning the suspect's identity, place of residence, and/or other inquiries necessary to resolve the officer's suspicions. However, in no instance shall an officer detain a person longer than is reasonably necessary to make these limited inquiries and resolve suspicions.

c. Rights of detained person: Stopped persons are not required, nor can they be compelled, to answer any questions during the stop. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest, although it may provide sufficient justification for additional observation and investigation.

d. Use of force: An officer shall use only that force which is reasonably necessary to carry out the investigative function of a stop. The amount of force used to effect a stop shall not be such that it could cause death or great bodily harm to the person being stopped.

G. Procedures for Pat-Down Searches.

1. An officer has the right to perform a pat-down search (or frisk) of the outer garments of a stopped person for weapons or dangerous instruments when the officer reasonably suspects that the person is carrying a concealed weapon or dangerous instrument and that a frisk is necessary to protect the officer or others. Not every stop poses sufficient justification for conducting a frisk.

2. A frisk is a limited search for the purpose of protection only. If the external feeling of the person's clothing fails to disclose evidence of a weapon, no further search may be made.

a. Securing separable possessions: If the person is carrying an object such as a handbag, briefcase, sack or other item that may conceal a weapon, the officer may not open the item unless there is reasonable suspicion that it contains a weapon, but should place it out of the suspect's reach.

b. Scope of search: The officer should begin the frisk at that part of the person's clothing most likely to contain a weapon. If the outer clothing is too bulky to allow the officer to determine if a weapon is concealed underneath, the officer may open the outer clothing to allow a pat-down of the inner clothing. If a weapon is located, possession of which is a crime, a full-custody arrest may be made.

c. Areas within reach: The officer may also perform a limited search of areas within the stopped person's reach if the officer reasonably suspects that such areas might contain a weapon.

H. Reporting.

1. Adequate records of stop or frisk activity will serve to ensure the proper exercise of law enforcement authority. An officer who has stopped or frisked any person shall promptly document such action. In all cases a field interview card will be completed. If the contact results in an arrest, an offense report will be required. These documents shall be submitted to a supervisor without unreasonable delay.

1.8.2 WARRANTLESS SEARCHES

A. 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:

1. Searches or seizures incident to arrest.
2. Movable vehicle exception.
3. Exigent circumstances.
4. Open areas/fields.
5. Premises or property involving no reasonable expectation to privacy.
6. Consent.
7. Plain view.

B. Consent Searches.

1. When an officer desires to make 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.

2. 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.

3. The person(s) giving consent may withdraw their consent at any time.

4. 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.

C. Suspicionless Search of Parolee.

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 suspicionless search of a parolee. 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 documentation (FI Card or report) how they knew that the subject was on Mandatory Supervised Release (MSR), and indicate that the search was based on the suspicionless search of parolee ruling.

D. Seizable Items Found in Plain View.

1. An officer lawfully in any place may, <u>without</u> obtaining a search warrant, seize any item which he observes in plain view (including items observed through the use of a flashlight), if he has probable cause to believe that the item is a "seizable item."

2. There are two conditions required to justify a PLAIN VIEW seizure:

   a. The officer's lawful presence in (or prior valid intrusion into) the area entitled to Fourth Amendment protection; and

   b. It must be immediately apparent that the item is a seizable item 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 effect an arrest may not go into other rooms solely for the purpose of looking for seizable items in plain view. 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 necessary to dispel the reasonable suspicion of danger and no longer than it takes to complete the arrest and depart.

E. 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 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.

      1) Whenever an officer makes a full-custody arrest of a person, he <u>SHALL</u> conduct a full warrantless search of the arrested person's clothing and the surface of his/her body in a manner designed to reveal the presence of seizable items.

      2) The officer, may at his/her discretion, also conduct a warrantless search of:

         i. The contents of items or containers within the area of arrestee's

immediate control at the time of the search (whether or not on his/her body or on/in his/her clothing).

ii. 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.

2. Search of a vehicle incident to arrest.

a. 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*.

b. As a result of the Gant ruling, a search incident to arrest of the passenger compartment of a vehicle is now permitted only when;

1) It is reasonable to believe that evidence relevant to the crime of arrest might be found in the vehicle; or

2) There is probable cause to believe that a vehicle contains evidence of a crime; or

3) 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 seizable items 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.

F. Stop Followed by Citation or Notice to Appear

1. 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 could be concealed.

G. 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.

1) If probable cause is limited to a certain area, the officer cannot go beyond the scope of that search.

2) This type of search should not be confused with a search incident to arrest where the area of "immediate control" becomes an issue.

b. 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;

1) Hostile crowd.

2) Bad weather.

3) Heavy traffic.

4) Absence of needed equipment or keys.

In such cases the vehicle shall be secured in police custody 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:

1) The vehicle is in a public place.

2) The vehicle appears to be drivable.

3) The vehicle is occupied or has recently been occupied.

4) 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.

H. 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.

a. There are several key factors to consider in determining whether or not exigent circumstances exist.

1) The gravity of the offense, particularly crimes of violence.

2) The suspect is reasonably believed to be armed and dangerous.

3) There is probable cause that the suspect committed the offense.

4) There is a strong likelihood that the suspect is on the premises.

5) That the suspect is likely to escape if not immediately apprehended.

6) The circumstances of entry and time delay.

7) The likelihood evidence will be lost, destroyed, or tampered with (Non-Residential Premises Only).

8) Immediate entry is necessary to prevent death or great bodily harm, or to render assistance to sick or injured within the premises (Any Premise).

9) 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 <u>felony</u> 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.

I. Crime Scene Searches.

1. Crime scene searches may fall into several types of warrantless searches, including:

a. Consent.

b. Plain view.

c. Search incident to arrest.

d. Exigent circumstances.

2. Officers should always consider seeking the advice of the State's Attorney's office for crime scene searches, particularly for residences where the suspect or offender has an expectation of privacy and exceptions to the search warrant requirement do not apply.

J. Searches of Property/Premises 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.

2. Areas immediately surrounding buildings and homes should not be considered "open fields." Instead, courts have tended to view these areas as "curtilage," or the equivalent of a yard, and they 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.

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."

4. 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 in the premises or to which the suspect has demonstrated his or her intention not to return.

K. K-9 Searches.

1. A K-9 shall not be used unless articulable, reasonable suspicion exists for the search. An FI card must be completed by the officer requesting the K-9 search. The K-9 handler shall also document the search by entering the required information into the Department's K-9 database.

L. Strip Searches.

1. Strip searches will be conducted strictly in conformance with the procedures listed in 725 ILCS 5/103-1, "Rights on Arrest", paragraphs C-G.

2. Strip search means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of the person.

3. No person arrested for a traffic, regulatory, or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is a reasonable belief that the person is concealing a weapon or a controlled substance.

4. Paragraphs C-G, 725 ILCS 5/103-1, require that:

a. A person of the same sex as the arrestee must conduct strip searches.

b. The search must be conducted in a place where the search cannot be observed by others.

c. Prior <u>written authorization</u> of a police command officer is obtained.

d. The Department's strip search report form must be completed. A copy of which must be provided to the person searched.

e. Body cavity searches, other than the mouth, require a warrant and physician supervision.

1.8.3 WARRANT SEARCHES

A. 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.

B. The legal requirements for obtaining and serving search warrants can be found in 725 ILCS 5/108, paragraphs 3-14.

2. 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.

5. 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. Oral or telephonic warrants are not authorized.

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. The warrant is valid for only 96 hours from the time of issuance.

g. It must be signed by the judge with the title of his or her office.

6. 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 within 96 hours of issuance.

c. Making sure that only necessary and reasonable force is used to effect entry to the specified place to be searched.

d. Ensuring that only the property specified in the warrant is searched for.

e. Seizing only the items described in the warrant, or such other items as can be lawfully seized.

f. 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. A copy of the warrant complaint will not be provided or left at the scene.

h. The warrant return and a written inventory shall be made without unnecessary delay to the issuing judge or before any designated judge. The inventory must be prepared and signed under oath by the officer who obtained/served the warrant.

i. Complete an offense report explaining the circumstances surrounding the search and warrant service. A copy of the warrant, warrant return, and inventory must be included with the report.

C. Warrant Search of Premises.

1. Plan Preparation 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:

1) Reviewing the search warrant for accuracy and validity prior to service of the warrant.

2) Determining and identifying any hazards that may exist

3) Determining the number of personnel needed.

4) Determining equipment needs.

5) Discussing the service plan with all officers and ensuring that each officer understands his assignment. In most cases the service plan and assignments should be written.

6) Ensuring that all officers are wearing badges or other items identifying them as police officers and that these items are clearly displayed and easily recognizable.

7) Obtaining a sketch or floor plan of the premises to be searched, if possible.

8) Verifying the premises by address or description.

9) Making every reasonable effort to ensure that the correct premise is being entered.

2. Search Warrant Service.

a. The supervisor in charge of the warrant service shall coordinate the search with all other supervisors involved, particularly those within the District where the search is to occur.

b. 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. If it is unclear that anyone is present, the notice must be given in a manner likely to be heard by anyone who is present.

c. 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.

d. 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.

e. The search team shall enter the premise according to the predetermined plan.

f. The first person to enter the premise must be in an authorized police uniform.

g. 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.

h. 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. It no person is available the copy of the warrant shall be left at the place searched.

i. The search shall be conducted as quickly and thoroughly as possible.

j. Seizable items not described on the warrant may be seized if authorized by a recognized exception to the warrant requirement.

k. All evidence will be packaged separately by the officer responsible for collecting evidence. Each package will be marked to indicate who found the item and where the item was found. The seized item should be photographed or videotaped where it was located.

l. Officers shall determine the tenant of record for the premises searched.

m. Photographs or videotape should be taken of the interior/exterior of the premises.

3. Searching persons found on premises during the execution of a search warrant.

a. A person's mere 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.

b. Searches of persons found on premises during the execution of a search warrant are permitted under the following circumstances:

i. The person to be searched is named in the warrant;

ii. There is probable cause to believe the person is concealing an object on his person which is named in the warrant;

iii. There is reasonable suspicion that the person is armed and dangerous to officers (permitting a frisk);

iv. When probable cause exists for the arrest of the person; and

v. The person has a "sufficient connection" to the residence.

4. If it is discovered that an incorrect person, place, or vehicle has been searched, the supervisor in charge of the search shall:

a. Explain that the Police Department made an error and, if possible, explain why the error was made.

b. Apologize for any inconvenience.

c. Forward a copy of the offense report to the Chief of Police.

d. Notify the City's Risk Manager.

D. Forcible Entry of Residence or Premise to Arrest a Person.

1. <u>An officer may make a forcible entry into a residence or premises to arrest a person only if **ALL** of the following are true</u>:

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).

E. 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.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 1.9

SUBJECT: BIAS BASED PROFILING | EFFECTIVE DATE: 10/01/09
REVISED DATE: 1/26/12

REFERENCE ILEAP: ADM.02.05
REFERENCE CALEA: 1.2.9

INDEX AS:
1.9.1 BIAS BASED PROFILING PROHIBITED
1.9.2 TRAINING AGENCY PERSONNEL
1.9.3 REPORTING REQUIREMENTS
1.9.4 DATA COLLECTION

PURPOSE:

The purpose of this policy is to establish policies regarding the treatment of people based on race, religion, ethnicity, age, gender or sexual orientation.

DEFINITIONS:

Detention: The act of stopping or restraining an individual's freedom to walk away, approaching and questioning an individual outside the realm of a consensual encounter, or stopping an individual suspected of being involved in criminal activity.

Bias Based Profiling: The detention, interdiction, or other disparate treatment of an individual on the basis of race, religion, ethnicity, age, gender or sexual orientation.

POLICY:

1.9.1 BIASED BASED PROFILING PROHIBITION

A. Bias based profiling of individuals by members of the Champaign Police Department is strictly prohibited.

   1. In the absence of a specific report, the race or ethnicity of an individual will not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable articulable suspicion that an offense has been, is being, or is about to be committed so as to justify the detention of an individual, seizing assets or the investigatory stop of a motor vehicle.

   2. In response to a specific credible report of criminal activity, race and ethnicity of an individual will not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.

B. Stops, detentions, or seizing assets based upon race, ethnicity, age, gender, sexual orientation, or any other prejudicial basis by any member of the Champaign Police Department are prohibited.

   1. The detention of any individual that is not based upon factors related to an investigation of a violation of a federal law, Illinois statutes, City ordinances, or any combination thereof is prohibited.

   2. No officer shall stop, detain, search, or seize assets from any person when such action is motivated by race, religion, color, ethnicity, age, gender, or sexual orientation.

1.9.2 TRAINING AGENCY PERSONNEL

A. The department shall provide training and continuing education to officers concerning cultural diversity, including sensitivity toward racial and ethnic differences.

   1. Training and continuing education shall include, but not be limited to, an emphasis on the fact that the primary purpose of enforcement of the Illinois Vehicle Code is safety and equal and uniform enforcement under the law.

1.9.3 REPORTING REQUIREMENTS

A. Members of the Champaign Police Department failing to report any observed or known violations of this order may be subject to disciplinary action.

B. Complaints of discriminatory practices or bias based profiling will be handled in accordance with Policies 26.1, 52.1, and 52.2.

   1. A supervisor shall promptly respond to an incident when requested by an officer advising that a person is making a complaint alleging profiling or other improper conduct.

   2. If necessary, and/or if the matter can not be resolved, the responding supervisor shall take the complaint and provide the complainant with a Citizen Complaint Fact Sheet.

   3. After the supervisor has summarized and documented the complaint, the complaint shall be forwarded to the Deputy Chief of Professional Standards.

C. The Chief of Police or his designee will be responsible for completing an annual administrative review of agency practices to include:

   1. A listing of each complaint.

   2. An explanation of action(s) taken.

   3. Recommended training needs.

   4. Recommended policy changes.

1.9.4 DATA COLLECTION

A. The Champaign Police Department will participate in the traffic stop/field contact statistical study.

1. Whenever an officer issues a Uniform Traffic Citation or warning citation for an alleged violation of the Illinois Vehicle Code, he shall complete the Traffic Stop Data Sheet / Stop Card.

B. Data Compilation.

1. Standardized forms for data collection shall be provided by the department and utilized by the officer making the stop.

2. Once completed, forms shall be forwarded in the same manner as traffic citations. Shift supervisors and District Commanders shall conduct periodic audits of traffic stops and completed forms in order to ensure compliance, completeness, and consistency.

3. The data collected shall be transmitted to the Illinois Department of Transportation (IDOT) in a format approved by IDOT in accordance with 625 ILCS 5/11-212.

4. Information related to the data collected as required by the Public Act 93-209 and this order is not subject to the Freedom of Information Act and shall not be released to the public or other organization(s) unless required by law or order of the court.

C. Driving Population Data Collection.

1. In order to obtain accurate driving population data, officers completing traffic crash reports will note their subjective determination of the race of each driver. The person's race shall be selected from the following list: Caucasian, African-American, Hispanic, Native American / Alaskan, or Asian/Pacific Islander.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE POLICY NUMBER: 2.1

SUBJECT: AGENCY JURISDICTION AND MUTUAL AID EFFECTIVE DATE: 10/1/09
REVISED DATE:

REFERENCE ILEAP: ADM.13.01

INDEX AS:

2.1.1 JURISDICATIONAL BOUNDARIES
2.1.2 CONCURRENT JURISDICTION
2.1.3 MUTUAL AID PROCEDURES
2.1.4 REQUESTS FOR FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE

PURPOSE:

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

DEFINITIONS:

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

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

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

POLICY:

2.1.1 JURISDICTIONAL BOUNDARIES

A. All members of the Department shall familiarize themselves with the geographical boundaries of the City of Champaign.

   1. The geographical boundaries of the City of Champaign are shown on the official beat map of the City of Champaign and shall constitute the primary area of jurisdiction for members of the Department.

   2. Current detailed official reporting beat and geocode maps which include boundaries of the City are posted at strategic locations within the Department.

2.1.2 CONCURRENT JURISDICTION

A. Within the geographical boundaries of the City of Champaign, the Department shall be the primary provider of law enforcement services. In addition, the Department shall enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives pursuant to the provisions of the City of Champaign Municipal Code.

   1. The Department shall have concurrent jurisdiction with the Urbana Police Department, the University of Illinois Police Department, the Parkland College Police Department, and the Champaign County Sheriff's Department.

   2. Concurrent jurisdiction shall exist with various state and federal law enforcement agencies.

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

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

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

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

C. Although the Department generally meets the law enforcement needs of the community, it may from time to time enter into agreements, both oral and written, with agencies having concurrent or nearby jurisdiction for the purpose of fulfilling specialized law enforcement needs.

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

2.1.3 MUTUAL AID PROCEDURES

A. The Champaign Police Department is a member of the Illinois Law Enforcement Alarm System (I.L.E.A.S.) and a member in the East Central Illinois Mutual Aid System (ECIMAS), and has agreed to assist other law enforcement agencies with personnel

and equipment in times of law enforcement emergencies. Other entities participating in ECIMAS are Urbana, Thomasboro, Champaign County, Parkland College, Mahomet, Rantoul, and the University of Illinois. Any of these agencies may request temporary emergency assistance from any or all other member agencies.

1. Illinois law authorizes agencies to assist other jurisdictions upon request (65 ILCS 5/1-4-8), and includes provisions for:

    a. The legal status of the Department and Department personnel responding to a mutual aid request.

    b. Vesting Department personnel with the legal authority to act within the receiver agency's jurisdiction.

    c. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the Department's resources.

2. When responding at the request of another police agency or whenever an emergency police situation becomes evident in an adjacent or concurrent jurisdiction, (such as traffic accidents, fires, severe weather damage, etc.), it shall be the responsibility of an on-duty shift supervisor or designee to authorize and determine the extent of the response.

    a. Upon receipt of a request for mutual aid, an on-duty shift supervisor shall immediately determine whether the department has the available personnel and equipment necessary to respond to a request for mutual aid.

    b. Upon release of personnel and equipment, notification will be made to the Deputy Chief of Field Operations.

    c. If a request for mutual aid exceeds the on-duty resources, the Deputy Chief of Field Operations shall determine the method of personnel and equipment call-up for a response.

    d. The Department can commit a minimum of one officer and one squad car for a mutual aid request. When requested, additional manpower and equipment may be sent, if available.

    e. When called upon to respond to a request for mutual aid, there will be an acknowledgement to the Illinois Law Enforcement Alarm System (I.L.E.A.S.) Central Dispatch Center, and, unless otherwise directed, the requested manpower will be immediately dispatched.

    3. Responding Champaign officers shall be directed to a staging area within the requesting jurisdiction and shall adhere to all lawful instructions of the requesting agency, regardless of the rank of the responding personnel or the officer-in-charge of the requesting agency.

    4. In most situations, communications between responding police units from jurisdictions who do not share the same common radio frequencies will be accomplished by using the Illinois State Police Emergency Radio Network (I.S.P.E.R.N.).

    5. If the mutual aid request amounts to a period of extended involvement, an on-duty shift supervisor shall initiate action to contact off-duty personnel to supplement the shift strength as a result of on-duty officers assisting the other agency.

B. If mutual aid is required within the City of Champaign, the request must be authorized by an on-duty shift supervisor. Generally, the request will be made ECIMAS agencies, and then to the Illinois Law Enforcement Alarm System (I.L.E.A.S.) from the Front Desk by telephone.

    1. When an on-duty shift supervisor decides that an incident is beyond the Department's ability to deal with effectively, he shall:

        a. Notify METCAD of the need for temporary emergency assistance from local law enforcement agencies.

        b. Determine the number of officers and/or units needed.

        c. State the problem or reason for the request.

    d. State the staging area where the responding units are to report.

    e. Detail any special equipment that could be used.

    f. State to who the responding units are to report.

    g. If a request is made by the Chief of Police for I.L.E.A.S. mutual aid, confirm that contact was made with the ILEAS Central Dispatch Center at phone (847) 590-3500 or (309) 494-8000, who will activate the system.

2. In order to ensure proper communications, spare radios, when available, shall be issued to responding officers. If spare radios are not

available, Champaign officers shall be paired with responding mutual aid officers.

C. Except in cases of extreme emergency, an on-duty shift supervisor shall not leave the corporate limits of the City of Champaign on any request for mutual aid assistance.

2.1.4 REQUESTS FOR FEDERAL LAW ENFORCEEMNT OR NATIONAL GUARD ASSISTANCE

A. In cases where the involvements of federal law enforcement agencies are mandated by law, it shall be the responsibility of an on-duty shift supervisor to ensure that proper notification to the respective federal agency or agencies is accomplished.

B. In situations where federal law enforcement assistance is requested under mutual aid conditions, the request shall be made through the office of the Chief of Police.

1. The Illinois National Guard

a. As provided in the Illinois Compiled Statutes, the chief elected official of the City, or designee, subject to the authority of the Governor, may call upon the Illinois National Guard to “aid in suppressing riots and other disorderly conduct, or to aid in carrying into effect any law or ordinance.”

2. The administrative requirements and operational guidelines pertaining to the use of military force in such situations, as specified in this policy are outlined in the City of Champaign Emergency Operations Plan, which is on file in the office of the Chief of Police and the Fire Department.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE | POLICY NUMBER: 3.1

SUBJECT: CONTRACTUAL AGREEMENTS FOR POLICE SERVICES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.17.01

INDEX AS:

3.1.1 WRITTEN AGREEMENT
3.1.2 EMPLOYEE RIGHTS

PURPOSE:

The purpose of this policy is to establish guidelines for entering into contractual agreements for paid services provided by the Department.

POLICY:

3.1.1 WRITTEN AGREEMENT

A. All written contractual agreements will be drafted and agreed upon by the Champaign Police Department, the City of Champaign, and the agency receiving the service. This written agreement shall govern the law enforcement services provided and will include:

1. A statement of specific services to be provided.
2. Specific language dealing with the financial agreement between the parties.
3. Specification of the records to be maintained concerning the performance of services by the Champaign Police Department.
4. Language dealing with the duration, modification, and termination of the contract.
5. Specific language dealing with legal contingencies.
6. Stipulation that the Champaign Police Department maintains control over its personnel.
7. Specific arrangements for the use of equipment and facilities.
8. A procedure for review and revision of the agreement if needed.

3.1.2 EMPLOYEE RIGHTS

A. Employment rights of personnel assigned under a contract for law enforcement services are not abridged by the Champaign Police Department.

B. The employee shall not be penalized in any way for working under a contractual agreement for law enforcement services. This includes, but is not limited to, the following rights for:

1. Promotional opportunities.
2. Training opportunities.
3. Fringe benefits.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 11.1

SUBJECT: ORGANIZATIONAL STRUCTURE | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.07.03

INDEX AS:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS
11.1.2 ORGANIZATIONAL CHART

PURPOSE:

The purpose of this policy is to identify the formal structure through which organizational components are arranged, defined, directed, and coordinated.

DEFINITIONS:

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

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

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

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

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

POLICY:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

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

B. The Champaign Police Department is organized into three major organizational components.

   1. Operations Division.

   2. Operational Support Division.

   3. Professional Standards Division.

C. The Operations, Operations Support, and Professional Standards Divisions are subdivided into smaller organizational components, such as units and shifts, as deemed appropriate. The coordination of the divisions is the responsibility of the Chief of Police.

D. The organizational subdivisions within the span of control of the Chief of Police are grouped by function. Each of the three divisions is headed by a Deputy Chief. The three divisions are identified as follows.

   1. Operations Division.

      a. Patrol.

         1) First Shift.
         2) Second Shift.
         3) Third Shift.
         4) Power Shift.

      b. Community Assistance Team.

      c. Narcotics Unit.

      d. K-9 Unit.

      e. S.W.A.T. Team.

      f. Crime Scene Unit.

   2. Operational Support Division.

      a. Investigations.

      b. Fiscal Administration.

      c. E.O.D.

      d. Crime Analysis.

      e. Electronic Technology.

   3. Professional Standards Division.

      a. Training.

      b. Accreditation.

      c. Citizen Complaints/Internal Affairs.

      d. Records.

      e. Special Events.

      f. Computer Services.

      g. Traffic Services.

D. The functional responsibilities of the organization are depicted on the organizational chart. Position responsibilities are delineated in job descriptions, which are made available through the Human Resources office.

11.1.2 ORGANIZATIONAL CHART

A. The organizational structure of the Department is depicted on an organizational chart which is updated annually, or as directed by the Chief of Police. The chart reflects the functional responsibility, chain of command, and lines of authority and communication for each organizational component. The organizational chart is accessible to all employees and is available via the Annual Report on the City's web page.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE | POLICY NUMBER: 11.2

SUBJECT: UNITY OF COMMAND | EFFECTIVE DATE: 10/1/09
REVISED DATE:

REFERENCE ILEAP: ADM.07.04

INDEX AS:

11.2.1 UNITY OF COMMAND
11.2.2 ORGANIZATIONAL COMMAND

PURPOSE:

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

DEFINITIONS:

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

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

Organizational Component: A subdivision of the department, such as a division, section, or unit, or position that is established and staffed on a full-time basis to provide a specific function.

POLICY:

11.2.1 UNITY OF COMMAND

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

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

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

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

11.2.2 ORGANIZATIONAL COMMAND

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

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

   2. In emergency situations, such as at the scene of a serious crime, major event, or catastrophe, a supervisor may demand and shall receive assistance in performing essential tasks from any lesser employee, regardless of the organizational component to which he is regularly assigned. These situations demand immediate action in order to accomplish the police mission and uphold the reputation of the Department.

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

CHAMPAIGN POLICE

POLICY AND PROCEDURE

POLICY NUMBER: 11.3

SUBJECT: AUTHORITY AND RESPONSIBILITY

EFFECTIVE DATE: 10/1/09
REVISED DATE:

ILEAP REFERENCE: ADM.07.04

INDEX AS:

11.3.1 AUTHORITY AND RESPONSIBILITY
11.3.2 SUPERVISORY ACCOUNTABILITY

PURPOSE:

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

POLICY:

11.3.1 AUTHORITY AND RESPONSIBILITY

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

   1. Responsibility shall be accompanied by commensurate authority.

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

11.3.2 SUPERVISORY ACCOUNTABILITY

A. To achieve effective direction, coordination and control, supervisory personnel shall be accountable for the performance of employees under their immediate control. Supervisors are also responsible for providing guidance and assistance to their subordinates.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE POLICY NUMBER: 11.4

SUBJECT: GENERAL MANAGEMENT AND ADMINISTRATION EFFECTIVE DATE: 1/20/09
REVISED DATE:

REFERENCE ILEAP: N/A

INDEX AS:
11.4.1 ADMINISTRATIVE REPORTING PROGRAM
11.4.2 FORMS ACCOUNTABILITY
11.4.3 ACCREDITATION REPORTING
11.4.4 INTRODUCTION OF COMPUTER SOFTWARE
11.4.5 SERIOUS INCIDENT NOTIFICATION

PURPOSE:

The purpose of this policy is to establish a management information system which provides a continuous and accurate flow of information to be used in management decision making and problem solving. This is important in predicting workloads, determining manpower and other resource needs, and preparing budgets.

DEFINITIONS:

Daily Reports: The components of daily reports include, but are not limited to:

- Recap of activity reported to department.
- Chronological listing of complaints, arrests and criminal activity.

Weekly Reports: The components of weekly reports include, but are not limited to:

- Written weekly recaps of activity.
- Written case management status reports.
- School Resource Officer Unit report.
- Traffic Unit report.
- Narcotics Unit report.
- Exceptional employee performance.

Annual Report: The components of annual report include, but are not limited to:

- Recap of yearly activity.
- Major accomplishments of each organizational component.
- Crime rate statistics.
- Fiscal activity recaps.
- Comparative data on activity and trends.

POLICY:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

A. The Champaign Police Department operates and maintains a management information system, which at a minimum provides statistical and data summaries of departmental activities and an administrative reporting system. This is accomplished through the completion and distribution of the following reports:

1. Daily Media Reports.

   Daily reports consist of a list of complaints, requests for police service, arrests, and criminal activity within the previous 24 hours, commencing at 2400 hours daily.

   a. Daily Media Reports are available online through the City's website and can also be accessed through CAD at various workstations within the Police Department.

   b. On a daily basis, the Records Division will distribute copies of the Daily Media Report to the Chief of Police, all three Deputy Chiefs, Patrol Lieutenants, and the Investigations Division. The report is also to be made available in the media room.

2. Weekly Reports.

   Weekly reports provide unit supervisors and district commanders with an opportunity to review and account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next reporting period, etc.

   a. The Crime Analysis Unit will complete a weekly report highlighting activities and reports from the past 7 days.

   b. Weekly reports will be disseminated electronically to all personnel for review.

   c. Weekly activity will also be reviewed and discussed during weekly Staff Meetings.

3. Annual Report.

   The Annual Report is prepared by the Deputy Chief of Operational Support for the Chief of Police. This report provides comparative data and statistics that account for the activities of the department. The report may also include a yearly department overview by the Chief of Police.

   a. The completed report will be forwarded to the City Manager as documentation of the department's annual activity.

   b. A copy of the annual report will also be posted on the Police Department's web site.

11.4.2 FORMS ACCOUNTABILITY

A. The transfer of monies or property, criminal and non-criminal, and other documentation requires a means of tracking those transactions. The Department shall develop and utilize various control methods to ensure

accountability for certain Departmental transactions and records.

B. The Deputy Chief of Professional Standards is responsible for developing and implementing procedures to ensure the accountability of all Departmental forms, including the establishment of a written record of all forms and subsequent form revisions. A master file containing an original of each form in use shall also be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.

1. The Deputy Chief of Professional Standards shall be responsible for the development, modification, and accountability of all forms used by the Department.

2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.

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

4. All forms will be reviewed and evaluated on a periodic basis.

5. The Deputy Chief of Professional Standards is responsible for maintaining a list of all Departmental forms and monitoring the need for a particular type of form.

C Accountability of certain Departmental reports and forms will be maintained in the following manner:

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

a. The complaint/report number is coded as follows:

(1) Agency designator – One (1) digit.

(2) Year of report - Two (2) digits.

(3) Sequential report number – Five (5) digits.

b. The incident numbers are generated by METCAD

2. Serialized citations for parking and traffic tickets shall be utilized.

3. City ordinance violations shall require a sequential reporting number.

D. Shift Supervisors, Unit Supervisors, and District Commanders are responsible for the control of report submission and the status of delayed or returned reports, which shall be closely coordinated with the Records section to assure timely return of reports.

11.4.3 ACCREDITATION REPORTING

A. The Accreditation Manager shall be responsible for ensuring that all reports, reviews, and activities required by accreditation standards are completed in a timely manner.

B. A system to track reports, reviews, and activities required for accreditation shall be utilized.

11.4.4 COMPUTER SOFTWARE, HARDWARE AND DATA

A. All computer data shall be considered police-related and shall be governed by policies on the release of departmental information.

B. All hardware, software, and data (such as confidential information, software, copyrighted software documentation, and systems developed by City personnel) must be secured to prevent unauthorized access, theft, and illegal or unauthorized duplication.

C. Computer software, hardware, and data are controlled by the City's APs (Administrative Policies). All personnel are required to abide by the City APs, particularly regarding the introduction of software or data from non-secure sources.

D. Computers shall be used to conduct City business. However, incidental and occasional personal use shall be permitted.

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

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

E. Computerized criminal history record access is controlled through the use of passwords and related technology.

F. The dissemination of computerized criminal history information conforms to the rules and regulations outlined in the Illinois Law Enforcement Agencies Data System (LEADS) user's agreement.

11.4.5 SERIOUS INCIDENT NOTIFICATION

A. The appropriate District Commander, the Deputy Chief of Operations, and the Chief of Police will be promptly notified and informed by, or at the specific direction of, a shift supervisor any time when the following occurs:

1. Criminal homicide, attempts, and/or questionable deaths.

2. Serious injury or death of a City employee.

3. Serious injury or death of prisoners.

4. Incidents when a member of City Council is a victim of an accident, injury, or crime.

5. A natural or man-caused disaster.

6. Evacuation of persons from a building or area.

7. Social or political issue demonstrations or confrontations which involve the City.

8. Barricaded person.

9. Hostage situation.

10. Highly visible public suicide or threat.

11. City vehicle accidents resulting in serious personal injury or damage to property.

12. Unusual events that would result in public attention or concern.

B. When appropriate, the Chief of Police will, in turn, make a timely notification to the City Manager.

C. Any time that a Shift Supervisor feels that he cannot arrive at a prompt and proper decision, the appropriate District Commander shall be contacted.

D. The Deputy Chief of Operations will notify the Chief of Police of any incident which may result in a liability issue with the Department, or which may spark increased public or media interest. The Chief of Police will be notified directly anytime the Deputy Chief of Operations is unavailable.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 12.1

SUBJECT: DIRECTION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.07.01

INDEX AS:
12.1.1 CHIEF EXECUTIVE OFFICER
12.1.2 COMMAND PROTOCOL
12.1.3 LAWFUL ORDERS
12.1.4 ORGANIZATIONAL RELATIONSHIPS

PURPOSE:

The purpose of this policy is to recognize and establish the authority of the Chief of Police, and to establish a procedure for the designation of command during his/her absence. Additionally, the need to obey lawful orders and organizational relationships is described.

POLICY:

12.1.1 CHIEF EXECUTIVE OFFICER

A. The Chief of Police of the Champaign Police Department derives authority and responsibility for the management, direction, and control of the operations and administration of the Department through Section 2-318 of the Champaign Municipal Code.

12.1.2 COMMAND PROTOCOL

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

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

2. In the event that the Chief of Police is out of town, or otherwise unable to act, and no one else has been appointed by the Chief to assume command, the following order of precedence is designated unless otherwise assigned by the City Manager:

   a. Deputy Chief of Operations.

   b. Deputy Chief of Operational Support.

   c. Deputy Chief of Professional Standards.

3. In situations involving personnel of different functions engaged in a single incident, the ranking supervisor from the organizational component responsible for follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the investigation, crime scene, or incident scene.
4. Under normal operating conditions, the highest ranking supervisor present will assume command of any given situation. Seniority is established first by rank and second by aggregate time served in rank on a regularly assigned basis. When conflict occurs because of identical service or days of appointment, the employee with the highest position on the eligibility list, from which the appointments were made, is deemed to be the senior.

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

12.1.3 LAWFUL ORDERS

A. Employees shall promptly and fully obey and execute lawful, work-related orders of a superior which shall include such orders relayed from a superior by an employee of the same or lesser rank or position.

B. Employees shall not be insubordinate. “Insubordination” includes, but is not limited to, any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, insolent, or abusive language or actions toward a superior, whether in or out of the presence of the superior.

C. Should any verbal or written order or directive conflict with any previous order or directive from other superiors, then the employee concerned shall bring the conflict to the attention of the superior giving the latest order of directive. If such superior does not change the order or directive, it remains in effect.

12.1.4 ORGANIZATIONAL RELATIONSHIPS

A. The Chief of Police may meet with his immediate Command Staff informally on an as-needed basis to discuss the day-to-day operations and concerns of the Department.

B. The Chief of Police and/or Deputy Chiefs of Police may meet with Commanders informally on an as-needed basis to discuss the day-to-day operations and concerns of the Department.

C. All supervisors shall attend periodic command meetings. The command meetings are intended to enhance cooperation and communication and to coordinate the goals of the Department. Additional formal and informal meetings will be held as needed.

D. Exchange of information is also accomplished through:

1. Daily Bulletins and shift briefings.

2. Attendance by investigators at shift briefings.

3. Distribution of Crime Analysis Bulletins.

4. Directives, memoranda, general orders.

5. E-mail and voice mail.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 12.2

SUBJECT: WRITTEN DIRECTIVES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.03.01
ADM.09.01
ADM.09.02

INDEX AS:

12.2.1 WRITTEN DIRECTIVE SYSTEM
12.2.2 DISSEMINATION OF WRITTEN DIRECTIVES

PURPOSE:

The purpose of this policy is to establish definitions, formatting, and authority for the preparation and issuance of written departmental directives. It further establishes a review process, and also provides a formal distribution system to ensure that all employees receive copies of departmental policies and procedures.

DEFINITIONS:

Manual: A collection of written directives in book, notebook, electronic, or other similar format.

Policy: Directives based upon that which is discretionary or philosophical. Policy statements may be characterized by such words as “may” or “should”, and usually do not establish fixed rules or set procedures for conduct of a particular activity.

Procedure: Directives which lay out specific steps to be followed under well defined circumstances and which guide officer discretion, though they may occasionally allow some latitude and discretion. A procedure may be made mandatory in tone through the use of “shall” rather than “should” or “must” rather than “may”.

Rules and Regulations: Directives which significantly limit officer discretion and conduct in order to reduce risks to safety and liability.

Written Directive: A written document used to guide or otherwise affect the performance or conduct of agency employees. The term “Directive” includes policies, procedures, rules and regulations, memoranda, and instructional materials.

POLICY:

12.2.1 WRITTEN DIRECTIVE SYSTEM

A. The Department shall establish a formal mission and values statement which will become part of the written directive system.

1. MISSION – It is the mission of the Champaign Police Department to preserve peace and order within the City of Champaign through a cooperative effort with its citizens. To that end, the Police Department will seek citizen involvement in identifying problems and solutions to those problems neighborhood by neighborhood throughout the City. Once solutions are found, the Police Department and citizens will combine resources to address those problems.

2. VALUES – See 12.2 Attachment A, Champaign Police Department Value Statement.

B. The police department has a formal written directive system which consists of the following:

1. Chief’s authority.

The authority to issue, delete, modify, and/or approve all written directives shall be vested with the Chief of Police or his designee. Written directives should not conflict with established policies or procedures unless short-term extenuating circumstances exist or the directive constitutes a revision or replacement of an existing policy or procedure.

2. Coordination and distribution.

Proposed changes to policies, procedures, rules and regulations will be coordinated through the Professional Standards Division. The Professional Standards Division will ensure that written directives are consistent with existing authority, compliant with accreditation standards, and properly formatted. All proposals will be reviewed for the purpose of gauging the directive’s impact on departmental operations.

3. Written directive format and indexing.

a. Policy and Procedure:

The “Policy and Procedure” heading sheet will be used on the initial page of each policy. The heading will include the name of the subject, the policy number, and the effective date. In so far as possible, indexing will coincide with the Accreditation Classification System. Policies will follow the standard outline form.

Example:

A.
B.
1.
2.
a.
b.

b. Memorandum: Memoranda will use the format prescribed by the Chief of Police. Memoranda are not indexed.

4. Written directive revisions.

   Purging, updating, and revising of written directives shall be done on a continual basis at the direction of the Chief of Police. Policies and Procedures will be reviewed annually by the Professional Standards Division. From time to time changes to written directives may occur as a result of the passing of new laws, revisions to existing law, and/or operational need.

5. Statements of Department policy.

   All statements of Department policy and procedure will be carried under the "Policy and Procedure" system.

   a. Gender of words.

      The word "he" will normally be used to include both male and female employees of the Department throughout these orders for administrative convenience.

6. Rules and Regulations.

   Procedures for carrying out Departmental activities are documented in the Policy and Procedure Manual, Department Rules, the collective bargaining agreement, and/or other written directives.

7. Management review.

   Normally, proposed changes to policies and procedures, rules and regulations, and other written directives will be reviewed by Management Staff. When and where appropriate, affected personnel may be asked to provide additional input.

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

   b. Unless otherwise specified by the Chief of Police, new and revised Policies, Procedures, Rules and Regulations will become effective ten days after approval by the Chief of Police.

   c. All written directives of the Department shall remain valid upon assumption of command of a newly appointed Chief of Police or Acting Chief of Police and remain valid until specifically amended or rescinded.

12.2.2 STORAGE AND DISSEMINATION OF WRITTEN DIRECTIVES

A. The Professional Standards Division shall be responsible for the distribution of written directives. Dissemination of new or newly-revised written directives will typically be made through the Policy and Procedure Management Software. Critical policy revisions will be accompanied either by a computer-based testing component and/or reviewed during roll call, etc., prior to implementation. When policies and procedures are disseminated electronically, backup hard copies will be maintained by the Professional Standards Division at centralized locations.

   1. All employees will have access to complete and up to date electronic-copies of the directives manual on the Policy and Procedure Management Software.

   2. Storage of written directives.

      a. The Chief's Secretary shall maintain an independent set of master files of all Policies and Procedures.

      b. Each employee will be issued a sign-in code which will allow them access to directives issued through, and stored in, the Policy and Procedure Management Software.

      c. Printed manuals will be placed in accessible locations throughout the department and will include a table of contents and index.

      d. The Professional Standards Division will ensure that up-to-date printed manuals and/or CD versions of the manual are available for review by newly hired employees.

   3. Employee acknowledgment.

      a. Except in cases where an employee is absent on authorized leave, employees shall acknowledge the receipt and comprehension of Policies and Procedures, Rules and Regulations, and/or other written directives through the Policy and Procedure Management Software within ten days of issuance.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 15.1

SUBJECT: PLANNING AND RESEARCH ACTIVITIES | EFFECTIVE DATE: 10/1/09
REVISED DATE:

REFERENCE ILEAP: ADM.10.01

INDEX AS:

15.1.1 PLANNING AND RESEARCH
15.1.2 ORGANIZATIONAL PLACEMENT
15.1.3 MULTI-YEAR PLAN

PURPOSE:

The purpose of this policy is to define the planning activities of the Champaign Police Department. Planning is the development of strategies for bringing about a desirable future condition. Planning involves the development and utilization of limited personnel, equipment, and resources in ways that will affect future public welfare.

POLICY:

15.1.1 PLANNING AND RESEARCH

A. Because the Champaign Police Department does not have a formally dedicated Research and Planning unit, Management Staff will, collectively and/or individually, carry out Planning and Research activities as directed by the Chief of Police.

B. The functions and responsibilities of planning and research include, but are not limited to, the following:

1. Formulating Departmental goals and objectives.

2. Gathering, organizing, and presenting information for Departmental planning purposes.

3. Formulating written directives.

4. Directing and coordinating activities necessary to achieve and retain accredited status for the department.

5. Coordinating the budget planning process.

6. Maintaining and coordinating the development of the Department's multi-year plan.

7. Preparing other such reports or recommendations as directed by the Chief of Police.

8. Evaluating departmental achievements directed toward accomplishing goals and objectives.

15.1.2 ORGANIZATIONAL PLACEMENT

A. The Deputy Chief of Operational Support will be responsible for supervising and coordinating the Planning and Research function and ensuring access to the Chief of Police and other necessary information resources.

15.1.3 MULTI-YEAR PLAN

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

1. Long-term goals and operational objectives.

2. Anticipated workload and population trends.

3. Personnel allocation and distribution planning.

4. Anticipated capital improvement and equipment needs.

B. The multi-year plan will be evaluated annually for necessary changes. Following each evaluation of the plan, a copy of the multi-year plan will be distributed to all management and supervisory personnel.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 15.2

SUBJECT: ORGANIZATION GOALS AND OBJECTIVES EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.04.01

INDEX AS
15.2.1 GOALS AND OBJECTIVES
15.2.2 EVALUATING GOAL PROGRESS

PURPOSE:

The purpose of this policy is to establish goals and objectives, encourage employee participation, and establish procedures for reviewing progress toward goals and objectives.

DEFINITIONS:

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

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

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

POLICY:

15.2.1 GOALS AND OBJECTIVES

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

   1. On an annual basis, the Chief of Police shall formulate a comprehensive statement of Departmental goals and objectives. The timing will allow for the development of Division level goals and objectives. This process will coincide with the preparation of the Department's annual budget. Priority and consideration will be given to those goals set by City Council.

   2. On an annual basis, but no later than December 1st of the current fiscal year, Deputy Chiefs shall formulate written statements for goals and objectives for their respective Divisions and each organizational component within them. This process must include the solicitation of input from all employees, for which the goals and objectives apply.

   3. On an annual basis, at the conclusion of the formulation process, every employee will receive a written copy of the Departmental goals and objectives as well as those of their respective Division.

15.2.2 EVALUATING GOAL PROGRESS

A. Each Deputy Chief shall submit to the Chief of Police a written evaluation, detailing the progress made by the Division and each organizational component therein toward the attainment of Departmental goals and objectives.

   1. These reports may be submitted in conjunction with the department's annual report.

   2. During the course of the year, the Chief of Police may require periodic updates of progress towards goals and objectives.

B. Supervisors within the department are responsible for ensuring that goals and objectives are attained. However, it is recognized that unforeseen events may occur which prevent goals from being attained or cause goals to be changed. If such events occur, a written explanation must be submitted to the Chief of Police through the chain of command.

C. Attainment of goals is a key element of employee performance evaluations.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 15.3

SUBJECT: CRIME ANALYSIS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.11.01

INDEX AS:

15.3.1 CRIME ANALYSIS PROCEDURES
15.3.2 FEEDBACK ANALYSIS

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.

DEFINITIONS:

Crime Analysis: The gathering of information and the extrication of data for developing tactical, strategic, and long-range action plans for crime suppression. Appropriate crime analysis should be able to identify similarities of separate offenses, reveal commonalities and patterns of emerging and prevailing crime problems, assist in the screening and ordering of suspect lists, and support the assembling of specific crimes that may have been perpetrated by a specific offender already in custody.

POLICY:

15.3.1 CRIME ANALYSIS

A. Crime analysis provides useful information to aid operational personnel in meeting tactical crime control and prevention objectives by identifying and analyzing the methods of operation of individual criminals, providing crime pattern recognition, and providing analyses of data from field interrogations, police reports, and arrests.

   1. The Department maintains a formally organized crime analysis function within the Operational Support Division.

   2. Analysis of crime data is accomplished using standard mathematical formulas. The system employed for crime analysis includes,

      a. Computer spreadsheet programs,

      b. Computer graphing and presentation programs,

      c. Computer mapping and link analysis programs,

      d. Basic logic

B. Sources used for the collection of crime data include:

   1. Incident reports,

   2. Supplemental reports,

   3. Arrest Reports,

   4. Field Interviews,

   5. Monthly statistical reports,

   6. Intelligence from internal sources,

   7. Intelligence from other agencies and their sources,

   8. Traffic citations, and

   9. Citizen reports/information.

C. 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:

   1. Frequency by type of crime,

   2. Geographical factors,

   3. Temporal Factors,

   4. Victim or property descriptions,

   5. Suspect, offender and vehicle descriptions,

   6. Modus operandi,

   7. Physical evidence information,

   8. Problem-oriented or community policing strategies

D. Crime analysis information is disseminated to Department personnel as needed or upon request.

   1. Temporal and geographic data collected and analyzed will be filed and distributed as confidential information to Champaign police officers and selected other law enforcement personnel. These items can be distributed electronically through the central computer system or via hard-copy versions to the Patrol section. This will be accomplished through:

      a. Crime Analysis bulletins, including analysis of crime patterns,

      b. Weekly Crime Bulletins,

c. Officer safety, wanted, or police hazard bulletins,

d. Information sharing at roll call

2. 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.

3. The Chief of Police shall be advised of existing or emerging criminal patterns as they are identified. Notification can be accomplished through attendance at staff meetings, command meetings, daily interaction, memoranda, weekly reports, and/or crime analysis bulletins.

15.3.2 FEEDBACK ANALYSIS

A. In order to evaluate the Department's crime analysis program, all personnel are encouraged to provide feedback to the Investigations Commander regarding the effectiveness of the information disseminated.

B. The Investigations Commander will periodically survey department members to determine the effectiveness of the process and identify areas needing modification.

C. Employee input is encouraged, and suggestions for change will be considered and implemented when and where practical.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 16.1

SUBJECT: POLICE CHAPLAIN PROGRAM | EFFECTIVE DATE: 06/23/14
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

16.1.1 ROLE OF THE CHAPLAIN
16.1.2 CONFIDENTIALITY
16.1.3 POLICE CHAPLAIN COMMITTEE
16.1.4 SELECTION OF CHAPLAINS
16.1.5 SCHEDULING OF CHAPLAINS
16.1.6 REQUEST FOR CHAPLAIN ASSISTANCE
16.1.7 CALL IN NOTIFICATION OF CHAPLAIN
16.1.8 CALL IN RESPONSE
16.1.9 RESIGNATION AND DISCHARGE

PURPOSE:

Recognizing the great personal demands and sacrifices a police career makes on our employees and their families and their resultant needs, a Champaign Police Department Chaplain's officer shall be available to meet such needs of all employees. It is further recognized that civilian personnel working in support of the Champaign Police Department also have needs for spiritual direction and assistance.

It is the policy of the Champaign Police Department to utilize community resources to meet the human needs of the officers and employees of the Champaign Police Department. One manner in which this can be accomplished is through the volunteer Police Chaplain Program. To that end, the volunteer Police Chaplain Program may be utilized during those situations where the need for personal assistance exceeds the training and resources of the Champaign Police Department and where the training and experience of the Chaplains may be beneficial to those in need.

The Chaplain's office will maintain an "open door" policy and be available to all employees of the Champaign Police Department and their family members.

This policy authorizes the establishment of a formal Police Chaplain Program, establishes criteria for the selection and appointment of Champaign Police Chaplains, and outlines their duties. It also establishes guidelines for their use and establishes a uniform notification procedure for the Chaplains.

POLICY:

16.1.1 ROLE OF THE CHAPLAIN

A. The role of the Chaplain shall be to assist those who have an immediate need to confidentially discuss personal and/or professional problems with those who are qualified to help understand those types of problems.

B. The primary focus of the Chaplain shall be to Listen, Assess, Counsel and, when necessary, Refer an individual to professional counselors.

C. The primary goal of the Chaplain's office is to develop a program within the department to serve as a source of strength to all employees and their families as the need may arise.

D. There is a clear distinction between the role of a Chaplain and that of traditional local clergy in their focus and methodology of approaching the individual and their issues.

E. All chaplains are identified as affiliates of the Department and, as such, shall act in a professional and unbiased manner in the event of a civil disorder.

F. All Chaplains should be familiar with external referral agencies, including the City of Champaign Employee Assistance Program.

G. All Chaplains are encouraged to visit the Champaign Police Department and to participate in ride-alongs with police personnel. Chaplains shall wear their identification card, Police Chaplain jacket, or Police Chaplain shirt when in the Champaign Police Department or on a ride-along.

H. Chaplains should be aware of the potential hazards of a crime scene and shall not intervene into any situation without direct authorization of the commanding officer at the scene.

16.1.2 CONFIDENTIALITY

A. Employees are reminded that State and Federal laws and regulations permit or require the release of information in situations where there is actual or potential danger to self or others (i.e., evidence of child abuse, commission of an illegal act or otherwise required by law).

B. Chaplains shall maintain a strict code of ethical conduct and confidentiality in regard to counseling or conversations or information witnessed while working as a chaplain for the Champaign Police Department.

C. Employees should be aware that any conversations with a police chaplain made in the presence of other officers or persons may not have the protection of confidentiality.

16.1.3 POLICE CHAPLAIN COMMITTEE

A. The Police Chaplain Committee will consist of, at minimum, three members of the Line Advisory Group (LAG) and all Champaign Police Chaplains. Resource Chaplains shall not serve on the Chaplain Committee.

B. The Police Chaplain Committee will meet monthly to discuss past, present, and current events involving the services that can be provided to the Department.

16.1.4 SELECTION OF CHAPLAINS

A. Members of the clergy who have an expressed interest in becoming a Chaplain, or a Resource Chaplain, shall be referred to the Chaplain Committee. At the discretion of the Committee, the clergy members may be invited to participate as a Resource Chaplain for the Department. Resource Chaplains will not be directly called upon to perform the duties as outlined in this order unless necessity dictates, but may serve in a capacity of assisting with the Chaplain program and/or providing resources not otherwise available to the Chaplain Program. Any clergy member who wishes to become a Chaplain or a Resource Chaplain must pass a background investigation, which will include a criminal history check.

B. The Police Chaplain Committee will review and submit recommendations to the Chief of Police for any Police Chaplain openings that are deemed necessary to fill.

C. Chaplains shall be of the highest ethical and moral standards, both personally and professionally.

D. Chaplains must hold proper credentials in ministry, counseling, social work, or fields related to police chaplaincy.

E. Resource Chaplains who have served at least six (6) months as a Resource Chaplain with the Champaign Police Department Chaplain Program may submit letters of application to the Police Chaplain Committee expressing interest in identified openings for Police Chaplain. The Chief of Police shall, with the advice of the existing Chaplains, make a final determination as to feasibility of approving the application.

F. Upon approval of the Chief of Police, the Chaplain shall be issued a valid **civilian/non-sworn** Identification Card identifying them as an official Police Chaplain for the Champaign Police Department.

G. All Police Chaplains and Resource Chaplains must be willing to attend training in stress management and other training designed to assist them with their duties.

H. The number of Police Chaplains is left to the discretion of the Chief of Police. The number of Resource Chaplains is left to the discretion of the Police Chaplain Program Committee.

16.1.5 SCHEDULING OF CHAPLAINS

A. The Chaplains shall, in cooperation with LAG, provide the Champaign Police Department with their current contact information, to include emergency contact information.

B. LAG will be responsible for providing an up-to-date phone and/or pager listing for all Chaplains to Patrol and Investigations divisions.

C. LAG will schedule a monthly meeting of the Department Chaplains and prepare an agenda for the purpose of review, discussion, and training.

D. LAG will ensure that new ride-along waivers are completed annually and that all Police Chaplains and Resource Chaplains are checked annually for any negative criminal or civil action which could reflect negatively on the Police Chaplain Program or the Champaign Police Department.

16.1.6 REQUEST FOR CHAPLAIN ASSISTANCE

A. A command officer may contact a Chaplain, or multiple Chaplains if necessary, for any incident listed below where the need for interpersonal assistance is required by:

1. An officer or a member of an officer's family;
2. A civilian employee of the Champaign Police Department or their family;
3. Hospitalization of either sworn or civilian employee or immediate family member;
4. The death of an active or retired employee of the Department;
5. At mass casualty incidents for which defusing or debriefing would be beneficial; or
6. Any event that may have a long lasting emotional effect on department personnel.

B. In the event the person or family in need of assistance makes a specific request for a personal minister who is not a formal member of the Chaplain program, every effort will be made to contact the person requested. The Chaplain on call will assist in making that notification if necessary.

C. Any member of the Champaign Police Department may contact any of the Chaplains directly if they have a desire to discuss a personal issue in confidence without the prior knowledge or approval of the Chief of Police or a Command Officer.

16.1.7 CALL IN NOTIFICATION OF CHAPLAIN

A. A command officer may contact a Chaplain, or multiple Chaplains if necessary, for any incident listed below where the need for interpersonal assistance is required as a result of:

1. Death or serious injury of an employee, an employee's spouse, or an employee's immediate family member, whether on or off duty;
2. At the request of an employee or officer for personal assistance not directly identified in this policy;
3. Officer Involved Shootings; or
4. When it is the opinion of the command officer on duty that the services of a Chaplain would be beneficial to an employee or the Champaign Police Department.

16.1.8 CALL IN RESPONSE

A. When a command officer requests a Chaplain the responding Chaplain shall report to the command officer at CPD for briefing instructions. In the event that the Chaplain should report to an incident site, the Chaplain will be notified as such and shall report to the command officer in charge at the site for briefing instructions.

B. Chaplains reporting for a call-in either at CPD or in the field shall wear their identification card in open view of all personnel or wear the shirt or jacket that identifies them as a POLICE CHAPLAIN.

C. Police Chaplains shall not enter restricted areas without approval from a command officer. It will be at the discretion of the command officer in charge to assign an escort for the Chaplain if one is deemed necessary. A Chaplain will not be allowed into an area where there are unidentified or potential risks to health and/or well being.

D. Police Chaplains shall report to a command officer when their duties have been completed and they are departing. This is strictly for accountability of personnel.

E. Based on the scope of an incident the on-call Chaplain may request assistance from another police Chaplain.

F. If the assistance of Resource Chaplains is necessary, the request for those resources must be approved by a command officer. The Resource Chaplains will be contacted by Champaign Police Department Chaplains on scene, or a Champaign Police Department Chaplain Committee member, if possible, with consideration given to the various Resource Chaplains specialties and/or training.

G. If the assistance of Resource Chaplains is requested, or anytime a Resource Chaplain is performing as a representative of the Champaign Police Chaplain Program, the Resource Chaplain must adhere to the same guidelines as set forth for Police Chaplains in this order.

H. If any member of the department experiences or witnesses a negative incident or negative behavior involving a Police Chaplain or Resource Chaplain they shall immediately report the incident or behavior to the Chief of Police and the Professional Standards Lieutenant.

16.1.9 RESIGNATION AND DISCHARGE

A. As a volunteer member of this department, a Police Chaplain or Resource Chaplain may voluntarily resign at any time with written notice to the Chief of Police.

B. It shall be at the discretion of the Chief of Police to discharge or remove any police Chaplain that does not conform to the police mission or to the standards of the Chaplain Program.

C The Chaplain Identification Card and any other property issued to a Chaplain shall remain the property of the City of Champaign and will be surrendered upon completion of their assignment as Chaplain or upon demand by the Chief of Police.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 17.3

SUBJECT: FISCAL MANAGEMENT - PURCHASING | EFFECTIVE DATE: 10/1/09
REVISED DATE:

REFERENCE ILEAP: ADM.15.01

INDEX AS:

17.3.1 PURCHASING PROCEDURES

PURPOSE:

The purpose of this policy is to establish procedures for the purchase of agency equipment and supplies.

POLICY:

17.3.1 PURCHASING PROCEDURES

A. The purchasing of equipment and supplies for the Department is the responsibility of the Deputy Chief of Operational Support or his designee.

B. The Department's procedures for purchasing and payment shall be in conformance with the policies and procedures established by the City of Champaign Finance Department.

C. Bidding procedures for purchases over $17,500 are governed by Chapter 12, Section 532 of the Municipal Code.

D. Criteria for the selection of vendors and bidders for all purchases under $17,500 are outlined in the purchasing manual, Chapter 12, Section 532 of the Municipal Code.

E. Emergency purchases and rental agreements for equipment shall be in conformance with policies and procedures established in Chapter 12 of the Municipal Code.

   1. If the Deputy Chief of Operation Support is unavailable during an emergency situation, supervisors are authorized to make purchases up to $4,999.99.

F. All budget transfers within the same division or between divisions must be approved by either the Chief of Police or the appropriate Deputy Chief of Police.

CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE | POLICY NUMBER: 17.4

SUBJECT: FINANCIAL MANAGEMENT - ACCOUNTING | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.15.02
ADM.15.03

INDEX AS:

17.4.1 ACCOUNTING SYSTEM ELEMENTS
17.4.2 CASH HANDLING PROCEDURES
17.4.3 INDEPENDENT AUDIT

PURPOSE:

The purpose of this policy is to establish procedures for the management and accounting of Department funds.

DEFINITIONS:

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

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

POLICY:

17.4.1 ACCOUNTING SYSTEM ELEMENTS

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

B. The Finance Department of the City of Champaign provides Fiscal Administration with computer access to the City Finance System. The City Finance System can be accessed at any time, and the system allows provides updates concerning appropriations, encumbrances, and beginning and ending balances.

C. The Deputy Chief of Operational Support is responsible for the development and maintenance of internal accounts, procedures, and controls as necessary for effective fiscal management. He advises the Chief of Police and command staff of the financial status of the department.

17.4.2 CASH HANDLING PROCEDURES

A. Department personnel will collect, safeguard, and disburse cash as necessary, and on a limited basis. All areas within the Police Department that receive, maintain, or disburse cash must maintain:

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

2. Receipts or documents for cash received.

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

4. A list of persons or positions authorized to disburse or accept cash.

5. Quarterly accounting of agency cash activities at a minimum.

6. Whenever the Police Department conducts an auction or sale, all proceeds shall be forwarded to the Finance Department. Persons buying items at an auction or sale shall be issued a receipt by the person accepting the monies.

B. Authorization for cash disbursement:

1. The Chief of Police, the Deputy Chiefs of Police, and their designees have the authority to approve purchases of less than $25 from the petty cash fund.

2. Disbursements over $25 – excluding confidential funds - must be approved by the Chief of Police.

3. Confidential funds disbursed must have the approval of the Chief of Police and the Investigations Unit Commander or a designee.

4. Fiscal Administration has the authority to disperse funds for travel, lunch, or miscellaneous expenses related to training which do not to exceed $25.

5. The following individuals shall maintain cash funds and be responsible for the accounting and distribution of the funds:

a. Investigations Commander.

b. Narcotics Unit Supervisor.

c. Professional Standards Sergeant.

d. Police Records Manager/Supervisor.

e. Police Account Clerks.

f. Secretary to the Chief of Police.

C. The above directive applies to petty cash funds, cash received in Records, investigative funds, and any and all other instances where cash funds are maintained or cash is received or disbursed.

17.4.3 INDEPENDENT AUDIT

A. The City of Champaign, pursuant to Illinois Compiled Statutes 65 ILCS 5/8-8, is audited by an independent

auditor at least annually. As part of this process, the accounts of the Police Department are monitored for fiscal integrity. This process is handled by the City of Champaign Finance Department.

B. The Chief of Police may, at any time, request an internal audit of any of the financial controls or procedures of the Department. The Chief or his designee may inspect any records, statements, accounts or files associated with the fiscal management of all Departmental operations.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 17.5

SUBJECT: AGENCY OWNED PROPERTY | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.15.04
ADM.19.03

INDEX AS:

17.5.1 INVENTORY CONTROL
17.5.2 ISSUING / RE-ISSUING AGENCY OWNED PROPERTY
17.5.3 OPERATIONAL READINESS

PURPOSE:

The purpose of this policy is to establish procedures for the ordering, distribution, disposition, and accounting of property in the possession of the Department.

DEFINITIONS:

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

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

Operational Readiness: Care and cleaning, preventive maintenance, repair, workability, and responsiveness.

Personal Equipment: Department-issued items including uniforms, jackets, batons, etc.

POLICY:

17.5.1 INVENTORY CONTROL

A. The Department shall maintain accurate records regarding the maintenance and inventory of agency owned equipment.

B. Responsibility for the maintenance of all Department property and facilities is delegated to the Deputy Chief of Operational Support.

C. In performing this function, the Deputy Chief of Operational Support or his designee shall:

1. Maintain a current inventory of all agency-owned equipment valued at $1,000.00 or more. Office furniture and fitness equipment are exempt from this requirement. On a periodic basis a verification of the inventory shall be performed. The specific responsibility of this inventory is as follows:

a. All computers and computer-related equipment shall be inventoried by the City of Champaign Information Technology Department.

b. Range equipment, firearms, and ammunition shall be inventoried by the supervisor in charge of the Firearm's Cadre.

c. Vehicles and related equipment shall be inventoried by the City of Champaign Fleet Services Division.

d. All mobile and portable radios shall be inventoried by the Deputy Chief of Professional Standards.

e. SWAT equipment shall be inventoried by the SWAT Commander or his designee.

f. Crime Scene Unit equipment shall be inventoried by the Unit Supervisor or his designee.

g. Equipment assigned to Electronic Technicians Unit shall be inventoried by the Unit Supervisor or his designee.

h. All other equipment shall be inventoried by the Deputy Chief of Operational Support or his designee.

2. Maintain current written records on all personal equipment purchases by date, item and, when applicable, person to whom the items were issued.

3. Maintain current written records of items damaged, replaced, retired, destroyed, or lost.

D. In cases of agency-owned property being reported lost or stolen, the Deputy Chief of Operational Support shall be notified immediately.

1. The person who notices an item lost or stolen shall without delay prepare a detailed written report of the incident and forward it to their immediate supervisor.

2. The supervisor receiving the report shall review it, attach their comments and recommendations, and forward the correspondence through their chain of command.

2. The Deputy Chief of Operational Support will be responsible for investigating all incidents of lost or stolen agency-owned equipment and for making a report of his findings to the Chief of Police.

E. Department members are responsible for the care and safekeeping of agency-owned equipment issued to them. If a Department member notices problems or deficiencies with equipment assigned to him, such deficiency shall be immediately reported to a supervisor.

F. A completed copy of the inventory shall be forwarded to the Chief of Police.

17.5.2 ISSUING / REISSUING AGENCY OWNED PROPERTY

A. Agency-owned equipment will be controlled and issued to the Division or person making the request. This function is administered by the Deputy Chief of Operational Support.

B. Issued personal equipment remains the property of the City of Champaign and must be returned upon termination of employment.

C. Department equipment that is no longer serviceable or is due for replacement will be disposed of in the following manner:

1. Traded-in.

2. Donated to another police department or non-profit organization.

3. Sold at an authorized public or electronic auction.

4. Destroyed.

17.5.3 OPERATIONAL READINESS

A. Agency owned equipment stored for periodic or irregular use must be maintained in a condition of operational readiness. Such equipment includes, but is not limited to:

1. Crime Scene Equipment.

2. Tactical Response Equipment.

3. Crowd Control Equipment.

4. Breath / Alcohol instruments.

C. It is the responsibility of each division to ensure that all agency-owned equipment assigned within that division is adequately maintained, kept in a condition of operational readiness, and inspected twice yearly.

D. The operational readiness of agency-owned equipment is verified through a process of ongoing line inspections.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 21.1

SUBJECT: JOB TASK ANALYSIS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: N/A

INDEX AS:

21.1.1 JOB TASK ANALYSIS

PURPOSE:

The purpose of this policy is to establish that a job task analysis be maintained for every position in the Department.

DEFINITIONS:

Job Classification: The grouping of positions or jobs for which duties, responsibilities, qualification requirements, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

Job Description: The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.

Job Task Analysis: A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the import or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

POLICY:

21.1.1 JOB TASK ANALYSIS

A. Job task analyses supplies the Department with basic information needed to perform many personnel functions. A written job task analysis of every position in the Department is maintained on file by the City of Champaign Human Resources office.

B. The objectives of a job task analysis include, but are not limited to:

   1. Serving as a basis for the determination of a position classification plan and compensation.

   2. Providing a basis of establishing high qualification requirements for recruitment, examination, selection, appointment and promotion.

   3. Assisting in the establishment of training curricula.

   4. Providing guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

C. The elements of the job task analysis include, but are not limited to:

   1. The duties, responsibilities, and tasks of each position.

   2. The frequency with which each task is performed.

   3. The minimum level of proficiency necessary in the job related skills, knowledge, abilities, and behaviors.

D. Job task analyses are updated whenever significant changes in the class or delineation of duties and responsibilities of a job occur.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE ORDER | POLICY NUMBER: 21.2

SUBJECT: POSITION CLASSIFICATION | EFFECTIVE DATE: 10/1/09
REVISED DATE:

REFERENCE ILEAP: ADM.08.01

INDEX AS:

21.2.1 CLASSIFICATION ELEMENTS
21.2.2 JOB DESCRIPTIONS

PURPOSE:

The purpose of this policy is to establish guidelines for position classification for the Champaign Police Department.

DEFINITIONS:

Class Specification: An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

Job Classification: The grouping of positions or jobs for which duties, responsibilities, qualification requirements, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

Job Description: The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.

Position: The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

POLICY:

21.2.1 CLASSIFICATION ELEMENTS

A. The City of Champaign's written classification plan includes, at a minimum, the following elements:

   1. A grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.

   2. The existence of class specifications for every job within a class.

   3. Provisions for relating compensation to classes.

   4. Provisions for reclassification.

B. The City of Champaign's Human Resources office has the primary responsibility for the development and maintenance of job classifications and the delineation of duties and responsibilities of each position in the Department.

C. The Deputy Chief of Professional Standards shall assume the Department's responsibility for maintaining liaison with the City of Champaign's Human Resources office in the assessment of all jobs within the Department and in formulating the job analysis and classification process.

21.2.2 JOB DESCRIPTIONS

A. The City of Champaign's Human Resources office maintains job descriptions for all positions within the Department. Copies of all departmental job descriptions are kept in their office and are available to any employee for review.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 22.1

SUBJECT: COMPENSATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.03.01

INDEX AS:

22.1.1 DEPARTMENT SALARY PROGRAM

PURPOSE:

The purpose of this policy is to provide a description of the Department's salary program, to provide for an annual review of the salary program, and to describe the conditions under which different kinds of salary augmentation could be provided.

POLICY:

22.1.1 DEPARTMENT SALARY PROGRAM

A. The Department's salary program is established and controlled by the Article 7 of the Police Labor Agreement and Article 9 of the AFSCME Labor Agreement. The salary program addresses the following areas:

   1. Entry level salaries.

   2. Salary differential within ranks.

   3. Salary differential between ranks.

B. Elements of the salary program for Department employees who are members of a collective bargaining unit are determined through negotiations between the bargaining unit and the City of Champaign.

C. As a part of the negotiations process, the Chief of Police normally provides input to the City of Champaign Human Resources office as to the changes recommended in the salary program.

D. Elements of the salary program for all other Department employees include:

   1. City of Champaign position classification.

   2. City of Champaign salary plan for non-bargaining unit employees.

   3. Job descriptions.

   4. Performance evaluations.

E. The use of compensatory time is established in Article 6 of the Police Labor Agreement and Article 8 of the AFSCME Labor Agreement.

F. The Department's overtime policy is established in Article 5 of the Police Labor Agreement and Article 7 of the AFSCME Labor Agreement.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 22.2

SUBJECT: BENEFITS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.03.02
PER.03.03
PER.03.04

INDEX AS:

22.2.1 LEAVE PROGRAM
22.2.2 PERSONNEL PROGRAMS
22.2.3 PERSONNEL SUPPORT SERVICES
22.2.4 DEPARTMENT PERSONNEL/FAMILY – VICTIM ASSISTANCE
22.2.5 UNIFORM CLOTHING AND EQUIPMENT
22.2.6 EMPLOYEE ASSISTANCE PROGRAM
22.2.7 EMPLOYEE IDENTIFICATION

PURPOSE:

The purpose of this policy is to outline many of the benefits afforded to Department employees, although the description of benefits is not comprehensive.

POLICY:

22.2.1 LEAVE PROGRAM

A. Leave policies including holiday leave, vacation leave, personal leave, sick leave, duty injury leave, family medical leave, and leave without pay are prescribed in the Police Labor Agreement and the AFSCME Labor Agreement.

B. Police Officers injured in the line of duty are entitled to all leave benefits prescribed in the Illinois Compiled Statutes relating to salary, benefits, etc.

22.2.2 PERSONNEL PROGRAMS

A. Retirement Programs.

1. Sworn police personnel are eligible to participate in the Police Pension Fund as prescribed by the Illinois Compiled Statutes.

2. Additional information on retirement benefits can be obtained through the Champaign Police Pension Board or the Human Resources Department.

B. Health Insurance.

1. In accordance with Article 15 of the Police Labor Agreement and Article 19 of the AFSCME Labor Agreement, the City of Champaign provides medical and dental insurance programs covering employees and their dependents.

2. Further information on employee health and insurance benefits obtained through the Human Resources Department office.

C. Disability and Death Benefits.

1. Disability and death benefits for Department employees are governed by the provisions of Article 13 of the Police Labor Agreement and the Champaign Police Pension Fund.

D. Liability Protection.

1. Liability protection will be provided in accordance with Article 19 of the Labor Agreement.

2. In the event of any civil suit against an officer seeking damages on account of injury to the person, property, or civil rights of another person, which suit arises out of the performance of police duties, provided that such duties were in conformance with applicable laws, City policies and procedures, and Department rules and regulations, the City shall:

a. At the City's expense, designate and provide an attorney to provide defense of the suit; and

b. Indemnify the officer for any and all claims, damages, liability, and costs which may arise therefrom.

3. The City may choose to provide such legal representation for and/or indemnification of the officer by and through policies or insurance, self-insurance, or a combination of both.

4. In the event of any such civil suit for which the City is required to provide a defense and indemnification, the officer shall, within ten (10) calendar days of service or process, file a written request for such defense and indemnification with the City Clerk and City Attorney, attaching to the request such process as has been served.

E. Employee Educational Benefits

1. Educational benefits are provided in accordance with Article 8 of the Police Labor Agreement and Article 18 of the AFSCME Labor Agreement.

22.2.3 PERSONNEL SUPPORT SERVICES

A. The City of Champaign offers an Employee Assistance Program (EAP) which is designed to provide short-term counseling and problem-solving for City employees. Information on the program is available from any Department supervisor or from the Human Resources Department.

22.2.4 VICTIM/FAMILY ASSISTANCE

A. The Department will provide assistance services to personnel and their families following a line-of-duty death as outlined in Policy 22.5, Line of Duty Deaths.

22.2.5 UNIFORM CLOTHING AND EQUIPMENT

A. Provisions for uniforms and equipment for sworn personnel are described in the Article 17 of the Police Labor Agreement.

22.2.6 EMPLOYEE ASSISTANCE PROGRAM

A. The City of Champaign offers an Employee Assistance Program (EAP). Employees seeking assistance with personal problems, marital difficulties, stress, financial problems, drug or alcohol dependency, or other similar situations may avail themselves of this service. Confidentiality is assured except in cases where an employee indicates that he/she is a danger to themselves or others.

B. Any supervisor may confidentially refer an employee to EAP. In such cases, all records will remain confidential and will not be available to the referring supervisor without the employee's consent.

C. Supervisors may take steps to recommend an employee for mandatory counseling.

D. Additional information on EAP can be obtained through the Human Resources Department.

22.2.7 EMPLOYEE IDENTIFICATION

A. In accordance with Rule 3, employees shall provide adequate identification in a prompt and respectful manner when requested by any person when the employee is on duty or acting in an authorized police capacity, except when withholding such information is necessary for the performance of duties.

B. Non-sworn employees who have been issued badges shall wear their badges <u>only</u> when on duty and in uniform.

C. All Department employees shall be issued photo identification cards.

D. If an employee's photo identification card is lost or stolen, the employee shall inform the Chief of Police of the loss or theft. In such cases, a new photo identification card will be issued.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 22.3

SUBJECT: CONDITIONS OF WORK | EFFECTIVE DATE: 10/01/09
REVISED DATE: 1/1/13

REFERENCE ILEAP: PER.03.05
PER.03.06
PER.04.01
PER.04.02

INDEX AS:

22.3.1 PHYSICAL EXAMINATIONS
22.3.2 GENERAL HEALTH AND FITNESS
22.3.3 OFF-DUTY EMPLOYMENT
22.3.4 EXTRA-DUTY EMPLOYMENT

PURPOSE:

The purpose of this policy is to define the provisions for physical examinations, fitness requirements, and secondary employment.

DEFINITIONS:

Employment: The provision of a service, whether in exchange for a fee, service, or product. Employment does not include volunteer charity work.

Extra-Duty Employment: Any employment that is conditional upon the actual or potential use of law enforcement powers by the police employee. The service is rendered outside of the employee's regular work hours.

Off-Duty Employment: Any employment outside of regular work hours where compensation is received for services. Both sworn and civilian employees are covered by this definition.

POLICY:

22.3.1 PHYSICAL EXAMINATIONS

A. Pre-entry medical examinations.

1. As part of the police officer selection process, all police applicants, prior to final selection for employment, must undergo a thorough medical examination.

B. Post-entry medical examinations.

1. As provided in Article 35 of the Labor Agreement, officers will undergo a medical examination according to a schedule developed and published by the Department.

2. The examination will be administered for the purpose of determining the employee's general health and ability.

3. All examination results will be given to each employee.

C. All physical examinations undergone at the direction of the Department shall be provided at the expense of the City.

22.3.2 GENERAL HEALTH AND FITNESS

A. As provided in Article 35, each officer of this Department shall participate in a physical fitness test established by the City according to a schedule developed and published by the City.

B. As provided in Article 35 of the Labor Agreement, the City will provide officers with two (2) hours of training time each week for purposes of training and/or physical fitness activities. Scheduled training times will be subject to the operational needs of the Department.

22.3.3 OFF-DUTY EMPLOYMENT
22.3.4 EXTRA-DUTY EMPLOYMENT

A. There are two (2) types of secondary employment in which an officer may engage:

1. Off-duty employment.

2. Extra-duty employment.

B. Only those employees who have attained Class A status or who have advanced to Step 5 of Field Training will be authorized to engage in secondary employment.

C. Employees shall submit a Notification of Off-Duty Employment form to the Chief of Police, through their chain-of-command, prior to such employment.

1. Denial of off-duty employment must be made within ten (10) days of notification. However, denial may be made at a later date upon review of more current information or upon the criteria listed in 2(a), (b), or (c).

2. Criteria for denial shall be based upon:

a. Interference with off-duty availability;

b. Avoiding conflicts of interest and protecting the image of the Department; and

c. Sub-standard performance.

d. Avoiding impairment of on-duty performance.

D. Authorization for secondary employment may be denied if the requesting employee has been placed on sick leave review.

E. A police officer engaged in secondary employment is subject to call-out in case of emergency, and will be expected to leave the secondary employment in such situations.

F. The Department recognizes that officers engaged in secondary employment cannot rely upon immediate assistance or the application of police resources in the same capacity as while on duty.

G. Officers are encouraged to carefully evaluate circumstances prior to taking any police action while engaged in secondary employment.

H. Officers engaged in secondary employment are expected to exercise reasonable judgment before jeopardizing themselves or others by taking police action.

I. When engaged in secondary employment an officer may make an arrest only when:

   1. Time is critical and there is an immediate need to prevent a crime, safeguard a life, prevent serious injury, prevent significant property loss, or apprehend a suspect; and

   2. The offense involves a full custodial arrest; and

   3. The arresting officer possesses full police identification.

J. When an officer engaged in secondary employment elects to make an arrest or take police action the officer will comply with all departmental policies, procedures, rules, and regulations.

K. Officers engaged in secondary employment who make an arrest or engage in police action will promptly the incident to an on-duty supervisor.

L. Offenses or incidents which do not require immediate police action shall be promptly reported to the police agency having jurisdiction.

M. No member of the department shall use any official Champaign Police Department equipment, clothing, insignia, or badge in the course of secondary employment without the prior written consent of the Chief of Police. No such use shall be approved unless the employment is with and supervised by another government agency, or unless, in the discretion of the Chief of Police, the use of official Champaign Police Department equipment in the course of secondary employment is reasonable and appropriate and will promote public safety, health, and welfare.

N. When secondary employment is terminated, the employee shall notify their Deputy Chief in writing.

H. It should be noted that Workmen's Compensation insurance likely will not cover injuries resulting from or occurring during secondary employment.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 22.5

SUBJECT: LINE OF DUTY DEATHS EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.23.04

REFERENCE CALEA: 22.2.4

INDEX AS:

22.5.1 PROCEDURES
22.5.2 FUNERALS

PURPOSE:

The purpose of this policy is to prepare the Champaign Police Department for the event of an active duty officer's death in the line of duty and to direct the department in providing proper support for the deceased officer's family. To that end, this Department will provide liaison assistance and tangible emotional support to the immediate survivors of an officer who dies in the line of duty.

DEFINITIONS:

Line of Duty Death: The death of an active duty officer during the course of performing police functions, whether on- or off-duty, and whether accidental or felonious.

POLICY:

22.5.1 PROCEDURES

A. The following procedures should be used in line of duty deaths and in cases of critically injured officers who have a poor prognosis of survival, keeping in mind that the family's wishes always take precedent over the wishes of the Department. Officers providing services to survivors shall take all possible measures to adhere to the wishes of the family, but should not make promises that they are not sure can be met.

   1. The name of the deceased officer shall not be released to the media or other parties until immediate survivors living in the area are notified.

   2. The Chief of Police, a Deputy Chief of Police, or a Lieutenant should make the notification in person. If possible, a minister, psychologist, or family friend should be present. If there is any possibility of getting the family to the hospital before the death of the officer, do not wait for the arrival of any second parties before making the notification.

   3. Whenever there is any question as to the health of the immediate survivor, medical personnel should stand by.

   4. If the family wishes to go to the hospital, transportation will be provided via department vehicle. If possible, do not allow family to drive themselves to the hospital.

   5. The officer making notification shall be responsible for identifying survivors living outside of the immediate area, and for arranging notification of those survivors if the family so desires. Such notification should be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.

   6. It may be necessary to supply additional assistance at the time of the notification, such as babysitting for small children. Possible sources would be neighbors or spouses of other officers.

B. Assisting Survivors at the Hospital:

   1. Whenever possible, the Chief of Police should join the family at the hospital. The next ranking officer shall serve as or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media, or others.

   2. The hospital liaison officer shall:

      a. Arrange for waiting facilities for the family and designate a press staging area. The wishes of the family should be followed with regard to their accessibility.

      b. Ensure that medical personnel provide pertinent medical information on the officer's condition, and that the family is able to gain access to the injured or deceased officer.

      c. Provide hospital personnel with all necessary billing information. The liaison officer should ensure that medical bills are sent to the agency and not the family.

      d. Arrange transportation for the family when they are ready to leave the hospital.

C. Support for the Family During Funeral:

   1. A liaison officer should be appointed to help the family during the visitation and funeral. The liaison officer shall:

      a. Ensure that the needs of the family come before the wishes of the department.

      b. Meet with the family and explain his/her responsibilities.

      c. Let the family know what assistance the department can provide in the event that the family wants a "Line of Duty" funeral.

d. Be acquainted with all of the details of the death and the investigation so that family can be kept informed.

e. Provide assistance with arranged travel and housing for out of town family.

f. Be available to the family at all times.

g. Brief the family on the funeral procedures if a “Line of Duty” funeral is being provided.

h. Make departmental vehicles available for transportation to the funeral home and church.

2. The family should be referred to any available support groups, such as Concerns of Police Survivors Inc. (C.O.P.S.)

D. Information and Assistance on Benefits to Surviving Family:

1. A benefits coordinator should also be appointed. The benefits coordinator will be responsible for the gathering of information on all benefits or funeral payments available to the family.

2. The coordinator will be responsible for filing any paperwork necessary to ensure that family receives all available benefits.

3. The first contact with the family should be no later than one week following the funeral. At that time, a printed listing of all benefits and contacts at the various agencies should be given to the family. A follow up contact should be made within a month and periodically thereafter until all benefits have been paid.

4. The benefits coordinator should pay special attention to health insurance benefits and how they affect the family.

E. Follow up support for the family:

1. A Family Support Advocate should be appointed. This officer shall:

a. Advise the family of any court proceedings involving the death of the officer. The family should always hear about court proceedings from the department and not the news media.

b. Accompany the family to any court proceedings.

c. Extend invitations to the family to attend Department functions.

d. Ensure that if plaques or memorabilia are given to a surviving spouse, parents or adult children also receive them.

e. Follow up support should be maintained as long as the family needs it.

22.5.2 FUNERALS

A. The department will supply the following for a “Line of Duty” Funeral, provided that they are consistent with the wishes of the family:

1. A two person honor guard in dress uniform during the visitation.

2. Six officers in dress uniform to act as pall bearers.

3. An escort for funeral procession by marked police car(s).

4. A 21 gun salute performed by 7 officers in uniform.

5. A United States flag will be presented to the surviving spouse or other survivor.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 22.6

SUBJECT: HONOR GUARD | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA: 22.2.4

INDEX AS:

22.6.1 HONOR GUARD ORGANIZATION
22.6.2 SELECTION OF PERSONNEL
22.6.3 PROVISION OF SERVICES
22.6.4 UNIFORMS

PURPOSE:

The purpose of this policy is to standardize the services provided by the Champaign Police Department Honor Guard.

POLICY:

22.6.1 HONOR GUARD ORGANIZATION

A. The Champaign Police Department maintains an organized Honor Guard.

B. The Honor Guard shall have a coordinator who will be selected by the Chief of Police.

C. The Honor Guard Coordinator will be responsible for:

1. Scheduling training.

2. Planning and coordinating the provision of services.

3. Maintaining and arranging staffing.

4. Procuring, maintaining, and storing equipment.

5. Making notification to Honor Guard members when their services are needed.

6. Reporting the status of the activities of the Unit to the Chief of Police.

22.6.2 SELECTION OF PERSONNEL

A. Honor Guard members are volunteers who have demonstrated that they are in good physical condition, able to stand or march for extended periods, able maintain high standards of personal appearance, have the ability to learn and perform intricate and coordinated ceremony movements, and competent in their regular duty assignment.

22.6.3 PROVISION OF SERVICES

A. Upon the request of a surviving family member, the Champaign Police Department Honor Guard may provide services for the following types of funerals:

1. Line-of-Duty Funerals.

a. A Line-of-Duty funeral is a funeral for a current member of the Champaign Police Department who died as a direct result of actions taken while in the performance of duty or actions taken while engaged in regular duties.

2. Active Duty Funerals.

a. An Active Duty funeral is a funeral for a current member of the Champaign Police Department who died as a result of illness, injury, accident, or natural causes not related to any performance of duty or police action.

3. Retiree Funerals.

a. A Retiree Funeral is a funeral for a retired member of the Champaign Police Department.

B. Honors may include a police escort, Honor Guard posting, Honor Guard pallbearers, posting of colors, and flag presentation.

C. Police escorts may be provided for Dignitary and Military funerals with the permission of the Chief of Police.

D. Members of the Honor Guard may choose to represent the Champaign Police Department at other functions of law enforcement significance elsewhere in the state, provided they obtain permission to do so from the Chief of Police.

E. The Honor Guard may participate in law enforcement ceremonies and functions with the approval of the Chief of Police.

22.6.4 UNIFORMS

A. The Honor Guard uniform consists of the following:

1. Dress cap.

2. Class A dress trousers.

3. Class A dark navy long sleeve shirt with dark navy tie.

4. White gloves.

5. Highly polished shoes.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 24.1

SUBJECT: TEMPORARY LIGHT DUTY STATUS | EFFECTIVE DATE: 07/23/14
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

24.1.1 LIGHT DUTY PROCEDURE
24.1.2 REQUESTS FOR LIGHT DUTY ASSIGNMENT
24.1.3 TEMPORARY LIGHT DUTY ASSIGNMENTS
24.1.4 SUPERVISORY RESPONSIBILITIES
24.1.5 EMPLOYEE RESPONSIBILITIES

PURPOSE:

The purpose of this policy is to establish the authority for granting temporary light-duty assignments and to establish procedures for granting temporary light duty status to eligible employees within the department.

DEFINITIONS:

Eligible Personnel: A sworn or civilian employee, suffering from a medically certified illness, injury, or condition, who is temporarily unable to perform their regular assignment but capable of performing an alternative assignment.

Family Medical Leave Act (FMLA): Federal law providing for up to twelve (12) weeks of leave for eligible workers for their own serious health condition or other situations as described by law and outlined in the City's FMLA policy.

Short Term Light Duty Assignment: A period of approved light duty status less than two weeks in duration.

Long Term Light Duty Assignment: A period of approved light duty status more than two weeks in duration.

POLICY:

A. Temporary light duty assignments, when available, are for employees in the department who, because of injury or illness, are temporarily unable to perform their regular assignments but are capable of performing an alternative assignment.

B. The use of a temporary light duty assignment can provide an employee with the opportunity to remain productive while convalescing and also provide a work option for employees who are certified as physically or mentally unfit for their regular assignment by a treating physician or other licensed healthcare provider.

C. Therefore, it is the policy of the Champaign Police Department that an employee will be given a reasonable opportunity to work in a temporary light duty assignment when work is available and the assignment is consistent with this policy.

D. An assignment to light duty status assumes a willingness on the part of the employee to abide by any medical restriction set forth by a health care provider. An employee who acts outside of medical restrictions may be considered to be engaged in misconduct and may be subject to disciplinary action if such misconduct is substantiated.

24.1.1 LIGHT DUTY PROCEDURE

A. Temporary light-duty positions are limited in number, task, variety, and availability. Therefore:

1. Personnel injured or otherwise disabled in the line of duty may be given preference in initial assignment to light duty; and

2. Assignments may be changed at any time, with concurrence of the treating physician, if deemed to be in the best interest of the employee or the Department.

3. This policy in no way affects the rights of employees under provisions of the Family and Medical Leave Act, the Fair Labor Standards Act, the Americans with Disabilities Act, an applicable labor agreement, or other State or Federal law.

4. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.

5. No specific position within the Department shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.

6. An officer that is receiving pay under the Public Employee Disability Act (PEDA) because of an injury that is covered by workers' compensation is prohibited by that law from engaging in employment outside of their light duty assignment.

7. An employee who is medically prohibited from performing his/her regularly assigned duties because of a non-duty related injury or illness may not engage in outside or "off-duty" employment unless approved by the Chief of Police.

   a. The employee shall provide the Chief of Police with documentation from the treating physician stating that the outside / off-duty employment is medically permitted.

8. Depending upon the nature and extent of the injury or illness, an employee on a temporary light duty assignment may be prohibited or restricted from wearing the departmental uniform, carrying a weapon, and/or limited in employing police powers as determined by the Chief of

Police so long as such limitations are consistent with this policy.

9. Light-duty assignments shall not be made for disciplinary purposes.

10. An employee who sustains a duty-related injury and refuses a temporary light-duty assignment may forfeit certain Worker's Compensation benefits. However, such officer may be covered by FMLA provisions with respect to obtaining leave, whether paid or unpaid, per the Family Medical Leave Act.

24.1.2 REQUESTS FOR LIGHT DUTY ASSIGNMENT

A. A request for a temporary light-duty assignment resulting from duty related injury or illness shall be submitted to the employee's Lieutenant or Manager (in the event the employee is civilian staff). All requests shall be accompanied by a statement of medical certification, signed by the treating physician or other health care provider, to support the requested reassignment.

B. The certificate must include an assessment of the nature and probable duration of the injury or illness, prognosis for recovery, nature of work restrictions, and an acknowledgement by the treating physician or other health care provider that the employee can physically assume the duties involved.

C. The request for temporary light duty assignment and the physician's statement shall be forwarded to the employee's Lieutenant, who shall then make a recommendation regarding the assignment to the Chief of Police. The Chief of Police or his designee may consult with the City's Human Resources Department, Risk Manager, and/or other City Department prior to making a determination regarding the request.

D. Any request for a temporary light duty assignment by sworn personnel due to a non duty related injury or illness shall be requested through a Fraternal Order of Police (FOP) Labor Representative. It shall be the responsibility of the requesting officer to contact the union representative, who shall then forward the officer's request to the employee's Lieutenant. Any light duty status which is granted as a result of a non duty related illness or injury shall be considered temporary in nature and be non-precedent setting.

E. If the employee is represented by another labor organization, such as AFSCME, any request for temporary light duty assignment due to a non duty related illness or injury shall be requested through the employee's Labor Representative. It shall be the responsibility of the employee to contact the union representative, who shall forward the request to the employee's supervisor. Any light duty status which is granted as a result of a non duty related illness or injury shall be considered temporary in nature and non-precedent setting.

H. As a condition of accepting any temporary light-duty assignment, an officer may be required to submit monthly physical assessments of their condition.

24.1.3 TEMPORARY LIGHT DUTY ASSIGNMENTS

A. Temporary light-duty assignments may include work drawn from a range of technical and administrative areas that include but are not limited to the following:

1. Administrative functions, such as reviewing reports or special projects.

2. Clerical functions.

3. Taking walk-in or telephone reports.

4. Communications.

B. Decisions on temporary light-duty assignments shall be made based upon:

1. The availability of an appropriate assignment given the employee's skills, knowledge and abilities;

2. The availability of meaningful work, and;

3. The physical limitations imposed upon the employee.

C. When a temporary light duty assignment is available, the work hours will be subject to needs of the Department and the availability of necessary equipment or work space.

1. An employee on a short term light duty assignments will remain on their current shift and be assigned meaningful work by a Lieutenant or in conjunction with the Special Projects Manager.

2. An employee on a long term light duty assignment will typically be assigned to Day Shift in accordance with the Fraternal Order of Police Labor Agreement. This allows the officer to attend medical appointments on duty, assists in controlling overtime expenses, and allows for greater oversight on assigned work by a Lieutenant or the Special Projects Manager.

3. Requests for assignment to alternative hours will be evaluated and granted on a case by case basis and dependent upon the availability of meaningful work, the availability of supervision, and the needs of both the agency and the employee.

4. Work product will be measured through the use of an activity log to determine accountability and project progress.

E. Every effort will be made to assign an employee work which is consistent with their rank and pay classification. However, when appropriate, personnel may be assigned to positions designated for personnel of lower rank or pay classification.

F. An employee on a light duty assignment shall retain the privileges of their rank, pay classification, and other related benefits of the position held prior to their assignment to temporary light-duty. An employee assigned to Light Duty shall answer to the supervisory officer of the area to which they are

assigned with regard to work responsibilities and performance.

G. An employee's absence from a Temporary Light Duty Assignment will be handled in the following manner:

1. An absence which is not duty injury related will be accounted for by the employee through the use of benefit time. Sick time may be used when deemed appropriate.

2. An absence which results directly from the duty injury or medical condition related to the light duty status shall require medical documentation from a medical provider certifying that the absence was medical related. In these instances the employee will not be required to expend benefit time.

24.1.4 SUPERVISORY RESPONSIBILITIES

A. Upon notification that an employee has requested and been granted approval for Light Duty assignment, the following steps should be completed by supervisory staff:

1. The employee's Lieutenant or Division Manager will issue a memorandum placing the officer on a light duty assignment. The memorandum will include the hours of work and regular days off.

2. Any medical documentation received by the employee as a result of a visit to a healthcare provider shall be provided to the appropriate Lieutenant or Division Manager and forwarded to the Fiscal Administration.

3. Supervisors shall ensure that the employee submits a leave request to account for an absence.

a. The time off request shall indicate the type of benefit leave being used and shall be documented on the daily payroll.

b. If an employee on light duty assignment uses Duty Injury time, the leave time shall first be approved by a Lieutenant or Deputy Chief.

c. Sergeants shall ensure that if an employee on Light Duty Assignment works a reduced shift (such as a 5 hour day) and uses benefit leave time, benefit leave shall be used for the entire shift. A Sergeant will document the leave time used on the daily shift payroll.

d. If an employee assigned to Light Duty Assignment uses Duty Injury leave for time outside of the building to tend to the Duty Injury, a time off / leave request shall be completed by the employee and submitted to a supervisor. This includes time used for any medical appointments and therapy appointments / sessions.

4. After an employee receives medical clearance for return to full duty, a Lieutenant will issue a memorandum documenting the employee's return to regular duty and any relevant details. This letter shall indicate their shift assignment and days off and will be forwarded through the chain of command to Fiscal Administration.

24.1.5 EMPLOYEE RESPONSIBILITIES

A. An employee on a light duty assignment will continue to be subject to all City and Department policies, procedures, rules, and regulations.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE — POLICY NUMBER: 25.1

SUBJECT: GRIEVANCE PROCEDURES — EFFECTIVE DATE: 10/01/09

REVISED DATE:

REFERENCE ILEAP: PER.07.01
PER.07.02
PER.07.03
PER.07.04

INDEX AS:

25.1.1 GRIEVANCE PROCEDURES
25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE
25.1.3 GRIEVANCE ANALYSIS

PURPOSE:

The purpose of this policy is to ensure that all personnel actions are fair and that problems, once identified, are resolved in an open and direct manner. When problems are not easily resolved, the grievance procedures outlined in the Labor Agreement shall be used.

DEFINITIONS:

Bargaining Unit Employee: Those employees represented by a collective bargaining agreement with the City of Champaign.

Grievance: A grievance is a dispute, controversy, or difference of opinion between an officer/employee or the Union and the City concerning the application of the Police Labor Agreement or the AFSCME Labor Agreement.

Non-Bargaining Unit Employee: Those employees not represented by a collective bargaining agreement.

POLICY:

25.1.1 GRIEVANCE PROCEDURES

A. It is the intention of the Department to resolve grievances informally and at the lowest level possible, and both supervisors and employees are expected to address and resolve problems as they arise. It is recognized, however, that some grievances which will be resolved only after a formal review and appeal.

   1. A grievance filed by a bargaining unit employee shall be handled in accordance with Article 33 of the Police Labor Agreement or Article 32 of the AFSCME Labor Agreement.

   2. A grievance filed by a non-bargaining unit employee shall be handled following the procedures described in the "Non-Bargaining Unit Employee Handbook."

25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE.

A. The Office of the Chief of Police is responsible for the coordination of grievance procedures.

B. Department records concerning grievances shall be maintained under the direction and control of the Office of the Chief of Police.

   1. Grievance records are confidential and shall not be released without the approval of the Chief of Police or his designee.

   2. Supervisors shall have access to review employee grievance records involving employees under their supervision.

   3. Employees shall have access to copies of their own grievance records.

25.1.3 GRIEVANCE ANALYSIS

A. The grievance procedure serves as a valuable method for management to use to identify problems. Therefore, on an annual basis the Chief of Police shall initiate a review of all grievances filed during the previous calendar year. The purpose of this review is to identify trends and to take steps to minimize the causes of such grievances in the future.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 26.1

SUBJECT: DISCIPLINARY PROCEDURES EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.02.01
PER.02.02
PER.02.03
PER.08.01
PER.08.02
PER.08.03
PER.08.04
PER.08.05

INDEX AS:

26.1.1 CODE OF CONDUCT AND APPEARANCE
26.1.2 RECOGNITION PROGRAMS
26.1.3 SEXUAL HARASSMENT
26.1.4 DISCIPLINARY SYSTEM
26.1.5 ROLE OF SUPERVISORS
26.1.6 APPEAL PROCEDURES
26.1.7 DISMISSAL NOTIFICATION
26.1.8 DISCIPLINARY RECORDS

PURPOSE:

The purpose of this policy is to establish guidelines for a disciplinary system which includes procedures for counseling employees when corrective measures become necessary and for taking punitive actions when required.

DEFINITIONS:

Misconduct: Wrongful actions by an employee which result (intentionally or unintentionally) from improper judgment or a disregard for established policies or procedures.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

POLICY:

26.1.1 CODE OF CONDUCT AND APPEARANCE

A. All employees of the Champaign Police Department, both sworn and non-sworn, are responsible for compliance with the law, Department Policies and Procedures, Department Rules, City of Champaign Administrative Policies, written directives, and lawful verbal instructions issued by a supervisor.
B. Each employee is provided with access to Department Policies and Procedures, Department Rules and Regulations, and City Administrative Policies.
C. The following are bases of reference of the overall disciplinary procedures system:

    1. The Rules of the Champaign Police Department.

    2. The Champaign Police Department Uniform Manual.

    3. Labor Agreements.

26.1.2 RECOGNITION PROGRAMS

The specific requirements of this policy are delineated in Policy 26.2, Recognition and Awards.

26.1.3 SEXUAL HARASSMENT

A. It is the policy of the City of Champaign to provide a work environment which is respectful of employees and free of sexual harassment and other harassment; to provide a means for addressing employee concerns and complaints regarding illegal harassment; to inform all employees of their right to be free of unlawful sexual harassment, or any other type of illegal harassment, in the workplace; to provide procedures for the prompt reporting and full investigation of sexual harassment and other types of illegal harassment; and to provide for remedial action, including discipline, in cases of illegally harassing conduct or behavior.

B. City of Champaign Administrative Policy 3.07 outlines the procedures to be followed in reporting, investigating, and adjudicating sexual harassment complaints.

C. Any investigation into an allegation of discrimination, harassment, or sexual harassment will be handled in a confidential manner.

26.1.4 DISCIPLINARY SYSTEM

A. The disciplinary system shall include the following functions:

    1. Training.

    2. Counseling.

    3. Punitive action.

B. The use of training as a function of discipline.

    1. Training as a component of the Department's disciplinary system may be employed by itself or in conjunction with one or more of the other components of the disciplinary system. Training as a function of discipline strengthens an employee's performance by improving their

productivity and effectiveness using positive and constructive methods.

a. Employees are required to maintain an acceptable level of competence in the performance of their duties. Acts which are committed because the employee either misunderstood procedures or was unaware of the correct action(s) to take are indicators of the need for training. Training needs may be addressed through remedial training programs.

1) Remedial training is personalized training designed to correct a specific deficiency.

2) An employee may be assigned to remedial training if his supervisor recommends the process as a means of correcting a noted deficiency.

b. Supervisors are expected and required to identify deficiencies in their employee's job performance. When appropriate, training recommendations will be based upon those areas identified in performance evaluations.

C. The use of counseling as a function of discipline.

1. At times, personal problems may interfere with an employee's ability to perform at a level expected by the Department. When the behavior is not serious enough for the imposition of punitive sanctions, but calls for increased supervision and intervention, counseling is the proper tool to assist the employee.

a. If counseling by a supervisor does not remedy the perceived problem, the employee may be referred to an outside counseling service pursuant to City's Employee Assistance Program (EAP) or applicable collective bargaining agreement.

D. Punitive action as a component of the Department's disciplinary system may be employed in conjunction with the training and counseling components of the disciplinary system. In most cases where punitive action is employed, the counseling component should also be employed.

1. Punitive discipline generally shall be imposed in a progressive manner from minimum to maximum but, when appropriate, may be imposed to the maximum. In all punitive disciplinary actions, the following criteria shall be used to determine the appropriate level of disciplinary action:

a. The seriousness of the incident.

b. The circumstances surrounding the incident.

c. The employee's disciplinary records.

d. The employee's work performance.

e. The overall negative impact on the Department caused by the incident.

f. The probability that future similar problems will occur.

g. The length of the employee's employment.

2. The following categories of punitive action may be imposed as a part of the disciplinary process:

a. Written Reprimand:

1) A written reprimand represents the first punitive step of the disciplinary process and will be utilized to correct misconduct which is serious enough to warrant discipline but not serious enough to warrant suspension.

2) Written reprimands may be removed from an employee's disciplinary file in accordance with terms of the Labor Agreements.

b. Suspension: A serious action in which the employee is suspended from duty without pay for a period of one (1) to thirty (30) days. Suspensions result from misconduct which is either serious in nature or the result of progressive discipline involving repeated instances of misconduct.

1) Notices of suspension will remain in the employee's personnel file and are not subject to removal.

c. Termination: The act of discharging an individual from employment which results in the permanent loss of all privileges of employment.

1) Records of dismissal will remain in the employee's permanent personnel files and are not subject to removal.

3. The use of punitive action as a component of the disciplinary process is subject to provisions of the following documents and/or statutes.

a. Any collective bargaining agreement negotiated between an employee bargaining unit and the City of Champaign.

b. The Rules and Regulations of the Board of Fire and Police Commissioners of the City of Champaign.

c. The Uniform Peace Officer's Disciplinary Act, Illinois Compiled Statutes 50 ILCS 725/1, et. seq.

4. The City has the authority to suspend an officer/employee without pay for the remainder of any duty shift if an officer/employee is unable (except for illness or injury) or unwilling to perform his/her duties or follow a direct order. Police Sergeants have this same authority to suspend; however, the suspension shall be with pay unless the review indicates a suspension without pay is warranted as discipline. All such suspensions shall be reviewed on the next business day at a meeting with the

officer/employee, his/her Union representative (if desired), the supervisor who imposed the suspension, and the appropriate Deputy Chief.

26.1.5 ROLE OF SUPERVISORS

A. Role of supervisors.

1. Supervisors at all levels are responsible for maintaining appropriate levels of discipline pursuant to the provisions of the Department's directives.

2. The primary responsibility for the proper completion of the investigation of all allegations of misconduct cases lies with the Professional Standards Division under the direction of the Chief of Police. (See Policies 52.1, 52.2, and 52.3)

B. Supervisory authority.

1. Any supervisor who substantiates employee misconduct which may be subject to the provisions of the disciplinary process have both the duty and the authority to document such conduct for action.

2. First line supervisors have the following authority:

a. To write and recommend letters of commendation to employees under their supervision.

b. To order an employee to leave the job site under the provisions listed in 26.1.4(4) of this policy.

c. To make recommendations involving any and all aspects of the disciplinary process.

d. To recommend disciplinary action against employees under their direct supervision.

4. Lieutenants and Deputy Chiefs have the same authority granted to first line supervisors.

5. The Chief of Police has the authority granted to all other supervisors and in addition thereto has the authority to suspend an officer for a period not to exceed thirty (30) days subject to the provisions of the applicable Labor Agreement.

26.1.6 APPEAL PROCEDURE

A. An employee who is a member of a collective bargaining unit will appeal discipline through the grievance procedures established in their respective Labor Agreement.

B. An employee who is not a member of a collective bargaining unit may appeal discipline through the procedures outlined in Administrative Policy 3.11.

26.1.7 DISMISSAL NOTIFICATION

A. If an investigation of employee misconduct results in termination, the employee shall receive a written notice of termination which shall include:

1. The reason for the termination.

2. The effective date of termination.

B. This section does not apply to entry level probationary employees.

C. If an employee wishes to appeal a grievance related to termination, the procedures outlined in Article 33 of the Police Labor Agreement or Article 32 of the AFSCME Labor Agreement shall be followed.

26.1.8 DISCIPLINARY RECORDS

A. Records of all actions taken under disciplinary procedures shall be in writing and shall be maintained as follows:

1. All actions taken, for which a Professional Standards file has been opened, shall be maintained by the Chief of Police pursuant to Policy 52.1.

2. Records of all actions taken resulting in written reprimands, suspensions, and/or terminations shall be maintained in the Professional Standards files pursuant to Policy 52.1, and shall also be maintained in the employee's permanent personnel file.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 26.2

SUBJECT: RECOGNITION AND AWARDS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.10.01

REFERENCE CALEA: 26.1.2

INDEX AS:

26.2.1 OFFICER OF THE YEAR AWARD
26.2.2 EMPLOYEE OF THE YEAR AWARD
26.2.3 VOLUNTEER OF THE YEAR AWARD
26.2.4 COMMENDATION AND VALOR AWARDS
26.2.5 CHIEF'S DISTINGUISHED LEADERSHIP AWARD
26.2.6 LIFESAVING AWARD
26.2.7 PURPLE HEART AWARD
26.2.8 MILITARY SERVICE AWARD
26.2.9 S.W.A.T. AWARD
26.2.10 AWARDS / INSIGNIA
26.2.11 PUBLIC RECOGNITION

PURPOSE:

The purpose of this policy is to establish criteria for, and provide consistency in, acknowledging exceptional work performance by Department employees. The following awards will be presented each year following the calendar year of recognition.

POLICY:

26.2.1 OFFICER OF THE YEAR AWARD

A. The following criteria will be used to select the "Officer of the Year" award recipient:

1. Only non-supervisory police officers with permanent employment status in this department are eligible for consideration.

2. The officer should consistently perform his/her duties in a professionally acceptable manner; be familiar with statutory requirements and offense elements of the Criminal Code, Code of Criminal Procedure, Juvenile Court Act, and Vehicle Code; be familiar and comply with Department policy, procedure, rules and regulations; and perform his/her duty without close supervision.

3. The officer should actively seek citizen input in decision-making, routinely engage in problem-solving efforts, and adhere to our value of Service with Pride.

4. The officer should be favorably distinguished from his or her peers in the manner in which he or she interacts with others; and his/her conduct should reflect favorably on himself/herself, this department, and the City of Champaign.
5. The officer should strive continually to be better informed, seek self-improvement opportunities, encourage others, and take advantage of opportunities to improve his/her ability to be more professionally competent.

6. The officer's last performance evaluation must be good to excellent in order to be considered for this award.

B. The following method of selection will be used:

1. Any police officer or supervisor may nominate another police officer by submitting his/her name and a brief written statement supporting the nomination on the appropriate nomination form (Attached). The nomination must be consistent with the aforementioned criteria. The nomination will be forwarded through the nominated officer's command officers, who will verify the pertinent comments regarding the nominee's performance. The immediate supervisor of the nominee will consult with the nominating employee and compile documents to include any citizen commendations, letters of commendation, specific incidents of note and supervisory comments regarding the nominee for the preceding year. Copies of these documents will be attached to the nomination form. All nominations will then be forwarded to the Chief of Police by February 1 each year

C. A selection board will recommend an award recipient to the Chief of Police after carefully reviewing each nomination and, if necessary, casting a ballot with a simple majority ruling. The selection board will include officers representing all shifts and divisions, and a supervisor will represent supervisors.

D. The officer selected for this award will be recognized in the following manner.

1. The officer will be given use of a special parking space for one year.

2. The officer will have his/her photograph taken and displayed in the Police Department lobby.

3. The officer will be awarded uniform insignia.

4. The officer will receive a plaque at the Officer/Employee/Volunteer of the Year reception.

26.2.2 EMPLOYEE OF THE YEAR AWARD

A. The following criteria will be used to select the "Employee of the Year" award recipient:

1. All non-commissioned employees in permanent full-time employment status in this department are eligible for consideration.

2. The employee should consistently perform his/her duties in a professionally acceptable manner; be familiar and comply with departmental policy, procedure, rules and regulations; and perform his/her duty without close supervision.

3. The employee should actively seek citizen or customer involvement in decision-making, engage in problem-solving efforts where appropriate, and adhere to our value of Service with Pride.

4. The employee should be favorably distinguished from his/her peers in the manner in which he/she interacts with others; and his/her conduct should reflect favorably upon himself/herself, this department, and the City of Champaign.

5. The employee should strive continually to be better informed, seek self-improvement opportunities, encourage others, and take advantage of opportunities to improve his/her ability to be more professionally competent.

6. The employee's last performance evaluation must be good to excellent in order to be considered for this award.

B. The following method of selection will be used:

1. Any department member may nominate a non-commissioned employee by submitting his/her name and a brief written statement supporting the nomination on the appropriate nomination form (Attached). The nomination must be consistent with the aforementioned criteria. The nomination will be forwarded through the nominated employee's supervisors, who will verify the pertinent comments regarding the nominee's performance. The immediate supervisor of the nominee will consult with the nominating employee and compile documents to include any citizen commendations, letters of commendation, specific incidents of note and supervisory comments regarding the nominee for the preceding year. Copies of these documents will be attached to the nomination form. All nominations will then be forwarded to the Chief of Police by February 1 each year.

2. A selection board will recommend an award recipient to the Chief of Police after reviewing each nomination and, if necessary, casting a ballot with a simple majority ruling. The selection board will consist of one Deputy Chief, two supervisors, and one non-commissioned employee.

C. The employee selected for this award will be recognized in the following manner.

1. The employee will be given use of a special parking space for one year.

2. The employee will have his/her photograph taken and displayed in the Police Department lobby.

3. The employee will receive a plaque at the Officer/Employee/Volunteer of the Year reception.

26.2.3 VOLUNTEER OF THE YEAR AWARD

A. The following criteria will be used to select the "Volunteer of the Year" award recipient:

1. All current volunteers on "active" status in this department are eligible for consideration.

2. The volunteer should consistently perform his/her duties in a professional, acceptable manner; be familiar and comply with the Civilian Volunteer Contract, and perform his/her duty without close supervision.

3. The employee should consistently engage in problem-solving efforts where appropriate and adhere to our value Service with Pride.

4. The volunteer's demeanor should reflect favorably upon himself/herself, this department, and the City of Champaign.

B. The following method of selection will be used:

1. Any department member may nominate a volunteer by submitting his or her name and a brief written statement supporting the nomination on the appropriate nomination form (CPD 85-6). The nomination must be consistent with the aforementioned criteria. All nominations must be forwarded to the Chief of Police by February 1 each year. The nomination will be forwarded through the Department Volunteer Coordinator, who will verify the pertinent comments regarding the nominee's performance. The Volunteer Coordinator will consult with the nominating employee and compile documents to include any citizen commendations, letters of commendation, specific incidents of note and supervisory comments regarding the nominee for the preceding year. Copies of these documents will be attached to the nomination form.

2. A selection board will recommend an award recipient to the Chief of Police after reviewing each nomination and, if necessary, casting a ballot with a simple majority ruling. The selection board will consist of one Deputy Chief, one Lieutenant, two supervisors (one sworn and one non-sworn), one commissioned employee, and one non-commissioned employee.

C. The volunteer selected for this award will be recognized in the following manner.

1. The volunteer will have his/her photograph taken and displayed in the Police Department lobby.

2. The volunteer will receive a plaque at the Officer/Employee/Volunteer of the year reception.

26.2.4 COMMENDATION AND VALOR AWARDS

A. Special performance by a member of this department requires special recognition. Although it is often difficult to distinguish performance which is "above and beyond" the call of duty from performance that is merely in keeping with professional police action, an effort to make such a distinction will be made pursuant to these guidelines. In addition to awards for the Officer/Employee/Volunteer of the Year, Commendation and Valor awards may also be presented to any full-time employee of this department.

1. Selection Method

a. Any employee of this department may be nominated for a Commendation or Valor award by any other member of the department. Such nomination must be in writing (using the attached form) and detail the circumstances regarding the incident for which he or she is being nominated. The nominating employee should attach appropriate documentation to assist the selection board in making decisions.

b. Upon receipt of such nomination, it will be kept on file until February when the Chief of Police will convene an advisory committee consisting of two non-supervisory employees and two Deputy Chiefs who will evaluate the nominations and either recommend to the Chief of Police the appropriate award or reject the nomination. If necessary, both the employee nominated and the employee submitting the nomination may be interviewed by the advisory committee.

c. The Chief of Police shall make the final determination as to which nominations are accepted.

B. Award Criteria

1. Commendation

a. A department commendation may be awarded to any employee or team of employees for any of the following reasons:

1) Exceptional performance of duty directed toward solving a significant problem on an employee's beat or other area of responsibility.

2) Exceptional service to the community, either on- or off-duty, that brings honor to the department.

3) Exceptional performance of duty that has been particularly instrumental in apprehending a dangerous or notorious criminal or solving a significant criminal investigation.

4) Exceptional performance of duty that has substantially improved work methods or procedures and that results in a significant improvement in the ability of the Department to fulfill its mission.

2. Valor.

a. A department Valor award, upon approval of the Chief of Police, may be awarded to any employee of this department who:

1) Has performed under hazardous circumstances at great risk to his/her life and safety, without regard for his/her personal safety; or

2) Has saved a person from death or great bodily harm under similar circumstances; or

3) Has apprehended an armed dangerous criminal without regard for his/her personal safety.

26.2.5 CHIEF'S DISTINGUISHED LEADERSHIP AWARD

A. Leadership is an indispensable quality for any supervisor or manager. On rare occasions the quality of leadership is so exceptional as to win significant praise from those being led.

B. The recognition of exceptional leadership must come from those being led.

C. This award is intended to honor those who:

1. Demonstrate exceptional leadership on a consistent basis.

D. The recognition of Distinguished Leadership has a significant impact on the mission of the department.

26.2.6 LIFESAVING AWARD

A. The Life Saving Award will be presented to an officer(s) who has taken significant steps to mitigate a potentially life-threatening event. This award is intended to honor those actions which do not meet the established criteria for a Valor Award, yet which directly result in:

A. A person being saved from a heart attack through the use of CPR and/or an AED; or

B. A person being saved from potentially drowning, suffocating, choking or electrocution, when the person would have otherwise succumbed to these threats with out the intervention by an officer; or

C. Any other event that had a near certain likelihood of death if not for the direct intervention of the officer.

26.2.7 PURPLE HEART AWARD

A. The Purple Heart Award will be presented to an officer who has received an injury resulting from an assault with potentially lethal force. This award will not typically be issued to those officers receiving

strains, sprains, and fractures during a confrontation with a resistive or combative subject.

26.2.8 MILITARY SERVICE AWARD

A. The Military Service Award will be presented to those officers who have completed a tour of active military duty, or at least one complete reserve or National Guard tour, and who have received an honorable discharge from such duty.

   1. The recipients of this award will be identified by the Chief of Police based upon evidence of qualifying service and accompanying discharge.

26.2.9 SWAT AWARD

A. The Swat Service Award shall be presented to those officers who have served a minimum of five (5) consecutive years on the Swat Team, and have left the team under honorable conditions. The officer must not have ever been placed on an involuntary leave of absence during his tenure, nor have received any form of performance related discipline.

   1. The Swat Team leader will notify the Swat Team commander of any officer who meets the established award criteria. The notification will be made during the annual awards nomination period. The recipient of this award will be recognized at the department's annual awards ceremony.

26.2.10 AWARDS / INSIGNIA

A. All recipients of the above-described awards will receive a certificate issued by the department.

B. The following uniform insignia will be awarded to sworn personnel receiving the following awards:

   1. Commendation Award – A blue-yellow uniform ribbon.

   2. Valor Award - A medal and a red-white-blue uniform ribbon.

   3. Distinguished Leadership Award - A green-white-green uniform ribbon.

   4. Life Saving Award – A red-white uniform ribbon.

   5. Purple Heart Award – A medal and purple uniform ribbon.

   6. Military Service Award – A green-blue-green uniform ribbon.

   7. Officer of the Year Award - A blue-white-blue uniform ribbon.

   8. SWAT Award – A blue-gray-blue uniform ribbon.

C. Stars will be issued for subsequent awards in the same category.

26.2.11 PUBLIC RECOGNITION

A. The Department makes information on recognizing exceptional employee performance available to the public through the City's website.

B. Copies of citizen letters of appreciation will be forwarded to the officer being commended and also filed in that officer's shift jacket.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 32.1

SUBJECT: SELECTION OF SWORN PERSONNEL EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.01.01
PER.01.02
PER.01.04
PER.01.05

INDEX AS:

32.1.1 ELEMENTS OF THE SELECTION PROCESS
32.1.2 SELECTION PROCESS – JOB RELATED
32.1.3 EVALUATION OF SELECTION PROCESS
32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS
32.1.5 APPLICANTS NOT ELIGIBLE FOR APPOINTMENT
32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS
32.1.7 SECURITY AND STORAGE OF SELECTION MATERIALS

PURPOSE:

The purpose of this policy is to establish guidelines for the administration of the police officer selection process.

DEFINITIONS:

Job related: A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Selection process: The testing components and procedures which lead to a final employment decision.

Selection materials: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

Utility/Usefulness: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

Validity: Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

POLICY:

32.1.1 ELEMENTS OF THE SELECTION PROCESS

A. The Board of Fire and Police Commissioners maintains a manual on file which describes all components of the police officer selection process. A copy of this manual is available in the Office of the Chief of Police.

B. The City of Champaign Human Resources Department is responsible for coordinating the application process for the position of police officer. It is responsible for the following activities:

1. The announcement of job vacancies.

2. Coordinating the acceptance and review of all applications.

3. Administering physical fitness examinations.

4. Administering written examinations.

5. Scheduling eligibility list interviews.

C. The City of Champaign Board of Fire and Police Commissioners are responsible for establishing eligibility lists for positions within the Police Department.

D. In addition, the Board of Fire and Police Commissioners ensure that the selection process complies with the City's equal employment opportunity policies.

E. The Champaign Police Department has an experienced officer hiring program. Candidates for the experienced officer hiring program must meet the following requirements, which are in addition to the minimum requirements for the position of police officer;

1. Have graduated from the Police Training Institute or an equivalent training academy.

2. Possess current State of Illinois Peace Officer certification.

3. Have prior law enforcement experience within the past five (5) years.

32.1.2 SELECTION PROCESS – JOB RELATEDNESS

A. To document that the elements of the selection process use only those rating criteria or minimum qualifications that are job related, the Board of Fire and Police Commissioners will ensure that:

1. The selection process incorporates only those components that have been documented as having validity and utility.
2. The selection process has criteria-related validity.

3. Adverse impact is minimized in the selection process.

4. Records and data used to measure adverse impact are maintained on file.

5. Materials obtained from or administered by a private sector organization or vendor meet the requirements of validity and utility and minimize adverse impact, or they will not be utilized.

32.1.3 EVALUATION OF SELECTION PROCESS

A. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner by the Board of Fire and Police Commissioners and/or the City of Champaign Human Resources Department.

32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS

A. The Board of Fire and Police Commissioners and the City of Champaign Human Resources Department notify applicants, in writing, of:

1. All elements of the selection process.

2. The scope and expected duration of the selection process.

3. The City's policy on re-application.

32.1.5 APPLICANTS NOT ELIGIBLE FOR APPOINTMENT

A. Candidates determined to be ineligible for appointment are informed by the Board of Fire and Police Commissioners or by Human Resources, in writing, of the basis of their disqualification (e.g., background investigation, test scores, medical examination) within 30 calendar days of each decision.

32.1.6 DISPOSITION OF RECORDS – INELIGIBLE APPLICANTS

A. The Board of Fire and Police Commissioners ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state, and local requirements for privacy, security, and the Freedom of Information Act.

32.1.7 SECURITY AND STORAGE OF SELECTION MATERIALS

A. Selection and testing materials are securely stored when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials.

B. Whenever selection material is to be disposed of, this destruction is performed in a manner which prevents disclosure of the information therein and occurs under the supervision of a delegated representative of the Board of Fire and Police Commissioners.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 32.2

SUBJECT: SELECTION - ADMINISTRATIVE PROCEDURES EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.01.03

INDEX AS:

32.2.1 BACKGROUND INVESTIGATION
32.2.2 PERSONNEL CONDUCTING BACKGROUNDS
32.2.3 BACKGROUND INVESTIGATION RECORDS
32.2.4 POLYGRAPH TESTING
32.2.5 POLYGRAPH EXAMINERS
32.2.6 POLYGRAPH TESTING
32.2.7 MEDICAL EXAMINATION
32.2.8 PSYCHOLOGICAL EXAMINATION
32.2.9 SELECTION FILE
32.2.10 PROBATIONARY PERIOD

PURPOSE:

The purpose of this policy is to establish responsibility for the administration of the police officer and employee selection process and to ensure the selection of those applicants who meet entrance requirements.

DEFINITIONS:

Candidate: A person seeking employment who has completed a formal application.

Emotional Stability/Psychological Fitness Examination: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful fob performance.

Probation: A phase of the selection or promotional process represented by some form of conditional employment.

POLICY:

32.2.1 BACKGROUND INVESTIGATION

A. A background investigation of each candidate is conducted prior to appointment to probationary status, and includes the following:

   1. Verification of minimum qualifying credentials (age, education, etc.).

   2. Review of credit history.

   3. Review of driving history.

   4. Review of criminal background.

   5. Verification of references and past employment.

B. Background investigations shall be performed by sworn supervisors of the Department at the direction of the Chief of Police.

32.2.2 PERSONNEL CONDUCTING BACKGROUNDS

A. Personnel conducting background investigations shall have the investigative training and knowledge necessary to gather appropriate information during the process.

B. The training shall ensure that background investigations are fair, equitable, and in compliance with EEOC guidelines.

32.2.3 BACKGROUND INVESTIGATION RECORDS

A. A confidential record of each candidate's background investigation is maintained on file by the Professional Standards Division of the Champaign Police Department.

32.2.4 POLYGRAPH TESTING
32.2.5 POLYGRAPH EXAMINERS
32.2.6 POLYGRAPH SIGNIFICANCE

A. Polygraph examinations are not administered as a part of the testing or application process for positions within the Department.

32.2.7 MEDICAL EXAMINATION

A. Appointment to probationary status as a police officer is made contingent upon successful completion of a comprehensive medical examination which shall certify the general health of each candidate and ensure a minimum level of medical fitness.

32.2.8 PSYCHOLOGICAL EXAMINATION

A. Appointment to probationary status as a police officer is made contingent upon successful completion of an emotional stability and psychological fitness examination.

B. The psychological examination shall be performed by a qualified professional from a psychological testing service.

32.2.9 SELECTION FILE

A. The Board of Fire and Police Commissioners maintains a report of each police officer's medical examination and psychological examination. All such records are secured and maintained in accordance with federal, state and local requirements for privacy, security and Freedom of Information Act access.

32.2.10 PROBATIONARY PERIOD

A. Permanent status as a police officer requires completion of a probationary period of 15 months, during which time performance is regularly evaluated.

B. The probationary period may be extended as provided in Article 28 of the Labor Agreement.

C. Selection criteria and probationary requirements for AFSCME positions are covered in Articles 25 and 27 of the AFSCME Labor Agreement.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.1

SUBJECT: TRAINING ADMINISTRATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: TRN.04.01

INDEX AS:

33.1.1 ADMINISTRATION
33.1.2 ATTENDANCE REQUIREMENTS
33.1.3 REIMBURSEMENTS
33.1.4 LESSON PLANS
33.1.5 REMEDIAL TRAINING
33.1.6 EMPLOYEE TRAINING RECORDS
33.1.7 DEPARTMENT CONDUCTED TRAINING

PURPOSE:

The purpose of this policy is to develop, support, and advance the skills, knowledge, and abilities of all employees through training.

POLICY:

33.1.1 ADMINISTRATION

A. The Deputy Chief of Professional Standards is responsible for the overall administration of the Department's training program.

B. The Training Sergeant will coordinate Departmental training, and will report directly to the Deputy Chief of Professional Standards.

1. The duties of the Training Sergeant shall be as follows:

a. Assisting the Chief of Police in the planning and development of in-service training programs.

b. Distributing information to all department personnel on available training opportunities and schedules.

c. Maintaining training records.

d. Monitoring attendance at required training programs.

e. Implementing training as required.

f. Evaluating training activities.

33.1.2 ATTENDANCE REQUIREMENTS

A. Attendance and participation in scheduled training sessions is mandatory.

B. In cases of conflict with court or pre-scheduled and approved leave time, an employee may be excused from mandatory training by a District or Unit Commander.

C. Any mandatory training missed, whether due to an excused or unexcused absence, will be rescheduled.

1. It will be considered an unexcused absence if an employee fails to report for a training session without having first obtained supervisory approval.

D. Copies of any training certificates will be forwarded to the Training Sergeant with the employee retaining the original.

33.1.3 REIMBURSEMENTS

A. The Department will reimburse employees for reasonable expense directly related to completion of assigned training in accordance with Article 18 of the Labor Agreement and Article 18 of the AFSCME Labor Agreement.

33.1.4 LESSON PLANS

A. Lesson plans shall be developed and followed for all training classes conducted by the Department. These plans will include the following:

1. A statement of performance and job-related objectives.

2. The content of the training and specification of the appropriate instructional techniques such as lecture, group discussion, panel or seminar.

3. Department instructors shall submit lesson plans for approval prior to conducting any classes.

4. Any tests administered shall be included with the lesson plan.

a. Certain programs such as defensive tactics or driving techniques may utilize a performance / motor skill test instead of a written instrument.

33.1.5 REMEDIAL TRAINING

A. The Department will utilize remedial training as a constructive tool to reinforce, retain, and refine an employee's skills, knowledge and abilities in keeping with the goals and objectives of the Department.

B. Remedial training is personalized training designed to correct a specific deficiency that is observed during training, regular job performance, or as a result of disciplinary action.

C. Upon the recommendation of an employee's immediate supervisor or Training Instructor, remedial training may be scheduled for employees who:

1. Demonstrate a lack of knowledge or skills to perform an assigned job task.

2. Have been disciplined for reasons that may be corrected through additional training.

D. The timetable under which remedial training will be provided and the criteria for its successful completion shall be established prior to the onset of remedial training.

E. Employees assigned to remedial training must recognize that such training is intended to assist the employee in improving their job performance. The failure to participate in or satisfactorily complete remedial training may be cause for disciplinary proceedings.

33.1.6 EMPLOYEE TRAINING RECORDS

A. The Training Sergeant will maintain a current record of all training received by Department employees. The records will include the following:

1. Date of training and number of hours of attendance.

2. Title of training course.

3. Course Instructor.

4. Attendance and test scores (if any).

5. Certificates or licenses received.

33.1.7 DEPARTMENT CONDUCTED TRAINING

A. The Training Sergeant shall maintain records of training classes conducted by the Department, to include, at a minimum:

1. Date of training.

2. Title of training course.

3. Course Instructor.

4. Attendance and test scores (if any).

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.2

SUBJECT: ACADEMY TRAINING | EFFECTIVE DATE: 10/1/09
REVISED DATE:

INDEX AS:

33.2.1 NOT APPLICABLE BY FUNCTION
33.2.2 NOT APPLICABLE BY FUNCTION
33.2.3 RELATIONSHIP WITH TRAINING ACADEMY
33.2.4 SUPPLEMENTAL ORIENTATION TRAINING

PURPOSE:

The purpose of this policy is to establish guidelines for the initial training of new police officers.

POLICY:

33.2.1 NOT APPLICABLE BY FUNCTION

33.2.2 NOT APPLICABLE BY FUNCTION

33.2.3 RELATIONSHIP WITH TRAINING ACADEMY

A. In accordance with Illinois Compiled Statutes, 50 ILCS 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded, within six months of his initial full-time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Law Enforcement Training and Standards Board.

B. The Department utilizes the services of the Police Training Institute. If circumstances require the Department to use another training academy for basic recruit training, the requisite proofs of compliance to meet the accreditation standards will be obtained prior to the enrollment of new personnel.

C. The Training Sergeant and Field Training Coordinator shall both maintain a close liaison with the staff of the Police Training Institute in order to monitor the progress of recruits and provide input to the academy training program.

D. The Department may make available to the training academy its facilities, staff, instructors, and resources when the Department determines that to do so would enhance the training efforts of all concerned and the request will not lessen the training efforts of the Department.

E. The Department's financial obligation to the academy is limited to the payment of tuition and, if applicable, room and board charges.

F. Liability for any training related physical impairment of any Department member at the recruit academy shall be borne by the Department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration shall be borne by the academy.

33.2.4 SUPPLEMENTAL ORIENTATION TRAINING

A. The Department provides a formal orientation program for sworn employees in addition to the instruction provided at the academy. The orientation program is completed prior to the start of field training. The program consists of, but is not limited to, the following:

1. Organizational structure.
2. Problem-Oriented Policing.
3. A review of written directives.
4. The Field Training and Evaluation Program.
5. Report writing and A.R.M.S.
6. Crime Scene Processing.
7. Defensive Tactics.
8. Firearms qualification.
9. Vehicle stops and building searches.
10. Serious Use of Force.
11. Officer-Involved Shootings.
12. Crime Analysis.
13. Issuance of equipment, manuals, maps, etc.
14. Employee benefits, including the police pension fund.
15. F.O.P. and P.B.P.A.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 33.4

SUBJECT: RECRUIT TRAINING EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: TRN.01.01

INDEX AS:

33.4.1 BASIC POLICE TRAINING REQUIREMENT
33.4.2 RECRUIT TRAINING PROGRAM
33.4.3 FIELD TRAINING PROGRAM

PURPOSE:

The purpose of this policy is to list the basic training requirements which newly hired police officers must fulfill.

DEFINITIONS:

Lateral Officer: Refers to an individual who has been hired through the experienced officer hiring program and who has been certified as a police officer, either within or outside of the State of Illinois.

Probationary Officer: Refers to an individual who is certified as a police officer through the Illinois Law Enforcement Training and Standards Board and who has been sworn in, but has not yet completed the 15-month probationary period.

Recruit Officer: Refers to an individual who has been selected to attend the Minimum Standards Basic Law Enforcement Officers course and who has been sworn in.

POLICY:

33.4.1 BASIC POLICE TRAINING REQUIREMENT

A. Academy instruction prior to assignment.

1. Pursuant to the Police Training Act, Illinois Compiled Statutes 50-ILCS 705/8.1, all recruit officers who are not certified through the Illinois Law Enforcement Training and Standards Board at the time they are hired must attend and successfully complete the Basic Law Enforcement Officers Course at an approved police training academy.

2. A lateral officer who is hired through the experienced officer hiring program and who has been certified as a police officer in another state will be required to successfully complete any additional training required by the Illinois Law Enforcement Training and Standards Board.

B. Recruit officer authority and responsibility.

1. Recruit officers are <u>not</u> permitted to carry firearms on their person except during authorized training.

2. Recruit officers will neither be assigned nor permitted to perform regular police duties prior to successful completion of formal academy training.

3. Recruit officers may be temporarily assigned to other duties within the police department that do not require carrying of a weapon, enforcing the law, or making an arrest.

33.4.2 RECRUIT TRAINING PROGRAM

A. The Minimum Standards Basic Law Enforcement Officers Course was developed by the Illinois Law Enforcement Training and Standards Board. When a recruit officer is assigned to attend a training academy to complete this course, he will be participating in a training program that includes;

1. A curriculum based on job task analyses of the most frequent assignments of officers who complete recruit training.

2. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.

33.4.3 FIELD TRAINING PROGRAM

A. The organization, administration, and training requirements of the Field Training Program are delineated in Policy 33.9, Field Training Program.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 33.5

SUBJECT: IN-SERVICE AND ROLL CALL TRAINING EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: TRN.02.02

INDEX AS:

33.5.1 ANNUAL IN-SERVICE TRAINING
33.5.2 ROLL CALL TRAINING
33.5.3 ACCREDITATION FAMILIARIZATION

PURPOSE:

The purpose of this policy is to establish guidelines for the continual training of employees of the Champaign Police Department.

DEFINITIONS:

In-Service Training: The presentation of material that enhances an officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional, or advanced training.

Roll Call Training: Material that is presented in a short period of time, generally at the beginning of an officer's shift or work assignment.

POLICY:

33.5.1 IN-SERVICE TRAINING

A. Department employees may be periodically assigned to in-service training. The purpose of this training is to provide employees with information on recent legislation and case law, information on advances, changes, and improvements in the law enforcement community, requisite training prior to assignment to specialty duties, and leadership training for supervisors.

B. Topics covered during in-service training may include, but are not necessarily be limited to:

1. Agency policy, procedures, rules and regulations, with emphasis on changes.
2. Changes in statutory or case law affecting law enforcement operations.
3. Use of force, including use of deadly force.
4. Proper use of discretion and alternatives to arrest.
5. Pursuit and emergency driving.
6. Emergency medical service and emergency fire suppression.
7. Hazardous materials.
8. Special operations and unusual occurrences.
9. Evidence collection and investigative techniques.
10. Report writing, the records system, and procedures.
11. Victim/Witness rights, including the law and Departmental procedures.
12. Safety Issues.
13. Ethics.
14. Cultural sensitivity / biased based policing.
15. First Aid / CPR / AED.

33.5.2 ROLL CALL TRAINING

A. Department employees assigned to Patrol duties attend roll call as the first assignment of each duty shift.

B. The purpose of roll call is to inform the shift members of the activities of the prior 24 hours, make assignments, distribute special instructions, disseminate intelligence information and bulletins, inspect uniforms and equipment, and provide training sessions of short duration.

C. Roll call training will normally be conducted by shift supervisors. Department employees with specialized training, skills, or knowledge may also instruct roll call training.

1. Shift supervisors are responsible for identifying areas of training need or interest for their employees.
2. Specific roll call topic may be assigned by Professional Standards / Training. Topics may include those identified in 33.5.1.

D. Persons who conduct roll call training will utilize teaching techniques that best meet the needs of the employees attending and may include:

1. Group discussion.
2. Demonstration.
3. Case study.
4. Critique.
5. Lecture.
6. Peer instruction.

G. The duration of roll call training should typically not exceed 10 minutes due to time constraints and the operational needs of the Department.

H. After the completion of a block of instruction during roll call, the supervisor conducting the training will report the topic and the list of employees present for the training to the Training Sergeant.

33.5.3 ACCREDITATION FAMILIARIZATION

A. The Training Sergeant will ensure that all employees are familiar with the accreditation process and what it entails. Familiarization training will address the following topics:

1. The history and background of law enforcement accreditation and the Department's involvement in the process.

2. The accreditation process.

3. The goals and objectives of accreditation.

4. The advantages of accreditation and its impact on the Department.

   a. The development and implementation of nationally recognized policies.

   b. Enhances the Department's ability to defend itself through sound and legally defensible policies.

B. Familiarization with the accreditation process will be provided to employees as follows:

1. To all newly hired employees during their orientation training.

2. To all employees during the self-assessment phase associated with achieving initial accreditation and each re-accreditation.

3. To all employees just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

C. Accreditation familiarization may be achieved through:

1. Roll call training.

2. Memoranda.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.6

SUBJECT: SPECIALIZED TRAINING | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: TRN.02.01
TRN.02.03

INDEX AS:

33.6.1 SPECIALIZED TRAINING
33.6.2 SWAT TEAM TRAINING

PURPOSE:

The purpose of this policy is to establish guidelines for the training of members with specialized assignments within the Department.

DEFINITIONS:

Specialized Training: Training that is given to an officer who is newly assigned to a permanent, temporary, or specialized position.

POLICY:

33.6.1 SPECIALIZED TRAINING

A. Numerous assignments within the Department require specialized training. The purpose of specialized training is to provide skills, knowledge, and abilities in addition to those taught in either basic or other in-service training. Specialized training provided to Department members will incorporate the following performance objectives:

   1. Development and/or enhancement of the skills, knowledge, and relevant abilities of the particular position or assignment.

   2. Identification of the management, administration, supervision, personnel policy and/or support services associated with the position or assignment.

   3. Provisions for supervised on-the-job training.

   4. Definition of the Department policies, procedures, rules and regulations that specifically impact the position or assignment.

   5. Performance standards of the function or component.

B. Certain specialty assignments require certification training by law. Other specialty assignments require additional training. Specialized training will be provided for, but not limited to, the following positions:

   1. Armorer.

   2. Arson Investigator.
   3. Breathalyzer Operator.

   4. Canine Handler.

   5. Crime Scene/Evidence Technician.

   6. Crisis Negotiator.

   7. Defensive Tactics Instructor.

   8. Electronic Technician.

   9. Explosive Ordnance Technician.

   10. Supervisor.

   11. Field Training Officer.

   12. Firearms Instructor.

   13. Investigator.

   14. Juvenile Officer.

   15. Narcotics Officer.

   16. School Resource Officer.

   17. Traffic Crash Investigator.

C. In an effort to maintain skills and increase the knowledge of agency personnel involved in the investigative process, the Department provides refresher training courses as a component of its in-service training programs.

D. An officer returning to uniformed field duties after an absence of more than 365 days shall undergo an in-service retraining process as outlined in Policy 33.9.

33.6.2 TACTICAL TEAM TRAINING

A. Officers assigned to the Special Weapons and Tactics Team (SWAT) are required to attend the 40-hour Basic SWAT School as soon as practical and available.

B. All SWAT members must attend monthly SWAT training as scheduled by the Team.

C. Sniper/Observers, Crisis Negotiators, EOD Technicians, and Less Lethal/Chemical Munitions Specialists will attend additional regularly scheduled training.

D. SWAT Team training will be documented and the training records will be maintained for seven (7) years.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.7

SUBJECT: CIVILIAN TRAINING | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: TRN.03.01

INDEX AS:

33.7.1 CIVILIAN TRAINING
33.7.2 PRE-SERVICE AND IN-SERVICE TRAINING

PURPOSE:

The purpose of this policy is to establish basic guidelines for the training of civilian personnel within the Department.

POLICY:

33.7.1 CIVILIAN TRAINING

A. All newly hired civilian employees shall undergo initial training and orientation.

B. The orientation program consists of, but is not limited to the following:

1. Orientation to the role, goals, policies and procedures of the Department.
2. Review of employee benefits, working conditions, and related regulations.
3. The rights and responsibilities of employees.
4. Facility orientation.
5. Review of the Department and city government organizational structure.
6. Review of laws and Departmental policies, procedures, rules and regulations controlling access to confidential records and data.
7. Customer Service skills and telephone etiquette.
8. Equipment familiarization.

33.7.2 PRE-SERVICE AND IN-SERVICE TRAINING

A. Training for civilian positions, in addition to orientation, will be accomplished prior to the assumption of job responsibilities for the following positions:

1. Records Unit Personnel.
2. Front Desk Staff.
3. Clerical Personnel.

B. Civilian training will normally be accomplished in the following manner:

1. In-service.
2. On-the job or field training.
3. Other agency.

C. Periodic refresher and/or in-service training will be provided for all civilian employees to:

1. Update skills.
2. Review new laws.
3. Enhance job knowledge for new responsibilities.
4. Review procedural and/or technological changes that affect their work.
5. Review Department directives as may be appropriate.
6. Increase interpersonal communication skills.
7. Review job safety regulations.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.8

SUBJECT: CAREER DEVELOPMENT | EFFECTIVE DATE: 10/1/09
REVISED DATE: 03/10/15

REFERENCE ILEAP: TRN.02.03

INDEX AS:

33.8.1 CAREER DEVELOPMENT ADMINISTRATION
33.8.2 PROMOTIONAL TRAINING
33.8.3 CAREER DEVELOPMENT PROGRAM
33.8.4 CAREER DEVELOPMENT FOR INVESTIGATIONS

PURPOSE:

The purpose of this policy is to establish a career development program to provide employees with an opportunity for individual growth and development. All sworn employees shall have equal access to training and development opportunities.

DEFINITIONS:

Career Counseling: Career counseling is an established component of the career development program through which an employee receives guidance that will assist them in choosing, preparing for, entering, or progressing in a job assignment.

POLICY:

33.8.1 CAREER DEVELOPMENT ADMINISTRATION

A. The Training Sergeant will conduct the career development program subject to the direction of the Administrative Services Lieutenant.

B. The objectives of the career development program are:

1. To identify, through the skills, knowledge, and abilities of each employee, an inventory of assets available to the Department relative to present and future job assignments.

2. To allow employees who aspire to advance in rank or position, or to become a member of a specialized unit, to meet at least annually with the Training Sergeant in a career counseling session to discuss the career goals of the employee.

3. To provide pertinent in-service training, covering a wide range of topics, to all employees.

4. To ensure that the program is equitably administered.

C. The principal components of the career development program are:

1. Career counseling.

2. Advanced, specialized, and in-service training.

33.8.2 PROMOTIONAL TRAINING

A. Advanced training is designed to improve the professional competence of officers who have been promoted or who have demonstrated leadership capabilities.

B. It is the policy of the Champaign Police Department to send personnel assigned to supervisory duties to advanced training in those areas correlating to the assignment.

C. Advanced training specifically refers to training provided in the following schools and courses:

1. Northwestern University Center for Public Safety:

a. First Line Supervision (mandatory for those promoted to Sergeant).

b. School of Police Staff and Command (mandatory for those promoted to Lieutenant).

c. Executive Management Program.

2. The Police Executive Research Forum (PERF).

3. FBI National Academy.

4. Any equivalent training.

C. Consistent with the principles of career development and sound management practices, officers promoted to supervisory positions will attend advanced training prior to or within one year of assuming rank.

D. Consistent with the purpose of advanced training, officers who have completed such training may be assigned duties and management responsibilities consistent with the training received.

33.8.3 CAREER DEVELOPMENT PROGRAM

A. On an annual basis and upon request, the Training Sergeant will interview those employees interested in a career path and offer guidance that will assist them in choosing, preparing for, entering, or progressing in a job assignment. The interview will consist of the following:

1. A joint review of the employee's training records.

2. A discussion of the training programs currently available, and a review of how the employee can apply for such training.

3. A review of career specialties available to the employee.

4. A review of the employee's skills, knowledge, and abilities.

5. A review of the employee's previous career counseling session to determine what progress the employee has made in career development.

B. The Training Sergeant will complete an evaluation checklist based upon each career counseling interview to assess the effectiveness of the career counseling process. The checklist will contain information regarding:

1. The goals and expectations the employee has established in the area of career development. This would include desired training, additional experience, etc.

2. An evaluation of what progress the employee has made in achieving established goals and expectations.

3. Comments pertinent to concerns, suggestions, and ideas regarding the employee's career development plan.

C. All records related to career counseling sessions will be maintained by the Training Sergeant in the employee's individual file in the Training Office.

33.8.4 CAREER DEVELOPMENT FOR INVESTIGATIONS

A. In order to provide employees with an opportunity to improve their investigative skills, the department has implemented a Career Development Program in the Investigations Division.

B. The Career Development Program in the Investigations Division will consist of one rotational position which will be filled by a member of the Patrol Division.

C. The Deputy Chief of Operations will authorize the temporary assignment of a patrol officer to the Investigations Division when staffing levels permit such an assignment.

D. Assignments to the rotational position may be suspended when Patrol staffing levels do not allow for such assignments.

E. Assignments to the rotational position in the Investigations Division will be made in rank order from the current Investigations Division eligibility list.

F. Assignment to the rotational position in the Investigations will be voluntary and Special Assignment pay will not apply to the rotational position.

G. Assignment to the rotational position in the Investigations Division will typically be for a period of six months.

H. In the event that assignment to the rotational position is suspended for any reason, the officer in the rotational positional will be given a two week notice of his return to the Patrol Division.

1. In such cases, the officer will be afforded an opportunity to return to the rotational assignment when staffing levels permit such an assignment.

I. In the event that the current Investigations Division eligibility list is exhausted, the rotational position will be posted for all Class A Patrol Officers.

1. Patrol Officers who are interested in the rotational assignment shall apply by submitting a memorandum expressing their interest in and qualification for the assignment.

2. Selection for the assignment will be made by the Chief of Police with input from command staff.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 33.9

SUBJECT: FIELD TRAINING | EFFECTIVE DATE: 10/1/09
REVISED DATE: 2/11/11

REFERENCE ILEAP: TRN.01.02

REFERENCE: CALEA 33.4.3

INDEX AS:

33.9.1 FIELD TRAINING PROGRAM GOALS
33.9.2 FIELD TRAINING PROGRAM ORGANIZATION
33.9.3 ASSIGNMENT OF PROBATIONARY POLICE OFFICERS
33.9.4 FIELD TRAINING EVALUATION PROCESS
33.9.5 SELECTION AND REMOVAL OF FIELD TRAINING OFFICERS
33.9.6 RECRUIT DISMISSAL PROCESS
33.9.7 DISPOSITION OF FIELD TRAINING EVALUATIONS
33.9.8 IN-SERVICE RETRAINING FOR RETURNING PATROL OFFICERS

PURPOSE:

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

DEFINITIONS:

Field Training Commander: The Field Training Commander shall be a Patrol Lieutenant who is designated by the Chief of Police 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 Chief of Police who is responsible for assisting the Field Training Commander with the general administration and evaluation of the Field Training and Evaluation Program.

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 Officer (FTO): A Field Training Officer is a Class 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.

ILETSB Certification: Certification by the Illinois Law Enforcement Training and Standards Board 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.

POLICY:

33.9.1 FIELD TRAINING PROGRAM GOALS

A. The Department's Field Training and Evaluation Program 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. The goal of the Field Training and Evaluation process is to:

1. Assist in the Department's overall screening process.

2. 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.

3. Establish a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training processes by allowing feedback to the trainees regarding their strengths and weaknesses.

4. Provide post-Basic Academy training and on-the-job training to probationary police officers.

5. 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.

6. 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

33.9.2 FIELD TRAINING PROGRAM ORGANIZATION

A. Field Training Program Manual.

1. 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.

2. The Field Training Program Instructional Manual will be the primary guide in the probationary officer's progressive training and development. While in the Field Training Program, the manual will be utilized. The recruit officer will be responsible for having the Field Training manual immediately accessible at all times while involved in the Field Training Program.

3. Probationary officers are expected to become thoroughly familiar with the contents of the Field Training Program Instructional Manual.

4. The requirements outlined in the Field Training Program Instructional Manual shall be met in a timely manner. The FTO and Field Training Sergeant are charged with the responsibility of ensuring compliance with this manual.

B. The Field Training Commander shall be responsible for the following:

1. Monitoring the progress of all probationary employees.

2. Reviewing the work of the Field Training Coordinator and Field Training Sergeants.

3. Making recommendations to the Chief of Police on retaining, extending, training, and/or dismissing probationary officers.

4. Attending training sessions and meetings to receive firsthand information concerning probationary officers and evaluating the instructional techniques of Field Training Officers.

C. The Field Training Coordinator shall be responsible for the following:

1. Disseminating information to the Field Training Cadre on recruit officer academy performance.

2. Monitoring and evaluating the overall development of probationary officers.

3. Planning, directing, and evaluating field training assignments.

4. Ensuring that assigned Field Training Officers maintain weekly contact with officers attending the Basic Academy.

5. Working closely with shift supervisors of probationary officers to recognize and correct training deficiencies.

6. Reviewing the weekly and monthly evaluations of probationary officers completed by Field Training Sergeants.

7. Conducting an end-of-probation evaluation of each probationary officer.

8. Preparing the agenda for and moderating training sessions and monthly Field Training meetings.

D. Field Training Sergeants shall be responsible for the following:

1. Keeping other shift supervisors informed of the progress of probationary officers.

2. Ensuring that the training and evaluation processes are completed using daily observation reports, verbal communication, tests, and personal observations.

3. Ensuring that the probationary officer's Field Training Manual is current and properly completed.

4. Reviewing reports written by probationary officers.

5. Monitoring and supervising the overall training of probationary officers assigned to the shift to ensure that standards are being met.

E. Field Training Officers shall be responsible for:

1. The training and evaluation of the probationary officer assigned to him.

   a. The Field Training Officer reports to the assigned Field Training Sergeant on any issues concerning field training.

33.9.3 ASSIGNMENT OF PROBATIONARY POLICE OFFICERS

A. Assignments.

1. Probationary police officers shall be assigned to the Patrol Division unless otherwise ordered by the Chief of Police.

2. Each probationary officer shall be placed in the Field Training Program under the supervision of a Field Training Sergeant and a Field Training Officer.

3. Once determined, the field training assignment may be varied only when a probationary officer requires additional training or is accelerated.

4. The Field Training Commander, with the approval of the Deputy Chief of Operations, may continue the field training assignment for a probationary officer beyond the pre-determined time if necessary.

B. The Field Training and Evaluation Program shall be divided into the following steps:

1. A Basic Orientation Course (BOC) which consists of 32 hours of in-house orientation training.

2. STEP 1 – Basic Field Training (BFT) – 24 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 Deputy Chief of Operations if:

    a. The recruit was re-hired or hired through the Experienced Officer Hiring Program, and

    b. All syllabus training is completed, and

    c. A recommendation is made jointly by the Field Training Officer, Field Training Sergeant, and Field Training Commander.

3. STEP 2 – Intermediate Field Training (IFT) – 24 certified training days in duration. Eight (8) DOR's may be waived by the Deputy Chief of Operations if:

    a. The recruit was re-hired or hired through the Experienced Officer Hiring Program, and

    b. All syllabus training is completed, and

    c. A recommendation is made jointly by the Field Training Officer, Field Training Sergeant, and Field Training Commander.

4. STEP 3 – Advanced Field Training (AFT) – 16 certified training days in duration, plus a 2-week assignment in Investigations. A waiver for STEP 3 may be granted to those probationary officers who demonstrate superior competence at the completion of STEP 2 with the approval of the Deputy Chief of Operations.

5. STEP 4 – Evaluation Check-Ride (ECR) – 8 certified evaluation days.

6. STEP 5 – Solo Patrol – Constitutes the remainder of the probationary period.

    a. The officer remains on probationary status and the assigned Field Training Sergeant continues to complete Monthly Evaluations.

    b. For the first two (2) months while in STEP 5, probationary officers will be assigned twice monthly to an FTO for the purpose of evaluated check-rides.

    c. During the last month of probation, the probationary officer shall be assigned to an FTO for a minimum of four (4) certified/evaluated training for the purpose of final probationary performance review.

C. Probationary officer field assignments and the Field Training Officers will be rotated during Field Training Steps 1 through 4.

D. A Field Training and Evaluation step may be extended for a probationary officer at the discretion of the Field Training Commander.

33.9.4 FIELD TRAINING EVALUATION PROCESS

A. 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.

B. During STEPS 1 through 4, a Weekly Evaluation Report will be completed by the designated Field Training Sergeant for each four (4) day training and evaluation period.

C. During STEP 5, the designated Field Training Sergeant will complete a Monthly Evaluation Report on the probationary officer's field performance.

D. At the conclusion of STEP 5, the probationary officer will complete a written evaluation of the Field Training Program and forward it to the Field Training Coordinator.

33.9.5 SELECTION AND REMOVAL OF FIELD TRAINING OFFICERS

A. A Field Training Board shall consist of the following members:

    1. Field Training Commander (President).

    2. Field Training Coordinator (Recording Secretary).

    3. One (1) Patrol Lieutenant (Board Member).

    4. One (1) Field Training Sergeant (Board Member).

    5. Two (2) Field Training Officers (Board Members).

B. A Field Training Board may take the following actions:

    1. Recommend an extension of the probationary or training period.

    2. Recommend retaining a probationary officer.

    3. Recommend dismissal of a probationary officer.

C. Selection of Field Training Officers.

    1. The Field Training Commander shall post a notice when there are Field Training Officer openings.

    2. Those interested will submit written applications to the Field Training Commander.

    3. Those interested must meet the following minimum qualifications:

        a. Sworn Class A officer with the following experience:

            i. Three (3) years experience with the Champaign Police Department; or

ii. Two years of equivalent experience with another police department; or

iii. Upon consensus recommendation by the Field Training Commander and Field Training Coordinator to the Deputy Chief of Operations.

b. All performance evaluations during the previous twelve (12) month period have, at minimum, met standards.

c. All qualified applicants will be assessed by the Field Training Board.

4. The Field Training Board shall interview all qualified applicants.

5. The final selection of Field Training Officers will rest 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.

E. Removal of Field Training Officers.

1. A Field Training Officer may be removed from field training and evaluation duties by request, at the direction of the Field Training Commander, or upon assignment to other than patrol duties.

33.9.6 RECRUIT DISMISSAL PROCESS

A. A recommendation for dismissal may be initiated by the Field Training Board for any recruit or probationary officer who is not performing at a satisfactory level after sufficient training opportunities and methods have been provided.

B. Memoranda and recommendations for termination shall be forwarded to the Field Training Commander.

1. The Field Training Commander shall assemble the Field Training Board's recommendation, all memoranda, and ensure that all supporting documentation is attached.

2. The Field Training Commander will prepare a detailed report and, together with the Field Training Board's recommendation, forward it via the chain-of-command to the Chief of Police.

3. The Chief of Police has sole responsibility for the administrative decision regarding any requested dismissal referred by the Field Training Commander.

4. If the Chief of Police concurs with the recommendation, the recruit shall be considered dismissed in accordance with the applicable section of the Labor Agreement. Alternatively, the Chief of Police may order further training of the recruit.

33.9.7 DISPOSITION OF FIELD TRAINING EVALUATIONS

A. 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. Department personnel file:

a. Field Training Board action report.

b. Dismissal paperwork.

2. Field Training and Evaluation Program file:

a. Maintained in the department training files by officer name.

b. Field Training and Evaluation Program files are confidential and shall be reviewed only by persons with a "need to know" upon approval of the Chief of Police.

33.9.8 IN-SERVICE RETRAINING FOR RETURNING PATROL OFFICERS

A. 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 four (4) days. This period may be extended up to eight (8) 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 Deputy Chief of Operations.

B. 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.

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

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 34.1

SUBJECT: PROMOTION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.06.01
PER.06.02

INDEX AS:

34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS
34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY
34.1.3 PROMOTIONAL ELEMENTS
34.1.4 PROMOTIONS ARE JOB-RELATED AND NONDSICRIMINATORY
34.1.5 PROMOTION TEST ANNOUNCEMENT
34.1.6 ELIGIBILITY LISTS
34.1.7 PROBATIONARY PERIOD

PURPOSE:

The purpose of this policy is to describe the promotional process for sworn employees of the Champaign Police Department.

POLICY:

34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS

A. The Champaign Police Department shall assist the City of Champaign Board of Fire and Police Commissioners in the execution of their duties concerning the promotion of sworn personnel when requested to do so. The Department shall be primarily responsible for the following aspects of the Commission's promotional process:

1. Establishing job descriptions and necessary qualifications for supervisory positions.

2. Departmental ratings.

3. Monitoring and evaluating the performance of newly appointed supervisors.

4. Providing logistical support as requested, arranging employee schedules to allow participation in the testing process, and serving as a liaison to the Commission.

5. In conjunction with Human Resources, maintaining a liaison with outside agencies or firms responsible for administering the testing process. This process shall include providing testing criteria and job descriptions to ensure that the testing process is relevant to the duties of the tested position.

34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY

A. The City of Champaign Board of Fire and Police Commissioners are charged with the authority and responsibility for administering the police supervisory promotional process. The role of the Board is set forth in ILCS 5/10-2.1-1 and the Rules and Regulations of the Board of Fire and Police Commissioners.

B. The Chief of Police is responsible for administering the Department's role in the promotional process.

34.1.3 PROMOTIONAL ELEMENTS

A. The City of Champaign Board of Fire and Police Commissioners maintains a manual which describes all components of the promotional process. A copy of this manual is available in the Office of the Chief of Police. The manual outlines the following:

1. Eligibility for promotional ranking.

2. Administering written examinations.

3. Administering oral examinations.

4. Departmental rankings.

5. Certification of promotional lists.

B. Promotional testing materials are stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials.

C. Candidates have the right to review all aspects of the promotional process. Candidates will be allowed to review all scores and evaluations related to their own performance in the process in order to ensure fairness and impartiality.

34.1.4 PROMOTIONS ARE JOB-RELATED AND NONDISCRIMINATORY

A. Promotional testing provides an equal opportunity for sworn personnel to be considered for promotion based upon testing components and procedures which are tailored to meet the needs of the Department, job-related, and non-discriminatory.

34.1.5 PROMOTION TEST ANNOUNCEMENT

A. A written announcement of promotional testing under Board of Fire and Police Commission control is to be provided to all eligible personnel. The following information is included on all notices prominently posted:

1. A description of the position/job classification for which an eligibility list will be established or any vacancy exists.

2. A schedule of dates, times, and locations of all elements of the process.

3. A description of the eligibility requirements for testing.

4. A description of the process to be used in selecting personnel for the vacancies.

5. A list of reading materials which should be used in preparation for the written examination.

    a. The list of reading materials will be provided at least 10 weeks prior to written examination.

34.1.6 ELIGIBILITY LISTS

A. Once all eligible personnel have successfully completed all phases of testing, the City of Champaign Board of Fire and Police Commissioners certify a list of candidates eligible for promotion and furnishes it to the Chief of Police. Criteria and procedures for the development and use of eligibility lists include the following:

1. Each testing component is separate and distinct from the others. Numerical weights are assigned to each promotional testing component as established by the Board of Fire and Police Commissioners.

2. An eligibility list for positions of sergeant and lieutenant is prepared, certified, and posted after the promotional examination process has concluded. Candidates are ranked in the order of their overall (cumulative) scores.

3. Time-in-rank eligibility requirements are established prior to initiation of promotional testing.

4. Promotion eligibility lists are valid for a period of three years after the date of posting.

5. In filling a vacancy for Police Sergeant or Police Lieutenant, the Chief of Police shall consider and select from the top three (3) names on the applicable eligibility list.

34.1.7 PROBATIONARY PERIOD

A. As established in Article 28 of the Labor Agreement, the promotional probationary period for newly promoted Police Sergeants is six (6) months, unless the probationary period is extended or terminated.

B. There is no promotional probationary period for newly promoted Police Lieutenants.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 35.1

SUBJECT: PERFORMANCE EVALUATIONS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.05.01
PER.05.02

INDEX AS:

35.1.1 PERFORMANCE EVALUATION SYSTEM
35.1.2 PERFORMANCE EVALUATION SCHEDULE
35.1.3 PERFORMANCE EVALUATIONS OF ENTRY LEVEL / PROBATIONARY EMPLOYEES
35.1.4 PERFORMANCE EVALUATION CRITERIA
35.1.5 PERFORMANCE EVALUATION SYSTEM
35.1.6 NOTICE OF UNSATISFACTORY PERFORMANCE
35.1.7 EMPLOYEE COUNSELING
35.1.8 RATERS EVALUATED
35.1.9 PERSONNEL EARLY WARNING SYSTEM

PURPOSE:

The purpose of this policy is to establish guidelines for the evaluation of Champaign Police Department employee performance.

DEFINITIONS:

POLICY:

35.1.1 PERFORMANCE EVALUATION SYSTEM

A. The Department's performance evaluation system is coordinated by the Chief of Police.

B. Each employee's immediate supervisor will complete and administer an evaluation specific to that employee's job function.

C. Evaluations will be completed utilizing the behavioral definitions and performance anchors described.

D. All supervisors responsible for evaluating employees shall receive training in the evaluation process.

E. The objectives of the performance evaluation system include, but are not limited to:

1. Maintaining and improving individual job performance.

2. Identifying training needs.

3. Measuring individual strengths and weaknesses.

4. Determining an employee's potential for a specialized assignment or promotion.

5. Provide a medium for counseling and feedback.

6. Setting goals for future job performance.

35.1.2 PERFORMANCE EVALUATION SCHEDULE

A. Every sworn member of the Department shall undergo a performance evaluation at least once each year.

35.1.3 PERFORMANCE EVALUATION SCHEDULE FOR PROBATIONARY EMPLOYEES

A. Performance evaluations for probationary employees shall be completed according to the following schedule:

1. Sworn officers who are on probation (Class B status) will be evaluated on a monthly basis as a part of the Field Training Program.

35.1.4 PERFORMANCE EVALUATION CRITERIA

A. Performance evaluations will reflect ratings for the job performance observed only during the rating period and will be specific to the employee's job function.

35.1.5 PERFORMANCE EVALUATION SYSTEM

A. Performance evaluations for probationary officers will be completed as outlined in section 1.3.

B. Sworn officers and supervisors who have achieved permanent status and who are members of the bargaining unit will be evaluated on a quarterly basis.

C. Sworn supervisors who are exempt from the bargaining unit will be evaluated on a yearly basis.

D. Performance ratings which fall above or below the "Met Standards" rating require supporting comments.

E. Each performance evaluation report must be reviewed and signed by the rater's supervisor.

F. On an annual basis, each employee's performance evaluation will be forwarded to the Chief of Police for review.

G. The Department's performance evaluation system includes the participation of the employee being evaluated.

1. Each employee is required to review and sign their evaluation. The signature indicates only that the employee has read the report and does not imply agreement (or disagreement) with the contents.

2. An employee may attach written comments to supplement the completed evaluation.

3. Employees are entitled to written copies of their performance evaluation.

H. If an employee believes the ratings or comments reflected in a performance evaluation are not

indicative of his overall performance during the rating period, the employee may appeal the rater's decision. The appeal process shall follow the chain of command to the Chief of Police, whose decision shall be final. The appeal process shall be completed in a timely manner and is intended to be less formal than the Department's grievance procedure.

I. All performance evaluation reports become a part of the employee's permanent personnel file and will be maintained for at least the term of their employment with the City.

35.1.6 NOTICE OF UNSATISFACTORY PERFORMANCE

A. A non-probationary employee may be placed on a ninety (90) day Performance Improvement Plan (PIP) as a result of their failure to meet minimum performance standards during a rating period. The PIP shall list any areas of performance deemed to be "below standards", and shall also describe the steps to be taken in order to improve job performance.

B. An employee placed on a PIP shall be notified of the PIP in writing by memorandum.

35.1.7 EMPLOYEE COUNSELING

A. At the conclusion of each rating period, each employee will be counseled by the rating supervisor as follows:

1. The results of their performance evaluation will be discussed with them.

2. The level of performance expected during the upcoming rating period will be discussed with them.

3. Rating criteria and goals for the next rating period will be established.

4. Career counseling relative professional development or advancement will be provided.

B. It is the responsibility of the rater to prepare for and conduct the evaluation of the subordinate by:

1. Reviewing the employee's last evaluation.

2. Reviewing notes made during the rating period, attendance records, training records, commendations, awards, discipline, etc.

3. Reviewing statistical data that reflect the employee's measurable productivity for the rating period.

4. Becoming familiar with the contents, instructions, and scope of the evaluation forms.

35.1.8 RATERS EVALUATED

A. Upon reviewing completed performance evaluations, the reviewing supervisor shall evaluate raters to ensure that evaluations are fair and impartial, that evaluation interviews are conducted according to Department guidelines, and that ratings are uniformly applied.

35.1.9 PERSONNEL EARLY WARNING SYSTEM

A. The Department shall maintain, as an ongoing process, a Personnel Early Warning System to provide systematic reviews of specific, significant events involving agency employees. The system is designed to promptly identify early indicators of certain performance and/or stress-related problems and to facilitate necessary and appropriate follow-up activities.

B. The Department's Personnel Early Warning System consists of two levels of review:

1. The first level of review involves first line supervisors and District/Unit Commanders. The ability of first and second level supervisors to identify and record employee traits is crucial to the success of the program and allows deficiencies to be addressed in a timely manner. The components of the first level of review include, but are not limited to:

a. Performance evaluations, including activity logs.

b. Review of Use of Force incidents and reports.

c. Review of police vehicle traffic crashes.

d. Review of absences and sick leave usage.

e. Review of complaint investigations and internal investigations.

2. The second level of review involves an annual report by the Deputy Chief of Professional Standards.

a. On an annual basis, the Deputy Chief of Professional Standards shall submit to the Chief of Police a written report which categorizes and summarizes all police complaints and complaint findings, and which shows the number and types of complaints filed against individual officers.

C. From these periodic reviews, supervisors will identify employees who may require intervention.

D. When an employee has been identified as requiring intervention, the employee's immediate supervisor and District/Unit Commander shall develop an individual course of assistance which may include, but is not limited to, the following:

1. Remedial training.

2. Counseling.

3. Placement on sick leave review.

4. Implementation of a Performance Improvement Plan (PIP).

5. Referral to the Employee Assistance Program (EAP).

E. The employee's immediate supervisor will then ensure that the employee participates in and completes the plan and monitor the employee's job performance.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.1

SUBJECT: PATROL ADMINISTRATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.01.07
OPR.01.08
OPR.01.09

INDEX AS:

41.1.1 PATROL COVERAGE
41.1.2 SHIFT BRIEFING PROCEDURES
41.1.3 SPECIAL PURPOSE VEHICLES

PURPOSE:

The purpose of this policy is to establish and describe policies and procedures regarding patrol operations.

POLICY:

41.1.1 PATROL COVERAGE

A. Each daily 24-hour service period shall be divided into Patrol four (4) shifts. Officers attend shift briefing during the first fifteen (15) minutes of their 10-hour shift and are available for assignment immediately thereafter.

   1. There will be four patrol shifts, as follows:

      a. Day Shift (0700-1715)

      b. Power Shift (1200-2215)

      c. Evening Shift (1700-0315)

      d. Midnight shift (2200-0815)

B. In accordance with Article 22 of the Labor agreement, shift change takes place annually, at the end of the first bi-weekly pay period during which February 1st occurs. Shift sign-up will be posted on or before December 1st, and both shift supervisors and patrol officers will bid for their District, shift, and days off assignments by seniority. The Deputy Chief of Operations will distribute a finalized shift roster no later than two weeks prior to the effective shift change date.

C. The Department recognizes the importance of continuity in furtherance of the Department's philosophy of Community-Oriented. To that end, officers will work fixed District assignments throughout the sign-up period.

41.1.2 SHIFT BRIEFING PROCEDURES

A. All patrol personnel are required to attend shift briefing prior to each scheduled tour of duty. Because of the overlap in patrol schedules, there will typically be on-duty personnel to respond to emergency calls during shift briefings. However, personnel attending shift briefings may be required, and should be prepared, to respond to any emergency calls for service that may occur during shift briefing.

B. Shift briefings should include, but are not necessarily limited to:

   1. A report briefing from the previous 24 hours.

   2. Areas/situations requiring special attention.

   3. District, beat, and squad assignments.

   4. Uniform and grooming inspections.

   5. Schedule changes, new assignments, and court dates.

   6. Review of policies, procedures, directives, memos, and legal updates.

   7. Investigative updates from detectives.

   8. Hazardous weather and road conditions.

   9. Bulletins including, but not limited to, stolen vehicles, wanted subjects, etc.

   10. Employee safety issues.

   11. Training.

41.1.3 SPECIAL PURPOSE VEHICLES

A. The Department owns and maintains several vehicles which are assigned for special use. Their designations and purposes are as follows:

   1. Supervisors cars.

      a. Certain squads are designated for and shall only be used by shift supervisors. These squads are equipped similarly to patrol squads but are not fully marked and are not equipped with transport cages.

   2. SWAT vehicles.

      a. Certain squads are designated for and shall only be used by personnel assigned to the Department's SWAT Team. These squads are equipped similarly to patrol squads but contain specialized equipment which is authorized for use only by members of the SWAT Team.

      b. The Department owns two SWAT trucks which are designated for the transport of SWAT Team personnel during critical incidents, call-outs, training, etc. These vehicles may be operated only by a SWAT

Team member who possesses a valid Commercial Driver's License (CDL).

3. Police K9 vehicles.

   a. As a matter of routine, police canine vehicles shall only be used by the canine officer to whom they are assigned. However, because these vehicles are typically equipped with 4-whelel drive, they may be made available for general use by patrol supervisors and officers in the event of inclement weather or as otherwise determined by a supervisor.

   b. Canine vehicles are equipped similarly to patrol squads, but they are additionally equipped for the particular needs of canine handlers.

   c. The canine officer to whom a vehicle is assigned is responsible for the condition and maintenance of the vehicle. Police K9 vehicles will be inspected at least monthly.

   d. Also see Policy 41.4, Canine Unit Organization and Operations.

4. Police Motorcycles.

   a. Police motorcycles are most typically used for traffic enforcement and special details, but they may be used for general patrol duties with the authorization of a supervisor.

   b. Police motorcycles are available for use only by those officers who have been properly trained and certified.

5. Crime Scene Van

   a. The Crime Scene Unit shall maintain a specially equipped van which may be used during the processing, collection, and preservation of evidence.

   b. Following an initial orientation of the vehicle and the equipment contained there-in, any Crime Scene Technician is authorized to use this vehicle.

   e. Following an initial vehicle orientation, any officer with a valid driver's license may operate the vehicle when directed to do so by a supervisor.

   f. The Crime Scene Unit supervisor Commander or his designee is responsible for the maintenance and care of the vehicle and all equipment contained therein. At least once a month, a documented inspection of the vehicle and all equipment will be conducted.

6. Investigations vehicles.

   a. Certain un-marked vehicles are designated for use by personnel assigned to the Investigations Division, but these vehicles will be made available for use by patrol officers upon demonstration of need and with the authorization of a shift supervisor.

B. At the beginning of their tour of duty, officers and supervisors shall check their vehicle to ensure that its equipment and accessories are functional and that it is adequately supplied.

   1. Any damage to the vehicle, damaged or missing equipment, defects and/or malfunctions shall immediately be reported to a supervisor.

   2. Areas of the vehicle which are designated for prisoner transport shall be checked to ensure that they do not contain any discarded weapons or contraband.

   3. Any officer who damages a squad, or loses or damages any police equipment, shall report the matter without delay to his immediate supervisor.

41.1.4 CANINE ORGANIZATION AND OPERATION

A. See Policy 41.4, Canine Unit Organization and Operations.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.2

SUBJECT: RESPONSE TO CALLS, MOTOR VEHICLE PURSUITS, AND FORCIBLE STOPPING

EFFECTIVE DATE: 10/01/09
REVISED DATE: 01/20/15

REFERENCE ILEAP: OPR.01.01
OPR.01.10

INDEX AS:

41.2.1 RESPONSE TO CALLS
41.2.2 MOTOR VEHICLE PURSUITS
41.2.3 ROADBLOCKS AND FORCIBLE STOPPING

PURPOSE:

The purpose of this policy is to establish procedures for responding to routine and emergency calls, to govern the pursuit of motor vehicles, and to address the use of roadblocks and forcible stopping techniques.

DEFINITIONS:

Pursuit: An active effort by a commissioned, uniformed police officer operating an authorized police vehicle to apprehend the occupant(s) of a fleeing vehicle who is/are resisting apprehension by increasing speed, disobeying traffic laws, and/or attempting to elude the officer.

Marked Police Vehicle: Any police vehicle that is identifiable by its color scheme, has red and/or blue emergency lights permanently mounted on the vehicle, is equipped with a siren, has a permanently mounted police radio, and has the departmental seal and/or police lettering on its exterior.

Semi-Marked Police Vehicle: Any police vehicle that is not identifiably marked by a distinctive color scheme, but which has red and/or blue emergency lights mounted on or within the vehicle, is equipped with a siren, and has a permanently mounted police radio (i.e. a supervisor's squad).

Unmarked Police Vehicle: A police vehicle that has no distinctive or identifiable exterior markings, but is equipped with a siren and has dash or visor mounted red and/or blue emergency lights (i.e. an investigations vehicle).

Pursuit Vehicles:

Primary Unit: The police vehicle that initiates the pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).

Secondary Unit: Any police vehicle that becomes involved in the pursuit as a back-up to the primary unit and follows the primary unit at a safe distance.

Forcible Stop: The deliberate act of impacting a violator's vehicle with another vehicle to in an effort functionally damage or otherwise force the violator's vehicle to stop.

Roadblock: The use of a police vehicle to restrict or obstruct the free passage of a motor vehicle on a roadway in an effort to effect apprehension of a suspect.

Rolling Roadblock: A defensive maneuver designed to block the lanes in front of the fleeing vehicle and used to either slow it down or bring it to a stop.

Stop Stick: A device specifically designed to deflate the tires of a vehicle.

POLICY:

41.2.1 RESPONSE TO CALLS

A. CALL RESPONSE CLASSIFICATION.

1. Routine incidents are calls for police service where a quick response is not essential to the preservation of life or property.

   a. Police vehicles will be driven in a lawful manner and will not obstruct the free movement of traffic when stopped or parked except as authorized in 2(a) through 2(d) of this statement.

   b. Officers will not temporarily park police vehicles unattended without locking them except during an emergency.

   c. Continuous use of ignition lock-out devices is detrimental to vehicles. The primary purpose of the device is to operate the emergency lights for extended periods of time when officers can not remain in the vehicle.

   d. Lock-out devices should not be used for convenience (i.e. keeping the vehicle warm or cool). The use of lock-out devices while parked at the police station is prohibited except as authorized under paragraph (e) (below).

   e. Section D does not apply to K-9 vehicles when the canine is secured in the vehicle. Other exceptions include recharging dead batteries, warming up vehicles on cold days, or when extreme temperatures could affect the operation of the MDC.

2. A police vehicle may respond as an authorized emergency vehicle when;

   a. Engaged in an authorized pursuit, provided that the officer utilizes the emergency lights and siren.

b. Responding to an emergency, such as a call involving a personal injury accident or an accident in which the vehicles are situated in such a manner as to cause further serious accidents by hazardously blocking traffic.

c. Responding to a call which either involves crime in progress or is likely to result in death or great bodily harm.

d. Authorized or directed to do so by a supervisor.

3. The driver of an authorized emergency vehicle may:

a. Proceed past a red light, stop signal, or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.

b. Exceed the posted limit, so long as he does not endanger life or property.

c. Disregard regulations governing the direction of movement or prohibiting turns in specified directions.

d. Park or stand, irrespective of the provisions of State and/or City laws that would ordinarily prohibit parking or standing in a given area.

4. Although the emergency lights and siren must be utilized during an emergency response, it is recognized that a tactical advantage may be gained by responding to certain in progress calls without emergency lights and/or siren so that a(ny) suspect(s) on scene are not made aware of the police response and/or presence.

a. In any case, the emergency lights and/or siren are not to be relied upon in lieu of officer diligence and discretion, and these exemptions do not protect a driver from the consequences of the reckless disregard of the safety of others.

b. Officers must also exercise caution in order to reduce damage to police vehicles during an emergency response or pursuit.

5. The driver of a police vehicle shall <u>not</u>:

a. Follow an ambulance by exceeding the posted speed limit.

b. Provide high speed escorts for other vehicles. However, an escort for other vehicles may be provided on an expedited basis while observing traffic control devices.

41.2.2 MOTOR VEHICLE PURSUITS

A. EVALUATING THE CIRCUMSTANCES.

1. Preservation of life.

a. The overriding responsibility for police agencies in the State of Illinois is to protect human life and property. When the risks to human life and/or property outweigh or begin to outweigh the benefits of capture, officers shall refrain from or disengage pursuits.

B. LIMITATIONS ON PURSUIT.

1. The Champaign Police Department recognizes that the objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment to life and property, until the individual can be apprehended. Officers and supervisors shall continually evaluate a pursuit to determine whether or not the pursuit should be terminated.

2. A commission uniformed police officer driving a marked squad car may initiate a pursuit only when <u>all</u> of the following criteria are met:

a. The suspect is attempting to avoid apprehension, and

b. The suspect, if allowed to escape, presents a danger to human life, or has caused serious injury to another.

3. Semi-marked units may initiate a pursuit provided the proper justification exists, but will relinquish primary unit status upon the participation of a marked unit. Upon relinquishing primary unit status, semi-marked units shall terminate active involvement in the pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.

4. Officers driving unmarked vehicles are prohibited from being involved in a pursuit unless a life-threatening situation exists at the time the pursuit is initiated.

5. Alternatives to Pursuit.

a. No pursuit and following at a safe speed are two alternatives to pursuit. Following at a safe speed is expected in lieu of pursuit when the officer knows that there are hostages and/or children in the fleeing vehicle.

C. PURSUIT TACTICS.

1. The use of a vehicle to forcibly terminate a pursuit, as defined in this policy, is authorized only when there is sufficient legal justification for the use of deadly force.

2. To reduce the likelihood of a pursuit, an officer intending to stop a vehicle for any violation of the law, other than a traffic violation, shall close the distance between the two vehicles prior to activating the emergency lights or siren or otherwise signaling the driver to stop.

3. No more than two (2) police vehicles (a primary unit and a secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.

4. Officers shall not attempt to overtake, pull alongside, or pass the violator's moving vehicle without the specific authorization of a supervisor.

5. Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any forcible stop technique, except as a last resort to prevent imminent death or serious bodily injury to an officer or another person.

6. Officers traveling parallel to the pursuit may not join or interfere with a pursuit unless specifically directed to do so by a supervisor.

7. Both the primary and secondary vehicles involved in a pursuit should be spaced sufficiently to allow adequate distance to execute evasive maneuvers in the event that other vehicles stop, slow, turn, or otherwise create a collision hazard.

8. Before approaching an intersection, the driver of any pursuit vehicle shall reduce the vehicle's speed to avoid collision with another motor vehicle or a pedestrian.

9. A pursuing officer is expected to maintain complete control of his vehicle at all times.

10. Vehicles will not be commandeered for pursuit purposes.

11. Officers will not pursue vehicles traveling in the wrong direction on interstates or other controlled access highways.

D. PRIMARY UNIT RESPONSIBLITIES

1. The decision to initiate and/or continue a pursuit requires determining whether the danger of the pursuit outweighs the need for immediate apprehension. Officers are reminded that they are under no legal obligation to initiate or continue a pursuit.

2. Upon the initiation of a pursuit, the vehicle's emergency lights and siren shall be immediately activated.

3. An officer initiating a pursuit shall immediately notify both METCAD and a supervisor that a pursuit is underway and provide the following information:

   a. The specific reason for the pursuit (charges);

   b. Location and direction of travel;

   c. Speed and driving behavior of the fleeing vehicle;

   d. Suspect vehicle license and description;

   e. Number of occupants;

   f. Traffic conditions; and

   g. Any other relevant factors.

4. When leaving the City of Champaign, the pursuing officers shall transmit a message on ISPERN without un-necessary delay.

5. The primary unit will provide frequent updates regarding the location of the pursuit, the direction of travel, and other pertinent information. The primary unit is also responsible for controlling the pursuit unless otherwise directed by a supervisor.

6. The pursuing officer shall keep the vehicle's windows rolled up so that communications personnel can hear radio transmissions clearly.

E. SECONDARY OFFICER'S RESPONSIBILITIES

1. The secondary unit shall notify METCAD and a supervisor upon joining a pursuit.

2. Upon joining a pursuit, the secondary unit shall assume responsibility for radio communications.

3. When assigned secondary unit responsibilities, the vehicle's emergency lights and siren shall be activated. The siren on the secondary unit will be operated in a different mode than that of the primary unit (i.e yelp vs. wail).

4. The secondary unit shall serve as a back-up to the primary unit and will respond to directions from the primary unit unless otherwise directed by a supervisor.

F. SUPERVSOR'S RESPONSIBILITIES

The Supervisor shall:

1. Assume responsibility for monitoring and controlling the pursuit as it progresses.

2. Ensure that the initiating officer has provided all information necessary to properly evaluate the pursuit.

3. Verify the following:

   a. That the offense meets the department's criteria for pursuits.

   b. That no more than the required or necessary number of units are involved in the pursuit.

   c. That proper radio procedures are followed.

   d. That all necessary agencies are notified.

4. Continuously review incoming information to determine whether or not the pursuit should be terminated.

5. Order a pursuit terminated anytime:

   a. He concludes that the danger of the pursuit outweighs the need for immediate apprehension.

   b. The suspect's identity is established and there is no immediate threat to public safety.

c. The weather, road, or traffic conditions substantially increase the danger of the pursuit.

d. He determines that the pursuit does not meet established criteria.

6. Control and coordinate the pursuit as follows:

a. Direct pursuit and/or support units into and out of the pursuit.
b. Re-assign primary, secondary, and support units as necessary.

c. Approve, disapprove, and coordinate pursuit tactics.

d. Ensure compliance with multi-jurisdictional pursuit agreements, if applicable.

7. Approve and assign additional back-up or support units to assist the primary and secondary units based upon:

a. The nature of the offense for which the pursuit was initiated.

b. The number of suspects and any know propensity for violence.

c. The number of officers in the pursuit vehicles.

d. Any damage or injuries to the assigned primary or secondary units or officers.

e. The number of officers necessary to safely make an arrest at the conclusion of the pursuit.

8. Require that all participating agencies be notified when a pursuit is terminated.

9. Respond to termination points, whether inside or outside of City limits.

G. OTHER UNIT RESPONSIBILITIES

1. Unless otherwise directed by a supervisor, police units other than the primary or secondary units shall not become involved in an ongoing pursuit. Such police units are expected to monitor radio transmissions and position themselves to be of possible assistance.

H. PURSUITS ENTERING INTO ANOTHER JURISDICTION

1. When a pursuit enters another jurisdiction, the primary unit shall notify METCAD that the pursuit is leaving the City.

2. The appropriate supervisor will decide whether or not the pursuit should be continued based upon existing circumstances.

3. METCAD shall notify the involved jurisdiction.

I. PURSUITS ENTERING FROM ANOTHER JURISDICTION

1. Officers shall refrain from entering into another department's pursuit unless assistance is requested by that department and approved by a Champaign Police supervisor.

2. Champaign police officers involved in a multi-jurisdictional pursuit are required to comply with this policy.

J. WHEN TO TERMINATE A PURSUIT

1. Pursuing officers will immediately terminate pursuit when:

a. The officer knows the suspect and/or the offense involved is a traffic offense, misdemeanor, or non-violent felony.

b. The distance between the officer and the violator is such that continuing the pursuit would require speeds endangering the officer or the public.

c. The officer loses visual contact with the suspect for an extended period of time (15 seconds or more). In such a case the officer may continue to look for the suspect at reduced speeds.

d. Either the officer or the vehicle being pursued encounters heavy pedestrian or vehicle traffic.

e. The pursuit vehicle experiences a malfunction or failure involving lights, siren, radio, brakes, steering, or other essential equipment.

f. The danger to the public or the pursuing officer(s) outweighs the necessity of immediate apprehension.

g. Directed to do so by a supervisor.

K. REQUIRED DOCUMENTATION

1. Any officer initiating a pursuit shall document the incident in an official police report and bookmark the video recording.

2. Any other unit participating in the pursuit shall document their actions in a supplemental report.

3. The responsible supervisor shall control police actions at the scene and ensure that all reports are completed. The supervisor shall also ensure that police reports contain the following facts:

a. Start and stop time of pursuit.

b. Number of personnel involved.

c. Number of police vehicles involved, and their degree of participation.

d. The reason for initiating the pursuit.

e. Speed of the pursuit.

g. Law violations committed by the offender.

h. Traffic conditions.

i. Tactics used.

j. Other pertinent details as directed by the supervisor.

4. The shift supervisor who responds to the termination of a pursuit shall prepare a memorandum to the Deputy Chief of Operations via the chain of command. The supervisor shall comment as to whether or not tactics were utilized consistent with policy, procedure, and acceptable police tactics. This memorandum shall have all applicable police reports attached.

6. The appropriate District Commander will review and forward all reports plus a written assessment of the pursuit to the Deputy Chief of Operations within seventy-two (72) hours of the occurrence.

7. The reviewing District Commander may, at his discretion, direct that the City Garage complete a safety inspection on a squad car that has been involved in a pursuit.

L. ANNUAL PURSUIT ANALYSIS

1. On an annual basis, the Deputy Chief of Operations shall conduct a written analysis of all pursuits to determine if there are any trends requiring policy changes or additional training. The analysis will be submitted to the Chief of Police.

41.2.3 ROADBLOCKS AND FORCIBLE STOPPING

A. USE OF ROADBLOCKS DURING PURSUITS

1. Roadblocks shall not be employed when it is apparent that innocent persons would be endangered.

2. Roadblocks can be employed during pursuit only upon the order of a supervisor.

3. Roadblocks may only be used when the person being pursued has demonstrated a reckless disregard for the lives and safety of the public and justification for the use of deadly force exists.

4. A supervisor may cancel a roadblock if danger outweighs the necessity for apprehension.

5. Only unoccupied departmental vehicles shall be used as roadblocks.

6. When a supervisor authorizes a stationary roadblock, necessary detours, sufficient advance warning for all motorists, sufficient stopping distances, and alternative routes of travel must be provided.

7. Rolling roadblocks may be authorized by a supervisor. They are most useful on divided, controlled access highways or when the entire highway is un-obstructed by oncoming traffic.

B. FORCIBLE STOPPING

1. Unless there is sufficient justification for the use of deadly force, officers shall not attempt to deliberately collide with, or pull in front of, pursued vehicles, nor shall they use a police vehicle to force any other vehicle off a roadway.

C. STOP STICKS

1. Officers may deploy “Stop Sticks” in an effort to bring a motor vehicle pursuit to a safe conclusion when sufficient time is available and it is safe to do so.

a. “Stop Sticks” shall only be used on vehicles with four or more tires.

b. “Stop Sticks” shall only be used on paved surfaces, such as concrete or blacktop.

b. Prior to deployment, officers will notify the pursuing unit(s) of the location of the “Stop Sticks”.

c. Deployed “Stop Sticks” should be removed from the roadway once the pursued vehicle has passed and only when it is tactically safe to do so.

d. “Stop Sticks” shall only be utilized by officers trained in their proper deployment.

D. DOCUMENTATION

1. Any roadblock, forcible stop, or use of “Stop Sticks” shall be documented in an official police report.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.3

SUBJECT: VEHICLES AND UNIFORMS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.01.02
OPR.01.04
OPR.01.05
OPR.01.06

INDEX AS:

41.3.1 PATROL VEHICLES
41.3.2 PATROL VEHICLE EQUIPMENT
41.3.3 OCCUPANT RESTRAINT DEVICES
41.3.4 UNIFORMS AND PERSONAL APPEARANCE
41.3.5 PROTECTIVE VESTS
41.3.6 PROTECTIVE VESTS FOR HIGH RISK PRE-PLANNED OPERATIONS
41.3.7 MOBILE DATA COMPUTERS

PURPOSE:

The purpose of this policy is to establish guidelines for patrol vehicles and uniforms.

POLICY:

41.3.1 PATROL VEHICLES

A. Marked patrol vehicles shall be readily identifiable as law enforcement agency vehicles.

B. Marked patrol vehicles will be conspicuously marked with a distinctive paint scheme and identifiers to include:

1. "Champaign Police" will be marked on both sides of the vehicle.

2. The unit number of the vehicle will be located on both sides and the rear bumper of the vehicle.

C. Marked patrol vehicles will be equipped with operational emergency lights and a siren.

D. All marked patrol vehicles will be equipped with a radio which allows the operator to maintain constant communication with METCAD.

E. Except for certain specialized units, unmarked vehicles will not normally be used for patrol operations. However, any unmarked vehicle used for general patrol purposes must be equipped with emergency lights, a siren, and allow the operator to maintain constant communication with METCAD.

F. An unmarked vehicle of the Department shall not be used for emergency response unless it is equipped with emergency lighting and a siren.

41.3.2 PATROL VEHICLE EQUIPMENT

A. In order to enable officers to respond adequately to accidents or other emergencies, every patrol vehicle will be furnished with the following supplies and equipment:

1. Two flares.

2. A fire extinguisher.

3. Crime scene tape.

4. An emergency medical kit containing a CPR mask, latex gloves, bandages, alcohol wipes, a C3 packet, a Protect-Aide Packet, Vionex towlettes, a hepafilter mask, Sudecon wipes, and a disposable blanket.

B. Designated supervisors will be responsible for monthly inspections of the vehicles assigned to their respective units and will forward the inspection reports to the designated commander.

C. At the beginning of their tour of duty, officers and supervisors shall check their vehicle to ensure that its equipment and accessories are functional and that it is adequately supplied.

1. Any damage to the vehicle, damaged or missing equipment, defects and/or malfunctions shall immediately be reported to a supervisor.

2. Areas of the vehicle which are designated for prisoner transport shall be checked to ensure that they do not contain any discarded weapons or contraband.

3. Any officer who damages a squad, or loses or damages any police equipment, shall report the matter without delay to his immediate supervisor.

41.3.3 OCCUPANT RESTRAINT DEVICES

A. Department personnel shall wear seat belts while operating City vehicles in accordance with the provisions of 625 ILCS 5/12-603.1.

B. Any passengers riding in a City vehicle shall be required to wear an occupant restraint device. Small children who require child restraint devices shall be placed in one prior to being transported, in accordance with state law. Department personnel are responsible for ensuring compliance with this directive.

C. Prisoners shall be seat belted whenever possible.

41.3.4 UNIFORMS AND PERSONAL APPEARANCE

A. Unless otherwise authorized, personnel assigned to patrol duties shall report in uniform and in possession of all required equipment.

B. See Policy 22.5, Uniforms and Equipment, for uniform specifications, grooming standards, and authorized personal equipment and apparel not issued by the agency.

C. Special exceptions to uniform and appearance standards may be granted by the Chief of Police.

41.3.5 PROTECTIVE VESTS

A. All sworn personnel of the Department shall be issued protective soft body armor vests.

B. The protective vest shall be worn at all times while performing the following duty assignments:

1. Sworn uniformed patrol, including those engaged in STEP duties and/or traffic enforcement.

2. Planned warrant executions.

3. Narcotics, drug, and/or gang interdiction.

4. Any time an on-duty officer may become actively engaged in the support of operational activities where the potential for confrontation exists. The Deputy Chief of Operations may grant exceptions.

5. Department sponsored extra duty details.

C. Those personnel not required to wear the protective vest shall maintain their vest so that it is available if necessary and may be quickly accessed. This shall include personnel whose duties do not ordinarily involve making arrests or actively enforcing the law.

D. The protective vest shall be maintained by the employee in a clean and serviceable condition and may be subject to periodic inspection. Cleaning shall be done in accordance with the manufacturer's specifications. Any damage to the protective panels shall immediately be reported to a supervisor. A replacement vest shall be issued as soon as possible.

E. The records for the issuance of protective body armor shall be maintained by the Deputy Chief of Professional Standards or his designee.

F. Protective vests issued to employees shall be replaced prior to the warranty expiration date on the vest.

41.3.6 PROTECTIVE VESTS FOR HISH RISK PRE-PLANNED OPERATIONS

A. Sworn employees involved in high risk activities, such as the service of a search warrant or the planned arrest of a violent criminal, shall wear protective body armor.

B. Employees involved in pre-planned high risk operations are encouraged to carry, and have available for use, authorized specialized equipment to make such operations safer and more efficient.

41.3.7 MOBILE DATA COMPUTERS (MDCs)

A. Administration.

1. The mobile data information system is administered by the Deputy Chief of Professional Standards, and any inquiries or issues involving the system should be directed to the Deputy Chief of Professional Standards.

2. Pursuant to LEADS Regulations and Policies, Less Than Full Access Operator Certification is mandatory for any personnel having limited or restricted use of LEADS. Operators must be initially certified within six (6) months of employment and must re-certify every two (2) years thereafter.

3. All data supplied through LEADS, NCIC, and the Secretary of State's Office is to be used strictly for law enforcement purposes.

4. It is strictly forbidden to obtain any data through LEADS, NCIC, or the Secretary of State's Office for personal reasons.

5. It is strictly forbidden to transmit, or encourage the transmission of, messages through LEADS or NCIC for reasons of personal, unofficial communication.

6. The dissemination of any information obtained through LEADS, NCIC, or the Secretary of State's Office to any person not legally authorized to possess that information is strictly prohibited.

7. It is strictly forbidden to sell any information obtained through LEADS, NCIC, or the Secretary of State's Office to any individual, group, organization, or corporation.

8. Due to the confidential and regulated nature of the information that may be exchanged using mobile data computers, employees shall be issued unique user identifications and utilize self-assigned passwords. In accordance with IWIN regulations, passwords shall be changed at least monthly.

B. Operation.

1. All marked police vehicles designated for normal patrol operations shall be equipped with a mobile data computer capable of sending and receiving important data such as LEADS and NCIC information.

2. Routine LEADS, NCIC, and Secretary of State's inquiries will be made by MDC whenever possible.

3. Routine car-to-car and car-to-station messages will be sent by MDC whenever possible.

4. Reports should be written on the MDC whenever possible.

5. Extended use of the MDC shall occur only when the vehicle is stopped, when the MDC is being utilized by someone other than the driver, or during an extreme emergency. Single key strokes, such as those used to change or update unit status, to enter a license plate, or view a screen are not considered to be extended use.

6. All “hits” received via the MDC shall be confirmed through METCAD.

7. Sensitive information may be sent by MDC when it enhances officer or citizen safety.

8. The MDC and associated software are for official use only. No unauthorized software may be installed on an MDC, nor shall the software settings be altered.

C. Security.

1. Officers will sign on the MDC at the beginning of their shift and off of the MDC at the conclusion of their shift.

2. Officers and supervisors are responsible for ensuring that only authorized department personnel have access to the MDC.

3. Officers and supervisors will ensure that information obtained through LEADS, NCIC, or the Secretary of State’s Office is not given to or observed by anyone not legally authorized to receive it.

4. Car-to-car messages are recorded by IWIN and will be periodically viewed for content.

D. Care of the MDC.

1. Officers are responsible for keeping their MDC clean and handling it with care.

2. The use of MDCs is also governed by the principles of City of Champaign Administrative Policy 8.08, titled “Computer Communications.”

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 41.4

SUBJECT: CANINE UNIT ORGANIZATION AND OPERATIONS EFFECTIVE DATE: 10/01/09
REVISED DATE: 03/01/14

REFERENCE ILEAP: OPR.01.09

REFERENCE CALEA: 41.1.4

INDEX AS:

41.4.1 CANINE OFFICER SELECTION & RETENTION
41.4.2 OWNERSHIP OF CANINES
41.4.3 REQUESTS FOR CANINE UNIT
41.4.4 USE OF CANINE UNIT
41.4.5 RESPONSIBILITIES OF K-9 OFFICERS
41.4.6 RELEASE FROM LEAD
41.4.7 USE OF FORCE INJURIES
41.4.8 SUPERVISION
41.4.9 DUTY HOURS
41.4.10 REQUESTS FOR CANINE TEAMS
41.4.11 RECORD KEEPING
41.4.12 TRAINING
41.4.13 EQUIPMENT
41.4.14 CONTROL OF TRAINING AIDS
41.4.15 TREATMENT OF DOG BY DEPARTMENT PERSONNEL
41.4.16 K-9 UNIT VEHICLES
41.4.17 K-9 OFFICER UNIFORMS
41.4.18 VETERINARY SERVICE; KENNELING; ILLNESS OR INJURY; NON-DUTY OR VACATION

PURPOSE:

The purpose of this policy is to establish objectives and procedures for the organization, operation, responsibilities, and use of canine teams.

DEFINITIONS:

Canine Unit: That component of the Champaign Police Department encompassing canines, handlers, and their immediate supervisors.

Canine Team (K-9): One officer and one canine assigned together as a part of the canine unit.

Canine (K-9): A trained police dog utilized by the Department and assigned to a handler, both of whom have been trained by a recognized training facility.

School Search: A term that applies to the action of the dog "sniffing" for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.

POLICY:

41.4.1 CANINE OFFICER SELECTION & TRAINING

A. All Class A patrol officers who are in sound physical condition are eligible to apply for the position of K-9 officer. Officers seeking appointment must:

1. Submit a resume and an application to the Deputy Chief of Operations stating the reason for their interest.

2. Have received overall performance evaluation ratings of at least "Met Standards" on their last two years' worth of performance evaluations.

3. Have passed the department's most recent physical fitness test.

B. Interview Process:

1. The interview board will consist of the Chief of Police, the Deputy Chief of Operations, a patrol lieutenant, a current K-9 officer, and a representative of the agency doing the training, if they are available.

C. Selection Criteria Includes:

1. A desire to work with a dog and the patience to participate in the training.

2. The willingness to provide care and maintenance to the dog as soon as one is assigned.

3. An awareness of the personal danger which the assignment may present.

4. A high level of dedication and self-discipline, along with a willingness to work independently.

5. Demonstrated self-control and emotional stability.

6. The ability to work and cooperate with other K-9 officers, CPD personnel, and outside agency personnel.

7. The absence of debilitating phobias, such as fear of water, darkness, working alone, snakes, insects, etc.

8. A demonstrated interest in narcotics interdiction.

9. A work history which includes a high level of pro-active work.

D. K-9 officers serve at the discretion of the Chief of Police. He may remove an officer from the K-9 Unit or take other remedial action for:

1. Failure to complete or pass initial certification.

2. Poor performance based upon training evaluations conducted at the appropriate training agency.

3. Inability of the K-9 team to achieve re-certification.

4. Unacceptable training techniques, excessive absences from training, lack of interest, poor performance as a K-9 officer, or unacceptable maintenance of K-9 equipment.

5. Improper care of the canine, including failure to keep the kennel clean.

6. An unacceptable level of physical fitness or the failure to pass the departmental fitness test on two or more occasions.

41.4.2 OWNERSHIP OF CANINES

A. Police dogs assigned to the Canine Unit are the property of the City of Champaign and are under the control of the police department.

B. Police dogs will not be used for any purpose other than official duties. Specifically prohibited uses include:

1. Entry in any dog show or exhibition, other than for training purposes.

2. Exhibitions not authorized by the police department.

3. Using or permitting use of the canine for stud purposes.

C. When it becomes necessary to retire a canine from active duty, the department will transfer ownership of the canine to the last assigned officer provided that the officer wishes to keep the dog at his own expense and liability. Should the last assigned officer decline the dog, the department will make arrangements for disposition of the animal.

41.4.3 REQUESTS FOR CANINE UNIT

A. On Duty.

1. On duty requests for the canine unit from department personnel will be made via shift command or METCAD. All requests are subject to the K-9 officer's review.

2. Requests for the K-9 unit from other jurisdictions will be directed to an on-duty shift supervisor.

a. Requests will be evaluated on a case-by-case basis.

b. A K-9 officer assigned to assist another jurisdiction will, when possible, complete an incident report prior to going off duty.

B. Off Duty:

1. When off-duty, a K-9 officer, with the approval of an on-duty shift supervisor, may be called to work for the following:

a. To search for a lost or missing child, or a sick, elderly, or disabled individual.

b. To assist with the execution of a search warrant where illegal drugs are named on the warrant as items to be seized.

c. To search for a felony suspect or evidence.

d. To assist with any incident where K-9 assistance is deemed necessary by a supervisor.

2. K-9 officers generally will not be called when off-duty to assist other agencies. Exceptions may be made by the Chief of Police, a Deputy Chief of Police, a Lieutenant, or, in their absence, a shift supervisor.

a. The K-9 officer will complete all required reports prior to going home.

b. The K-9 officer will also notify METCAD when they complete the assignment and when they have returned home.

41.4.4 USE OF CANINE UNIT

The two primary objectives behind the deployment of a police canine are to enhance officer safety and to assist in the investigation of narcotics-related crimes. In all cases where a K-9 unit is called to assist, the K-9 officer is in charge of the dog and will be the sole judge as to whether or not the dog will be of any value in a particular situation.

A. Insecure Buildings.

1. The building should be secured to the extent possible. Absolutely <u>no one</u> shall be allowed to enter the building until the canine has arrived, and <u>no one</u> shall enter the building with the handler unless specifically requested by the handler.

2. When searching school buildings, the K-9 officer will use a 30' lead unless officer safety is compromised.

B. Tracking, Area Search, or Scene Search.

An officer requesting the services of a K-9 unit for tracking, an area search, or a scene search should:

1. Not pursue the believed trail or search the area, unless the lost or wanted individual is in view. The area should be secured. If any scent items are found they should be left un-disturbed.

2. Not disturb any evidence, items, or material dropped or discarded by the lost or wanted person. Both the item and the surrounding area should instead be secured.

3. Direct back-up units to avoid the scene. Back-up units should be positioned around the perimeter in an effort to contain the individual in the general area.

C. Narcotics Vehicle Sweeps.

1. The assistance of a K-9 officer at the scene of a traffic stop may only be requested when the requesting officer has developed reasonable suspicion to request a K-9 sniff.

2. When a request for a narcotics vehicle sweep is made, the officer making the request should do the following prior to the arrival of the K-9 Unit:

a. Secure the vehicle by closing all doors and windows, unless otherwise directed by the K-9 officer.

b. Advise all occupants of the vehicle to be searched to remain in the vehicle. At no time while the canine is at or near the vehicle should passengers attempt or be allowed to exit.

c. Secure any and all animals present in the vehicle to be searched and place them in a location a safe distance away.

D. Narcotics Building/Structure Sweeps.

1. When a request for a narcotic building/structure sweep is made, the officer making the request should do the following prior to the arrival of the K-9 Unit:

a. Secure the building or structure by closing all doors and windows, unless otherwise directed by the K-9 handler.

b. Remove all occupants from the building or structure. If circumstances are such that the occupants can not be removed, they shall be moved to an isolated area within the structure which is away from the canine and approved by the handler.

c. Remove all animals from the building/structure.

E. Search of Persons.

1. Under no circumstances will a canine be used to search a person for possession of narcotics.

F. Crowd Control.

1. A K-9 Unit may not be used for crowd control unless authorized by the Chief of Police.

2. The K-9 officer is responsible for keeping the canine on a leash and under control at all times. The canine should never be set free into a crowd unless required to rescue an officer from a crowd.

G. Public Demonstrations.

1. K-9 officers may be used to publicly demonstrate the value and effectiveness of police canines.

2. Requests for such appearances should be directed to the Deputy Chief of Operations, with as much advance notice as possible.

3. The person or organization making the request for a K-9 demonstrations will be told that the appearance is conditional based upon the operational needs of the department.

H. School Searches.

1. Requests by local school districts for drug searches will only be authorized when:

a. The request is directed to the Chief of Police and signed by the chief school administrator.

b. The purpose of the search is limited toward maintaining a safe and secure school environment.

c. School officials agree to take either administrative or criminal action against those determined to be in possession of illegal drugs or other contraband.

d. Students will not be present in the area to be searched when the search is conducted.

2. Searches intended to result only in administrative action will be conducted on school premises and body searches are not permitted. The K-9 officer will be responsible for marking and identifying the lockers or areas where the canine has alerted. Those lockers and areas will then be searched only by school administrators.

3. Prior to conducting a school search intended to result in criminal action, the K-9 officer who will be conducting the search will be responsible for notifying both the State's Attorney's Office and the School Resource Officer (SRO) assigned to the school. The K-9 officer will be responsible for marking and identifying the lockers and/or areas where the canine has alerted. Those lockers will be searched by members of this department only upon receipt of written consent or the issuance of a search warrant.

41.4.5 RESPONSIBILITIES OF K-9 OFFICERS

A. The K-9 officer will use caution and discretion in the utilization of the canine at all times.

B. Individuals should be discouraged from attempting to pet, touch, or otherwise come into physical contact with the canine at any time.

C. K-9 officers will be held responsible for the actions of their dogs. Police canines may be removed from lead at the discretion of the K-9 officer, but release from lead will generally be restricted to building searches and/or apprehensions.

D. Canines will not be used for apprehensions unless the K-9 handler has reason to believe that the suspect has committed a serious crime, is actively resisting arrest and/or threatening or attempting to evade arrest, or poses an immediate threat to the safety of officers or citizens. The use of a police canine for apprehension is considered to be a non-deadly level use of force, and such force shall not be applied against a suspect fleeing for unknown reasons or unless the officer can articulate cause for such use of force. If probable cause exists, special efforts should be made to arrest any individual injured by a police canine.

E. When feasible, a verbal warning should be given prior to the deployment of a police canine.

F. The K-9 officer is responsible for the care and maintenance of the City owned dog, the K-9 vehicle,

and all related equipment. The City will provide 6 hours per week for canine care and maintenance.

G. The K-9 officer is responsible for the ongoing training of the City owned police canine. The department will provide the time and equipment required for training.

41.4.6 RELEASE FROM LEAD

A. Canines normally work on a lead with the handler. However, K-9 officers may release their dog from lead, while maintaining verbal control, when such release is necessary to:

1. Protect a citizen or officer from attack, or

2. Pursue and stop a fleeing felon or a person whom the officer believes has committed a felony, or

3. Guard and/or restrain an arrested person to prevent flight, or

4. Accomplish training objectives in the training setting.

41.4.7 USE OF FORCE INJURIES

A. In all incidents where a person has been bitten by a police canine owned by the City, the K-9 officer will ensure that the victim receives prompt medical attention.

B. The K-9 officer will prepare a written police report documenting every canine use of force. The reviewing supervisor will be responsible for forwarding a copy of the report to the Chief of Police, the Deputy Chief of Operations, and the Legal Department.

C. Photographs will be taken of any injuries along with an overall photograph of the victim.

41.4.8 SUPERVISION

A. The K-9 Unit will fall under the direct supervision of the Deputy Chief of Operations, District Commanders, and shift supervisors.

B. The responsibilities of shift supervisors as related to the K-9 are:

1. To ensure field supervision and direction.

2. To take part in evaluating the K-9 program and procedures.

3. To encourage and facilitate the acceptance and utilization of the K-9 unit.

41.4.9 DUTY HOURS

A. Shift supervisors may assign K-9 units as needed.

B. Duty shifts for K-9 officers will be eight and one-half (8 ½) hours.

C. If the K-9 is injured and kenneled and does not require the officer's care, then the K-9 officer will work a ten (10) hour shift.

D. During duty hours, K-9 officers will typically not handle routine calls for service, but they should be used as back-up officers as frequently as possible. K-9 officers should respond to all alarms, open doors, and other crimes in progress in which their assistance can reasonably be anticipated.

E. The K-9 officer will be allowed one (1) duty shift per pay period for training purposes. This training may be conducted in one or more blocks of time. Training should be coordinated with the appropriate District Commander and shift supervisor. This does not preclude the K-9 officer from using other duty time for training as long as the K-9 unit is available to respond if requested.

41.4.10 LOST CANINES

A. When a K-9 officer realizes that their canine is missing that officer shall:

1. Immediately notify a shift supervisor.

2. Begin a search of the area.

3. Coordinate search efforts with on-duty personnel.

4. Submit a written report to the Chief of Police documenting and explaining the incident within 24 hours of its occurrence.

B. The shift supervisor will:

1. Send assistance to help in locating the canine.

2. Contact the Deputy Chief of Operations or the Chief of Police.

41.4.11 RECORD KEEPING

A. K-9 officers shall keep logs detailing the use of their canine. The logs shall contain the following information: date, time, location, nature of use, and result.

B. In addition to the log, in every situation where the canine is deployed and a report is written by another officer, a report shall be written by the K-9 officer.

C. The K-9 officer will keep a log of all training.

D. The K-9 officer is responsible for maintaining all veterinary and medical records pertaining to the canine.

E. K-9 officers will submit a monthly record detailing all use and training of the K-9 to their immediate supervisor and the Deputy Chief of Operations. The monthly report will also document any apprehensions by the canine, the number of any suspects or arrestees injured by the canine, and the ratio of injuries to apprehensions.

41.4.12 TRAINING

A. Because of liability and wide exposure to the public, training is a constant endeavor which must be performed on both a daily and weekly basis.

B. Full service canines will be trained in the following areas: obedience, agility, area searches, article

searches, building searches, tracking, aggression control, and narcotics detections. Canines shall be trained to USPCA standards in all of the above areas.

C. Canines that are not full service will be trained to USPCA standards in all areas in which they work and are certified.

D. Canines will be certified as required and training following re-certification will be designed to address any identified weaknesses.

41.4.13 EQUIPMENT

A. K-9 officers are authorized to use the following equipment during the training and/or deployment of police canines.

1. 6-, 15-, and 30- foot leads.
2. Tracking harness.
3. Leather collar.
4. Electronic collar.
5. Agitation collar.
6. Choke chain collar.
7. Bite suit, bite sleeve, hidden bite sleeve, and bite sleeve hand protector.
8. Muzzle.
9. Muzzle impact vest.
10. Starter pistol.

41.4.14 CONTROL OF TRAINING AIDS

A. Narcotic training aids will be issued as described in Policy 84.1.

B. K-9 officers authorized to conduct training using narcotic training aides must be thoroughly indoctrinated in the requirements for security of controlled substances and cannabis prior to being allowed to use them.

C. When narcotic training aides are used, the K-9 officer must not leave the immediate area in which training aides are placed until the training has concluded and all training aides have been accounted for.

D. The only persons authorized to handle narcotic training aides are Evidence Technicians and the officers listed on the State and DEA licenses. Sworn personnel may handle narcotic training aides as necessary to assist with training so long as they are under the supervision of a K-9 officer when doing so.

E. K-9 officers or their training assistants will record the locations where narcotic training aides are placed in order to ensure that they are not left behind in the training area.

F. Narcotic training aides will not be concealed in areas where people are present unless the aides remain under constant observation.

G. Narcotic training aides shall not be concealed in items of personal property which could permit a person to unknowingly remove the training aides from the training area.

H. Strict physical security and control procedures must be adhered to in order to prevent the misuse or theft of narcotic training aides. All K-9 officers using narcotic training aides will comply with the following minimum security and control requirements:

1. The area used to store narcotic training aides must provide a high degree of protection against theft.
2. Different types of narcotic training aides must be stored in separate air tight containers to prevent contamination.
3. Narcotic training aide containers will be opened in order to:
   a. Issue inventory.
   b. Re-package training aides.
   c. Return training aides.

41.4.15 TREATMENT OF CANINES BY DEPARTMENT PERSONNEL

A. Department personnel shall not touch, pet, or lean closely toward the head of a canine without consent of the K-9 officer.

B. Under no circumstances will any department employee tease or harass a police canine.

41.4.16 K-9 UNIT VEHICLES

A. The K-9 unit vehicles are be specifically equipped for the safe and proper transportation of the canine.

B. K-9 unit vehicles are designated for exclusive use by the K-9 units and will be used to transport the canines to and from work, training exercises, veterinary care, and other authorized functions.

C. Unless prior approval is obtained from the Chief of Police or a Deputy Chief of Police, only City owned police canines will be transported within the K-9 vehicle.

D. K-9 vehicles will be appropriately marked to warn citizens of the presence of the canine.

41.4.17 K-9 OFFICER UNIFORMS

A. In addition to the uniform of the day, as specified by department order, K-9 officers are authorized to wear the following:

1. A one-piece jumpsuit for call-outs and searches.
2. All uniforms will have the Champaign Police Department shoulder patch affixed.

B. If the canine is unavailable for any reason, the K-9 officer will wear the uniform of the day.

41.4.18 VETERINARY SERVICE; KENNELING; ILLNESS OR INJURY; NON-DUTY OR VACATION

A. Veterinary Service.

1. A veterinarian designated by the department will provide all services. A department canine shall be examined according to a schedule established by the veterinarian and any treatment will be governed by the veterinarian.

2. In an emergency, K-9 officers may take their canine to the nearest clinic for treatment. In such emergencies an attempt to contact the department veterinarian will be made.

3. Canine medical bills will be forwarded to the Deputy Chief of Operational Support or his designee for payment.

B. Kenneling.

1. K-9 officers must kennel their dogs at their residence.
2. Any kenneling away from the officer's residence must be at a department-approved kennel.

3. K-9 officers will submit all requests for kenneling to the Chief of Police or his designee.

4. The kennel shall not release the canine to anyone other than the K-9 officer without the written authorization of either the K-9 officer or the Chief of Police.

C. Sick Leave or Injury.

1. If the K-9 officer is ill and unable to care for the canine, the dog will be kenneled at an approved kennel. No other officer will be allowed to work with the canine.

2. If the canine is ill, the K-9 officer will determine whether or not the dog should work. If the dog can not work then a shift supervisor shall be notified of that fact, but the K-9 officer will still report for duty.

3. An ill or injured canine may be kenneled at the officer's home, an approved kennel, or the approved veterinarian's office.

4. If the ill or injured K-9 is kenneled at the officer's home then the K-9 officer will work an 8.5-hour shift. If the canine is kenneled away from home then the K-9 officer shall work a 10-hour shift.

D. Non-Duty or Vacation.

1. When K-9 officers elect to spend their non-duty and/or vacation days away from home the canine must be properly kenneled.

2. If the canine is under the care of the officer, then the officer will only be required to use 8.5 hours of leave time. If the canine is not under the care of the officer, then the officer will be required to use 10 hours of leave time.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.7

SUBJECT: MISSING PERSONS | EFFECTIVE DATE: 10/01/09
REVISED DATE: 2/1/10

REFERENCE ILEAP: OPR.04.01

REFERENCE CALEA: 41.2.5
41.2.6

INDEX AS:

41.7.1 MISSING PERSON PROCEDURE
41.7.2 CLASSIFICATION OF MISSING PERSONS
41.7.3 INITIAL REPORTING RESPONSIBILITY
41.7.4 FOLLOW-UP INVESTIGATION
41.7.5 AMBER ALERT NOTIFICATION
41.7.6 RUNAWAY CHILD

PURPOSE:

The purpose of this policy is to establish guidelines for handling missing adults and children.

DEFINITIONS:

AMBER Alert Plan: The AMBER (America's Missing Broadcast Emergency Response) Alert Plan is named in memory of nine year old Amber Hagerman who was abducted in 1996 and later found murdered. In response, the AMBER Alert plan was developed as a partnership between law enforcement agencies and broadcasters to activate an urgent bulletin in the most serious child abduction cases.

Family Abduction: When a child is abducted or is suspected to have been abducted by a family member of the child.

Non-Family Abduction: When a child is abducted or is suspected to have been abducted by a person who is not a family member of the missing child.

Missing Adult: A person 18 years of age or older whose whereabouts are unknown or unexplained for a period of time that is regarded by knowledgeable parties as highly unusual in consideration of the person's behavioral patterns, plans, or routine.

Missing Child: A person under the age of 18 whose location is unknown to his/her caretaker and who is not suspected to be a runaway. Factors to consider in making this determination may include: the age of the child, the existence and status of family relationships, information obtained from friends and witnesses, and whether not the child has a history of running away.

Runaway: Any person under the age of 18 who is absent from home without parental or guardian consent.

POLICY:

41.7.1 MISSING PERSON PROCEDURE

A. Many missing person reports involve individuals who have voluntarily left home, while other reports are quickly resolved or proven to be unfounded. However, it is important for Department members to investigate each case carefully without making assumptions about the circumstances surrounding the incident.

B. The Champaign Police Department does not utilize time lines as a basis for determining the status of a missing person. Instead, Department members will examine the circumstances of each case in order to determine if a person shall be classified as missing.

C. A missing person investigation will be initiated when appropriate for residents of Champaign, and also in those situations where the person(s) was last observed in Champaign or his disappearance is suspected or alleged to have occurred in Champaign, unless a supervisor directs otherwise.

   1. In those situations involving persons whose primary residence is in another jurisdiction, information will be provided to the agency having jurisdiction, although the Department retains case investigation responsibility unless other arrangements have been made by the Investigations Commander or his designee.

D. All reports of missing persons must be given full consideration and attention by members of the Department, to include the careful recording and investigation of circumstances surrounding the disappearance.

E. Particular care should be exercised in instances involving missing children, persons who may be mentally or physically impaired, or others who are insufficiently capable of taking care of themselves.

41.7.2 CLASSIFICATION OF MISSING PERSONS

A. There is no waiting period required for reporting a missing person. Missing person reports shall be taken in person or by telephone in conformance with this directive and the urgency of the incident.

B. The following factors shall be considered in determining the potential danger posed to the missing person:

   1. Whether the person may be the subject of foul play.

   2. If, because of a person's age (young or old), they are or may be unable to properly safeguard or care for themselves.

3. If the individual suffers from psychological or medical conditions that are potentially life-threatening when untreated/unattended.

4. If the individual is a patient at a mental institution and is considered potentially dangerous to himself or others.

5. If the individual has threatened or demonstrated the potential for suicide.

6. If the individual may have been involved in a boating, swimming, or other accident, or a natural disaster or catastrophe.

C. Reports of minors under 18 who have voluntarily left home ("runaways") should be classified as such only after thorough investigation.

D. Based upon the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the urgency of police response.

41.7.3 INITIAL REPORTING RESPONSIBILITY

A. The initial responding officer must gather as much pertinent information as possible in order to properly classify a missing person report and initiate a proper response. This includes the following information:

1. Name, age, and physical description of the subject and the relationship of the reporting party to the missing person.

2. A recent photo of the missing person.

3. Names, addresses, and phone numbers of individuals who last had contact with the missing person, and the names of any other person who may provide information as to the whereabouts of the missing person.

4. The extent of any search for the subject.

5. Whether or not the subject has been missing on prior occasions, and the degree to which the absence departs from their established behavioral patterns, habits, or plans.

6. Whether the individual has been recently involved recently in domestic incidents, suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic; or bizarre behavior; is dependent upon drugs or alcohol; or has a history of mental illness.

7. The current psychological and physical condition of the subject, and whether or not the person is currently taking any prescription medication.

8. Basic information concerning the missing person's employment and/or school, places frequented, and known acquaintances.

B. As soon as an officer receives information about a missing person, he shall ensure that METCAD transmits the name, age, and description of the individual without un-necessary delay. Officers should remain alert any unusual circumstances surrounding the disappearance that would require immediate action or the mobilization of additional resources.

C. Upon report of a missing person, a missing person report shall be completed and appropriate entries made in local, state, and national information databases in accordance with established procedures for LEADS, NCIC, and the National Center for Missing and Exploited Children. The reporting officer shall have the entire report completed prior to the end of his tour of duty.

1. Records for missing persons under the age of 21 must be entered into the appropriate Missing Person file category within 2 hours of receipt of the complete initial missing person report. LEADS agencies must document the date and time to allow the Illinois State Police (ISP) audit staff to effectively evaluate compliance.

D. Missing person investigations not requiring an urgent response will be assigned to Investigations for follow-up.

41.7.4 FOLLOW-UP INVESTIGATION

A. Follow-up investigations of missing persons should include, but not be limited to:

1. Confirming and updating all missing person computer entries.

2. Requesting dental records and fingerprints, when available.

3. Contacting area hospitals and the coroner's office, as appropriate, for injured or deceased persons fitting the description of the missing person.

4. Thoroughly checking the location where the missing person was last seen and conducting interviews with persons who were with the individual or who may work in or otherwise frequent the area.

5. Interviewing any additional family, friends, work associates, schoolmates, teachers, school counselors, and/or social case workers to explore the potential for foul play, voluntary flight, or, in the case of minors, parental kidnapping or runaway.

6. Providing necessary and related information to all Divisions of the Department, the state police missing persons' registry, neighboring police agencies and, when parental or stranger-to-stranger abduction is suspected, the appropriate Federal agency having jurisdiction.

B. Decisions to use local media to help locate missing persons shall be made with the approval of the Investigations Commander.

C. The lead investigator shall maintain routine ongoing contact with the missing person's closest relative concerning progress of the investigation. This relative and other relevant individuals shall be

informed that they must notify the lead investigator as soon as any contact is made with the missing person.

41.7.5 AMBER ALERT NOTIFICATION

A. Activation of the AMBER Alert Notification Plan shall be authorized by an on-duty patrol supervisor.

B. The investigating officer shall be responsible for processing current information for AMBER Alert Notification, including the AMBER Alert Notification Plan. Amber Alert forms are available through the ISP website at www.isp.state.il.us.

C. The AMBER Alert Notification Plan shall be activated on confirmed child abduction provided that all of the following criteria are met:

1. The case involves a child (or children) under the age of 16 or who has a proven mental or physical disability, and;

2. It is believed that the child is in danger of serious bodily harm or death.

3. There is enough descriptive information about the child, abductor, and/or suspect vehicle to believe that an immediate broadcast will aid in efforts to locate the child.

D. The procedure for an AMBER alert is as follows:

1. Have the legal guardian of the missing child complete the AMBER Information Release and Liability Waiver forms.

2. Complete and Fax the AMBER alert notification packet, including a photograph if available, to the ISP Springfield Area Communications (SAC) at 217-786-7191.

3. Contact the ISP Springfield Area Communications (SAC) by telephone at 217-786-6677 to confirm receipt of the fax.

4. If available, electronically scan and send a copy of a photograph to the Illinois State Clearinghouse for Missing and Exploited Children.

E. If the child has been located, the AMBER Alert Cancellation form shall be faxed to the ISP Springfield Area Communications (SAC).

F. After 8 hours of the abduction, any updates/cancellations should be made directly to the Illinois State Clearinghouse for Missing and Exploited Children Manager at (800) 843-5763

G. The National Center for Missing and Exploited Children (NCMEC) can be contacted for assistance at 1-800-THE-LOST (1-800-843-5678) or www.missingkids.com.

41.7.6 RUNAWAY CHILD

A. It is the policy of this Department to complete a runaway report without delay any time a parent or guardian reports a minor missing. A missing person's documentation form shall be completed and then signed by the reporting party. The runaway report shall be delivered to headquarters as soon as possible and an immediate entry made into LEADS and NCIC. Photographs shall be attached to the original report whenever possible.

B. When any of the following circumstances exist, a supervisor shall be notified:

1. The missing child is under 13 years of age.

2. The missing child is believed to be out of the zone of safety for his age or level of development.

3. The missing child is mentally incapacitated.

4. The missing child is drug dependent, including both prescribed medication and illegal substances, and the dependency is potentially life-threatening.

5. The child has been missing for more than 24 hours.

6. Based upon available information, it is believed that the child is in a life-threatening situation.

7. It is believed that the missing child is in the company of adults who could endanger the welfare of the child.

8. The absence is inconsistent with the child's established patterns of behavior and the deviations can not be readily explained.

9. Other circumstances are present which would cause a reasonable person to conclude that the child should be considered at risk.

C. A supervisor should call an Investigations supervisor if assistance or advice is immediately needed, and if the child is not found during the shift in which they were reported missing then all pertinent information shall be passed along to an oncoming shift supervisor.

D. Whenever appropriate, officers should request permission to search a missing child's home, bedroom, school locker, and, in all cases, the location where the missing person was last observed.

E. If information exists as to the possible location of a runaway, an officer or investigator shall be sent as soon as possible to check the location. If the location is outside the jurisdiction of the Champaign Police Department, then the appropriate jurisdiction shall be notified.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.8

SUBJECT: DOMESTIC VIOLENCE | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.12.01

INDEX AS:

41.8.1 ON SCENE INVESTIGATION
41.8.2 DUTIES OF OFFICERS
41.8.3 ASSISTANCE OF OFFICERS
41.8.4 ORDERS OF PROTECTION

PURPOSE:

The purpose of this policy is to establish procedures for responding to domestic violence calls in compliance with the Illinois Domestic Violence Act, which requires that every law enforcement agency develop, adopt, and implement written policies regarding arrest procedures for domestic violence incidents that are consistent with the Act.

DEFINITIONS:

Abuse: Means physical abuse, harassment, intimidation of a dependent, interference with personal liberty, willful deprivation, or any property crime directed at the victim. Abuse does not include reasonable direction of a minor by a parent or person with legal parental authority.

Domestic Battery: A person commits domestic battery if he or she intentionally or knowingly, without legal justification by any means, causes bodily harm to or makes contact of an insulting or provoking nature with any family or household member.

Domestic Violence: Means attempting to cause or causing abuse of a family member, household member, or high-risk adult with disabilities, or attempting to cause or causing neglect or exploitation of a high-risk adult with disabilities which threatens the adult's health and safety.

Family or Household Member: Includes spouses, former spouses, parents, children, stepchildren, or others related by blood, persons related by present or former marriage, persons who share or formerly shared a common dwelling, persons who allegedly have a child in common, persons who allegedly share a blood relationship through a child, persons who have or have had a dating relationship, and persons with disabilities and their personal assistants.

Harassment: Means knowing conduct which is not necessary to accomplish a purpose which is reasonable under the circumstances; would cause a reasonable person emotional distress and does cause emotional distress to the petitioner.

The following types of behavior shall be presumed to cause emotional distress:

a. Creating a disturbance at a place of employment or school.

b. Repeatedly telephoning a place of employment or residence.

c. Repeatedly following a person in a public place.

d. Repeatedly keeping a person under surveillance by remaining outside his/her home, school, place of employment, vehicle, or other place occupied by the victim, or by peering in the petitioner's windows.

e. Improperly concealing a minor child from the petitioner.

f. Repeatedly threatening to remove a minor child from the physical care of the petitioner, or making a single threat following an actual or attempted improper removal or concealment.

g. Threatening physical force, confinement, or restraint.

High-Risk Adult with Disabilities: A person aged 18 or over whose physical or mental disability impairs his or her ability to seek or obtain protection from abuse, neglect, or exploitation.

Interference with Personal Liberty: Committing or threatening to commit physical abuse, harassment, intimidation, or willful deprivation so as to compel another to engage in conduct from which he or she has a right to refrain from, or refrain from conduct in which he or she has a right to engage.

Intimidation of a Dependent: 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.

Physical Abuse: Includes sexual abuse and:

a. Knowing or reckless use of force, confinement, or restraint.

b. Knowing, repeated, and unnecessary sleep deprivation.

c. Knowing or reckless conduct which creates an immediate risk of physical harm.

Willful Deprivation: Means willfully denying another person who because of age, health, or disability requires medication, medical care, 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.

Stalking: A person commits stalking when he or she, knowingly and without legal justification, follows another person or places the person under surveillance or any combination thereof and:

a. At any time transmits to that person a threat of immediate or future bodily harm, sexual assault, confinement, or restraint; or

b. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint.

Aggravated Stalking: A person commits aggravated stalking when he or she, in conjunction with committing the offense of stalking, also does any of the following

a. Causes bodily harm to the victim;

b. Confines or restrains the victim;

c. Violates a temporary restraining order, an order of protection, or an injunction prohibiting the behavior described in subsection (b) (1) of Section 214 of the Illinois Domestic Violence Act.

Unlawful Visitation Interference: If one party is in violation of a valid court order relating to child custody by detaining or concealing a child with the intent to deprive another person of his or her rights to visitation. (Note: The statute says a Notice to Appear shall be issued. Offenders may not be arrested or taken into custody for this offense).

Violation of Bail Bond: It is unlawful for any person arrested for domestic battery to have contact with the victim within 72 hours of the arrest. During arraignment, this may be extended until the case is resolved. Contact in and of itself is a violation and the offender is arrestable even if the victim allowed the offender to return.

Probable Cause: Means the combination of facts which leads a police officer to believe a crime has been committed. The probable cause standard applied to domestic violence is no different than the standard applied to all other crimes. An officer should not consider the following factors when determining probable cause:

a. The marital status or living arrangements of the parties involved.

b. The existence of an order of protection (unless it is being violated).

c. The disposition of previous police calls or reports involving the same parties.

d. The victim's unwillingness to prosecute or the officer's belief that the victim will not prosecute.

e. Verbal assurances by either party that the violence will stop.

f. Denial by either party that the violence occurred when there is evidence of domestic violence.

g. The race, ethnicity, sexual preference, social class, or occupation of either party.

h. Whether either or both parties are under the influence of alcohol.

The following persons are protected by the Illinois Domestic Violence Act:

a. Any person abused by a family or household member.

b. Any minor child or dependent adult in the care of such person.

c. Any person residing or employed at a private home or public shelter which is housing an abused family or household member.

POLICY:

41.8.1 ON SCENE INVESTIGATION

A. An officer conducting an on scene investigation into a domestic violence allegation shall:

1. Restore order by separating the parties.

2. Take control of all weapons used or within easy access.

3. Assess the need for medical attention.

4. Interview all parties, including witnesses. These interviews should be conducted separately.

5. Attempt to locate and interview potential witnesses who have not come forward, particularly when the victim is uncooperative.

6. Collect and record evidence as in any other case involving physical harm. When possible, include color photographs of injuries sustained and photographs of the premises which serve to corroborate the alleged incident. If necessary, make arrangements for additional photographs of the victim's injuries to be taken at a later date.

7. If injuries require medical treatment, have the victim sign a medical release.

8. If both parties are injured, do the following:

   a. Determine whether or not one of the parties acted in self-defense.

   b. If neither party acted in self defense, arrest both parties.

9. If either party is a Department employee, a supervisor shall be called to the scene.

41.8.2 DUTIES OF OFFICERS

A. It is the duty of a law enforcement officer to take all reasonable steps to prevent further abuse. Every officer investigating an alleged incident of abuse between family or household members shall make a written police report of any allegation and the disposition of the investigation. This report should include the names, ages, and schools of any minor children in the household.

1. In cases involving domestic violence, an officer shall make an arrest without a warrant when probable cause exists under the following circumstances:

a. When a felony has been committed.

b. When a weapon has been used to inflict injury or to intimidate or threaten the victim.

c. When an offense has been committed in the presence of an officer.

d. When an officer has confirmed the existence of a valid Order of Protection which has been properly served and is police enforceable.

e. It has been determined that a valid 72-hour no contact provision is in effect.

2. In all other cases an arrest should be made if probable cause exists that an offender has committed an act of domestic violence which constitutes a criminal offense.

3. If there is reason to believe that the suspect may be a threat to the victim or family members, and the suspect is not present, a reasonable effort shall be made to locate and arrest the suspect.

4. If an arrest is made, the use of a Notice to Appear is not routinely permitted. A Notice to Appear may be issued only when exigent circumstances exist and a supervisor has authorized its use. The reason for the issuance of the Notice to Appear shall be documented in the corresponding police report.

5. When an arrest is made against the wishes of the victim, the officer should emphasize to the victim that the State's Attorney's Office has the ability to pursue prosecution even without the cooperation of the victim.

B. If no arrest is made the report must include either the rationale for that decision or the reason why an arrest could not be made. The victim's reluctance or refusal to cooperate is not reason enough to decide against an arrest.

C. The report must also include the victim's statements as to the history, frequency, and severity of prior abuse or calls for police assistance.

41.8.3 ASSISTANCE OF OFFICERS

A. Whenever an officer has reason to believe that a person has been abused by a family member, the officer shall immediately use all reasonable means to prevent further abuse, including:

1. Advising all parties of the criminal nature of family violence, its potential for escalation, and the help that is available.

2. Arresting the abusing party when appropriate and possible. An arrest should be made whenever probable cause exists and it is physically possible to arrest the suspect.

3. Accompanying the victim to the place of residence for a reasonable period of time to remove necessary personal belongings.

4. Offering the victim immediate and adequate information in written form. Each potential victim shall be given a Domestic Violence Form, which contains information about obtaining an order of protection, and the form must include the report number and the name of the reporting officer.

5. Providing the victim with at least one referral to an accessible social service agency.

6. Advising the victim about seeking medical attention and preserving evidence, specifically including photographs of injury or damage.

7. Providing or arranging transportation for the victim and any dependents in the victim's care to a medical facility for treatment or to a nearby place of shelter or safety.

8. When a victim of abuse chooses to leave the scene of the offense it shall be presumed to be in the best interest of any dependents or minors in victim's care to remain with the victim or a person designated by the victim.

9. Whenever an arrest is not made, the officer, in addition to all of the above, shall advise the parties involved:

a. That the report will be forwarded to the State's Attorney's Office for review.

b. That a complaint need not be signed by the victim at the time of the incident for further action by the State's Attorney's Office

c. Of the victim's right to request the initiation of court proceedings.

d. Of the importance of preserving evidence.

e. Of the victim's right to contact the State's Attorney's Office to express a desire for prosecution.

10. Officers should be aware that domestic violence situations are traumatic to children and that the officer is often the only responder in a position to assist the child. Officers shall not leave children in the custody of the offender if the victim requires medical treatment, nor should the offender receive a Notice to Appear solely because of the presence of children. If the victim cannot care for the children and the offender has been arrested, take protective custody or find a relative to care for the children.

11. If an officer has reason to suspect that a family or household member aged 60 or older is abused, neglected, or exploited then the officer shall make a report to the Illinois Department on Aging, Elder Abuse Hotline by calling 1-800-252-8966. In all cases a police report documenting the suspected abuse shall be written.

41.8.4 ORDERS OF PROTECTION

A. A person who has been abused by a family or household member may seek an Order of Protection. A guardian may seek an Order of Protection on

behalf of an abused minor or dependent adult. The Order of Protection may provide protection for additional household or family members.

B. Service of Process:

1. Any action for an Order of Protection is a distinct cause of action and requires that a separate summons be issued and served.

2. The summons shall be served by the Sheriff or other law enforcement officer at the earliest time and shall take precedence over other summons except those of a similar emergency nature.

C. Entry into LEADS:

1. The county sheriff shall be responsible for entering all Orders of Protection into LEADS on the same day the order is issued by the court, whether or not the order has been served.

   a. Officers must determine that the offender has been served with a copy of the order, or has actual knowledge of it, before an arrest can be made.

   b. If the offender denies knowledge of an order and the denial is credible, the officer should advise the offender of the existence and content of the order and note the notification in the offense report. If a representative of the Sheriff's Office is not available to respond to serve the order, then the offender should also be directed to the Sheriff's Office to get his copy of the order.

D. Enforcement of Orders of Protection:

1. A person violates an Order of Protection by knowingly violating any of the following remedies that are listed on the Order of Protection:

   a. Prohibition of Abuse.

   b. Prohibition from entering or remaining in any protected residence or household.

   c. Stay away order.

   d. Prohibition of entry prohibits the respondent from entering or remaining in the residence or household when he or she is under the influence of drugs or alcohol and constitutes a threat to the safety and well-being of the petitioner and children.

2. If an Order of Protection grants exclusive rights to a residence to the petitioner the court may allow the respondent access to remove items of clothing and personal property used only by the respondent. This can be done only once, and must be in the presence of an agreed upon third party or law enforcement officer.

3. If probable cause exists to believe that a Violation of an Order of Protection has been committed and the suspect is present an arrest shall be made. If the suspect is not present and there is reason to believe that the suspect may be a threat to the victim or other family members, then reasonable efforts should be made to locate and arrest the suspect.

4. If no arrest is made for a Violation of the Order of Protection, the reasons why shall be documented in the officer's report.

5. If an arrest is made and bond will be posted, the Domestic Violence Bond form shall be used and the suspect shall be made aware of the 72-hour no contact condition.

6. An officer who has probable cause to believe that a defendant has violated a "no contact or communication" condition of his or her bond as provided for in the Illinois Domestic Violence Act (720 ILCS 5/32-10) shall arrest that defendant without a warrant.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.9

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS | EFFECTIVE DATE: 8/01/09
REVISED DATE:

REFERENCE ILEAP: PER.09.02

INDEX AS:

41.9.1 AUTOMATED EXTERNAL DEFIBRILLATORS

PURPOSE:

The purpose of this policy is to describe the procedures to be followed for the deployment and use of Automated External Defibrillators (AEDs).

DEFINITIONS:

POLICY:

41.9.1 AUTOMATED EXTERNAL DEFIBRILLATORS

A. Training.

1. All officers will be trained in the use of the AED in accordance with the standards of the American Heart Association for AED and CPR training.

2. Non-sworn staff may be trained on a voluntary or as-needed basis.

3. Trained personnel will be re-certified as required by the American Heart Association

4. Training will include detailed instructions on CPR, the use of the AED, systems checks, and the method of dispatch to medical calls.

B. Deployment.

1. Non-deployed AEDs will be stored in the building. AEDs will not be left in squad cars.

2. Each officer will check an AED out at the beginning of their shift. During the shift, the AED is to be carried in the passenger compartment of the squad car. At the conclusion of the shift, each officer will return the AED to the building.

3. Each time an officer checks an AED out they will perform a systems check of the unit to ensure that it is functioning properly.

4. An officer with an AED may be deployed to certain medical calls. In such cases, officers are authorized to respond with use of lights and siren, provided that the response is consistent with Policy 41.2.

C. Use of the AED.

1. The AED will be used within the guidelines of the American Heart Association training.

2. An AED is considered to have been used when the pads have been applied to a victim, regardless of whether or not a shock was applied.

   a. Whenever an AED is deployed the officer deploying the AED should obtain replacement pads on scene from responding paramedics.

3. If an AED is used, the AED will be brought in and checked by Carle Hospital, which serves as the Department's medical coordinator for the AEDs. AED's will also be subject to periodic routine testing.

4. A defibrillation utilization form will be completed whenever the AED is used.

ISSUING AUTHORITY

R.T. Finney
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.10

SUBJECT: USE OF PERSONAL CELL PHONES, CAMERAS, AND VIDEO RECORDING DEVICES | EFFECTIVE DATE: 2/8/12 | REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

41.10.1 USE OF PERSONAL CELL PHONES, CAMERAS, AND VIDEO RECORDING DEVICES

PURPOSE:

The purpose of this policy is to describe limitations on the use of personal cell phones, cameras, and video recording devices either while on-duty or while acting in an official capacity.

DEFINITIONS:

POLICY:

41.10.1 USE OF CELL PHONES, CAMERAS, AND VIDEO RECORDING DEVICES

A. The use of personal cell phones, cameras, or other recording devices to capture images or video by any officer while acting in an official capacity at crime scenes, accidents, or natural disasters is expressly forbidden.

B. An officer, whether on- or off-duty, who gains access to any scene based upon his status as an officer will be deemed as acting in an official capacity.

C. In the event that personal equipment is used in an emergency to capture or document perishable evidence, the images produced shall be considered case evidence and handled in accordance with Policy 84.1.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 41.11

SUBJECT: MOBILE VIDEO RECORDING EFFECTIVE DATE: 10/01/09
REVISED DATE: 06/23/14

REFERENCE ILEAP: OPR.01.11

REFERENCE CALEA: 41.3.8

INDEX AS:

41.11.1 IN-CAR VIDEO SYSTEMS INSTALLATION
41.11.2 RESPONSIBILITIES
41.11.3 SITUATIONS FOR USE
41.11.4 ROTATION, SECURITY, and DETENTION

PURPOSE:

The purpose of this policy is to establish guidelines for the use and operation of mobile video recording units.

DEFINITIONS:

Audio Recording: Electronic recording of conversation or spoken words.

Eavesdropping: As outlined in 720 ILCS 5/14. Exceptions to the Eavesdropping statute are outlined in 720 ILCS 5/14-3, specifically in 720 ILCS 5/14-3(h)

Inoperable: The mobile video system is incapable of recording audio and video from the front (main) camera and the officer's transmitter.

Mobile Video Recording System (MVR): A departmentally provided video recording system mounted in a police vehicle.

Operator: An employee driving or otherwise occupying the squad with the mobile video system installed.

Video Recording: Electronic recording of visual images, with or without and audio component.

Wireless Microphone: The manufacturer's recommended microphone and antenna assembly, which is designed to be worn on the person of the officer utilizing the Mobile Video Recording System.

POLICY:

41.11.1 IN-CAR VIDEO SYSTEMS INSTALLATION

A. Installation and service of Mobile Video Recording Systems (MVR) will be in accordance with manufacturer's specifications. Installation of the system will include linking brake applications and siren activation coding onto the video recording.

41.11.2 RESPONSIBILITIES

A. Only officers properly trained in the operation of the Mobile Video Recording System (MVR) will operate the system. Operation of the system will follow manufacturer's recommendations.

B. At the beginning of each shift the driver of a vehicle equipped with a Mobile Video Recording System (MVR) will inspect the system to ensure that it is in proper operating condition. Inspection will consist of checking the audio and video components of the system and verifying that the correct time and date are displayed. Any damage, defect, or malfunction which cannot be fixed and renders the mobile video system inoperable will immediately be brought to the attention of a supervisor and documented through the completion of a maintenance request. The vehicle will be dead-lined and another vehicle will be assigned by the supervisor.

41.11.3 SITUATIONS FOR USE

A. The Mobile Video Recording System will automatically turn on any time the squad's overhead lights are activated. The system can also be activated by manually turning on the transmitter.

B. Officers shall activate both the audio and video components of their Mobile Video Recording System whenever an enforcement stop is conducted. An enforcement stop is defined as an action by an officer in relation to enforcement or investigative activity, including but not limited to traffic stops, "terry stops," pedestrian stops, field interviews, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency service.

   1. For primary officers, activation will occur prior to contact with the violator.

   2. For back-up or assisting officers, activation will begin prior to or upon arrival at the scene of the enforcement stop.

C. In some circumstances it is not possible to capture video images of an incident due to conditions or the location of the camera. However, the audio recording may be valuable and is subject to the same activation requirements as described above.

D. An officer may activate the audio and/or video components of the Mobile Video Recording System any other time the officer believes it would be appropriate or valuable to document an incident.

E. In all circumstances, once an officer's audio and/or video components have been activated the officer shall not cease recording until a reasonable and prudent person would consider the stop or contact to be completed.

F. Any officer driving a police vehicle which is equipped with a mobile video recorder and a rear seat camera and who is responsible for transporting a prisoner, or other subject lawfully taken into custody, shall audio

and video record the transport. This will be accomplished by activating both the rear seat camera and the rear seat microphone ("Audio 2").

G. Any officer driving a police vehicle which is equipped with a mobile video recorder and a rear seat camera and who is responsible for the transportation of any person not in police custody shall in all cases record the transport in the same manner as described above.

41.11.4 STORAGE DEVICE ROTATION, SECURITY, and RETENTION

A. Whenever an incident is recorded, the officer making the recording shall "classify" the stop. The classification shall include the name and date of birth of the subject/arrestee, and when a file number is drawn that file number will also be referenced in the classification. Additional information may be included at the officer's discretion.

B. Officers are responsible for classifying all recordings made prior to the end of their tour of duty.

C. Whenever an incident is recorded and a report is written regarding that incident, the recording shall be noted in the corresponding police report.

D. Whenever an incident is recorded and the recording is entered as evidence, the officer making the recording will complete an evidence tag for the recording and submit it into evidence.

E. The Mobile Video Recording System will wirelessly download digital recordings onto the server through the Mobile Data Computer, when it is on, each time a squad car returns to the police department.

F. Recordings will be maintained on a time schedule which has been approved by the Chief of Police.

G. Only the Chief of Police may authorize the deletion of digital recordings from the system.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.12

SUBJECT: INFECTIOUS DISEASES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.09.01

INDEX AS: 41.12.1

41.12.1 INFECTIOUS DISEASES

PURPOSE:

It is the responsibility of the Champaign Police Department to ensure that all employees are able to perform their duties in a safe and effective manner. The purpose of this policy is to establish procedures relating to occupational exposure to blood or other potentially infectious materials.

POLICY:

41.12.1 INFECTIOUS DISEASES

A. Infectious Disease Precautions.

1. Common sense and caution should be used by employees in limiting their exposure to infectious diseases.

2. The minimum number of personnel required shall be involved with any procedure involving the risk of exposure to bloodborne pathogens or contaminated material.

3. All blood and body fluids will be treated as infectious, although the special hazards and higher risk of transmission with certain body fluids are recognized. Universal precautions will be used in all work activities withy any potential for exposure to blood or other body fluids.

4. Protective disposable gloves and other protective materials should be used by employees to prevent the transmission of infectious disease. Direct contact with blood and other bodily fluid should be avoided whenever possible. Employees are required to carry issued personal protective equipment while working, and to use the equipment to reduce the risk of exposure.

   a. Employees wearing protective gloves or other personal protective equipment shall wash their hands with soap and warm water as soon as possible after the contact.

5. Whenever an employee's skin comes in contact with blood or other potentially infectious materials, the employee shall immediately, or as soon as possible, wash their skin with soap and warm water or flush mucous membranes with water following the contact.

   a. If an employee is in the field at the time of contact, an antiseptic cleaner or towlettes shall be used if/when washing facilities are not available. In such cases, the skin shall still be washed with soap and warm water as soon as possible.

6. Employees shall not eat, drink, smoke, apply lip balm, or handle contact lenses at crime scenes or other areas where body fluids are present or other contagious factors exist.

7. Contaminated needles and other contaminated sharp objects (i.e. knives) shall not be re-capped or removed from their housing unless no alternative is feasible.

8. Contaminated needles and other contaminated sharps shall be placed in closable, puncture resistant, leak-proof containers and labeled with a fluorescent "Biohazard" label prior to storage or entry into evidence.

9. It is highly recommended that all police personnel utilize the Department locker room to change clothing prior to returning home in order to reduce their family's risk of exposure to bloodborne pathogens.

10. Employees should be aware that certain prescribed medications (particularly steroids and asthma medications) suppress their immune system and make them more susceptible to infectious disease. When taking prescription medication, employees should consult with the prescribing physician to determine if their immune system may be compromised.

11. The Hepatitis B vaccination series shall be made available to all employees with reasonably anticipated exposure to blood or other potentially infectious materials at no cost to the employee.

12. Pregnant employees are advised to report to their physician any direct contact with bodily fluids.

13. CPR masks shall be worn by employees whenever they perform cardio-pulmonary resuscitation to provide a physical barrier to the risk of exposure.

14. Personal protective equipment which is issued by the Department shall typically be of disposable type, and not laundered or re-used.

15. Personal protective equipment which is penetrated by blood or other potentially infectious materials shall be removed as soon as possible.

16. Personal protective equipment which is penetrated by blood or other potentially infectious materials shall be disposed of by placing the equipment in a "Biohazard" labeled bag and by

then placing the bag in a Biohazard Waste Receptacle.

17. All equipment and environmental and working surfaces will shall be thoroughly cleaned and decontaminated after contact with blood or other potentially infectious materials. Decontamination can be accomplished using a 1:100 dilution of common household bleach or an appropriate anti-microbial, anti-bacterial disinfectant.

18. For the purposes of this policy, there are three (3) categories of exposure risk levels:

    a. Risk Level I – Employees who may be routinely exposed to bloodborne pathogens.

    b. Risk Level II – Employees who may not be routinely exposed to bloodborne pathogens, but may be exposed under certain conditions.

    c. Risk Level III – Employees who, in the course of their normal employment, would not be exposed to bloodborne pathogens.

B. Infectious Disease Training.

1. The Deputy Chief of Professional Standards will serve as the designated Infection Control Representative.

2. Newly hired employees shall receive mandatory training on this policy during Field Training.

3. The Infection Control Representative is responsible for disseminating updated information and coordinating roll call training, in-service training, etc., regarding infectious diseases.

4. The Infection Control Representative shall maintain records related to any and all:

    a. Training.

    b. Reported exposures.

C. Supplies for Infectious Disease Control.

1. The Infection Control Representative shall ensure that adequate supplies are available within the department for infectious disease control.

2. Personal protective equipment, exposure control materials, and disinfecting materials shall be made readily available through an employee's supervisor.

3. Departmental supplies shall include:

    a. Personal protective equipment kits.

    b. Disposable gloves.

    c. Heavy-duty plastic bags and ties.

    d. Spray bottles.

    e. Liquid germicidal/virucidal cleaner.

    f. Disposable handwipes.

    g. Biohazard warning signs.

4. Personal supplies shall include:

    a. Risk Level I employees will have access to the following:

        1) P2 latex gloves.

        2) Protective eyewear.

        3) Impervious gown.

        4) Shoe covers

        5) Hair cover.

        6) Particle mask.

        7) Disposable handwipes.

        8) Red biohazard bag.

    b. Risk Level II employees will have access to the following:

        1) Protective disposable gloves.

        2) Disposable handwipes.

        3) CPR mask.

        4) Particle mask.

        5) Protective eyewear.

    c. Protective equipment will be issued to Risk Level III employees upon request and/or demonstrated need.

D. Custody Procedures.

1. Subjects with blood or potentially infectious material present on their person will be transported separately from other subjects.

2. In situations where an officer has reason to believe that a subject has any infectious disease and the subject is bleeding or vomiting and requires transport to a medical facility, an ambulance shall be summoned for transport.

3. Employees shall inform other personnel (police, fire, EMS, correctional) whenever a subject has blood or potentially infectious materials present or when a subject has made a voluntary statement indicating that they have a contagious or infectious disease.

4. Universal precautions shall be taken and appropriate personal protective equipment shall be utilized when a person taken into custody has blood or potentially infectious materials on their person.

E. Decontamination.

1. Decontamination procedures shall be effected whenever a vehicle's interior or any personal equipment has been exposed to blood or potentially infectious material discharges.

2. When a departmental vehicle is exposed to blood or other infectious materials, a supervisor shall ensure that the vehicle is marked with a clearly visible "Biohazard" warning and taken to the designated facility for decontamination.

3. If exigent or unusual circumstances occur requiring immediate decontamination, the recommended procedures are as follows:

   a. Personal protective equipment shall be worn during all phases of decontamination.

   b. Any excess blood or potentially infectious materials should be wiped up with a disposable absorbent material. Afterwards, the absorbent material shall immediately be put into a heavy duty plastic bag and placed in a designated "Biohazard Waste Receptacle."

   c. The contaminated area shall be sprayed with a germicidal/virucidal solution and allowed to air dry.

   d. The Infection Control Representative shall ensure that the disposable cleaning materials are destroyed in accordance with applicable federal and state regulations.

F. Handling and Storage of Evidence.

1. All personnel shall adhere to a precise regimen when handling, processing, and storing potentially contaminated evidence or property.

2. All items of evidence or property contaminated with potentially infectious materials shall be treated as if they are contaminated.

3. All items of evidence or property contaminated with potentially infectious materials, as well as packages containing these items, shall be properly packaged in heavy-duty bags, sealed, marked "Biohazard", and handled with proper personal protective equipment.

4. All evidence or property for disposal shall be placed into a designated "Biohazard Waste Receptacle."

G. Contaminated Department or Personal Property.

1. When Department-issued or personal property is contaminated by potentially infectious materials and it has been determined that it can be effectively disinfected, the employee should disinfect the property or equipment.

2. When Department-issued or personal property is contaminated by potentially infectious materials and a supervisor determines that effective disinfection procedures are not practical for contaminated items, they will be placed into a designated "Biohazard Waste Receptacle" for disposal.

   a. In such cases the employee shall document the contamination on an official police report, describe the circumstances through which the property or equipment became contaminated, name the supervisor who confirmed that disinfection procedures were not practical, and name any persons charged in connection with the incident.

   b. The report will then be forwarded up the chain-of-command for replacement of the contaminated item(s).

H. Line-of-Duty Exposure to Infectious Disease or Contaminated Materials.

1. For the purpose of this policy, the Department recognizes three (3) levels of exposure:

   a. Level I:

      Exposure – Contact was limited to merely being in the presence of a person suspected of having a communicable disease.

      Response – No special action required other than decontamination of affected personal protective equipment.

   b. Level II:

      Exposure – Exposure of healthy, intact skin to a source individual's body fluids.

      Response – Complete Bloodborne Pathogen Exposure form and Duty Injury form and forward copies to Infection Control Representative.

   c. Level III:

      Exposure – Contact with infected blood or body fluids through open wound, mucous membranes, or parenteral routes (I.e., a contaminated needlestick or potentially infectious material contact through eyes, nose, or mouth).

      Response – Transport, either by police vehicle or by ambulance, to a medical facility for follow-up care. Notify the Infection Control Representative as soon as possible and complete the following reports:

      1) City of Champaign Accident form.

      2) Duty Injury form.

      3) Bloodborne Pathogen Exposure forms.

      4) Police report.

2. The Infection Control Representative shall ensure that all required medical follow-up work is completed.

3. The infection Control Representative shall be responsible for securely maintaining all records regarding all exposure incidents in strict confidence and in accordance with OSHA standards.

I. Employee Requirements.

1. Employees are required to follow the procedures outlined in this policy, including work practice requirements.

2. Employees are required to notify the Infection Control Representative when proper personal protective equipment is unavailable or appears inadequate to provide appropriate protection from such exposure.

3. Employees are required to notify the Infection Control Representative of any incidents or observations suggesting the inadequate use of personal protective clothing, equipment, or measures by another employee.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.13

SUBJECT: CRISIS INTERVENTION TEAM | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

RFERENCE CALEA:

INDEX AS:

41.13.1 BACKGROUND
41.13.2 PROCEDURES
41.13.3 SELECTION OF C.I.T. OFFICERS

PURPOSE:

The Champaign Police Department is committed to serving all segments of the public in the highest possible capacity. To accomplish that mission, specialized training is developed. This policy authorizes the establishment of Crisis Intervention Team (C.I.T) training to afford people who have mental illnesses or disabilities the same rights, dignity, and access to police services as are provided to all citizens.

The purpose of the C.I.T. is to have specially trained police officers respond to those members of the public with mental disabilities or illnesses when they are in crisis. The C.I.T. is an essential component of a network of local services that provides assistance to such citizens and their families.

POLICY:

41.13.1 BACKGROUND

A. The Champaign Police Department recognizes that mental illness can result in calls for service. The Department also recognizes that:

   1. Mental illness is not a crime.

   2. Most people with mental illnesses are fully functioning community members.

   3. Involvement in unusual or criminal conduct may be an unintentional symptom of a person's mental illness or a failure to receive treatment for the illness, rather than intentional wrongdoing.

   4. Some people with mental illnesses may be more vulnerable to crime, abuse or injury than the general population.

B. Many calls for service do not warrant the use of police authority or enforcement. It is the policy of the Champaign Police Department that no individual shall be arrested for behavioral manifestations of mental illness that are not criminal in nature.

C. People with severe mental illnesses can pose significant risk to themselves or others. Officers have an obligation to protect a person with mental illness from harming themselves as well as protect others from potential harm that may be caused by the person with mental illness.

D. Some mentally ill people generate repeat calls involving non-criminal incidents. In such cases, it is important for the responders to look beyond the immediate incident, to consider the underlying conditions that prompted the call, and to tailor a more lasting solution for the situation.

E. There are conditions that may be confused with mental illness but are not mental illnesses. Such conditions include, but are not limited to, Alzheimer's disease, dementia, mental retardation, and autism. The Champaign Police Department will provide police services to these individuals in keeping with the spirit of this policy.

41.13.2 PROCEDURES

A. The Champaign Police Department will maintain specially trained and certified C.I.T. officers who will respond, when possible, to individuals with mental illnesses.

   1. The standard of care for C.I.T. officers in reaching a disposition in a call involving an individual with mental illness will include considering first the least restrictive environment possible to meet the needs of the individual and the community.

   2. C.I.T. officers will use the tracking form and the ARMS system for information-sharing on C.I.T. related calls.

B. When available, supervisors should direct C.I.T. officers to calls involving a confirmed or suspected mentally ill person. The supervisor may also request that a C.I.T. officer from another jurisdiction respond to assist with a call.

41.13.3 SELECTION OF C.I.T. OFFICERS

A. In order to be considered for the C.I.T., an officer's most recent evaluation must reflect a rating of at least "Met Standards". However, C.I.T. supervisors will have the responsibility for final selection of C.I.T officers.

B. An officer selected for the C.I.T. will become certified upon successful completion of a basic 40-hour training class.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 41.14

SUBJECT: CONFLICT MANAGEMENT AND CRISIS INTERVENTION | EFFECTIVE DATE: 10/01/09 REVISED DATE: 07/03/14

REFERENCE ILEAP:

RFERENCE CALEA:

INDEX AS:

41.14.1 AUTHORITY
41.14.2 OBJECTIVES
41.14.3 INTERVENTION RISKS
41.14.4 TACTICAL CONSIDERATIONS
41.14.5 UTILIZATION OF C.I.T. OFFICERS
41.14.6 INVESTIGATIVE STEPS
41.14.7 RESPONSE AND DISPOSITIONAL OPTIONS
41.14.8 LOCAL RESOURCES
41.14.9 REPORTING

PURPOSE:

The Champaign Police Department recognizes the need to provide continuous access to crisis intervention services. It is also the policy of this Department to afford persons in crisis the same rights, dignity, and access to police services as are afforded to all citizens. To that end, the Champaign Police Department has established a Crisis Intervention Team (C.I.T.) and relevant training.

The purpose of this policy is to establish parameters and provide guidance to Champaign police officers responding to order maintenance situations involving conflict between two or more people, alcohol incapacitation, mental illness, or an addiction to controlled substances. Department personnel responding to such order maintenance situations shall consider the full range of available options, assess their effectiveness, and work to improve the links between local agencies who provide such care and service.

DEFINITIONS:

Mental Illness: The term mental illness covers a wide range of conditions and is therefore difficult to define with precision. There are many types of mental illness, each with its own specific characteristics. The Americans with Disabilities Act (ADA) applies to:

1. People who have mental impairment that substantially limits one or more of their major life activities, including but not limited to the ability to communicate, hold a job, or care for themselves;

2. People who have a record of such impairment; or

3. People who are regarded as having such impairment.

The term “substantially limits” is a practical term to distinguish between people who have a mild physical or mental impairment and people whose impairment is a disability because it substantially limits one or more major life activity.

POLICY:

41.14.1 AUTHORITY

A. The police order maintenance function involves the responsibility to protect life and property and keep the peace. This responsibility requires a unique authority to investigate and, if need be, the authority to take a person into custody even though there is no authority to arrest.

B. Peace officers have statutory non-arrest authority to take custody of persons involving alcohol incapacitation, mental illness, and addiction to controlled substances.

41.14.2 OBJECTIVES

A. The objectives of this policy are as follows:

1. To provide officers with awareness of the potential for danger, injury, or death often associated with conflict situations.

2. To provide officers with awareness of the basic precautions that should be taken to ensure officer and citizen safety and survival during police response to various conflict situations.

B. Conflict management and crisis intervention objectives are as follows:

1. To provide officer intervention as a calm third party, to reduce tension and hostility, and to restore order without unnecessary force.

2. To reduce the emotional level of the dispute to pre-conflict levels and to obtain control of the situation without having to resort to the use of physical force.

3. To provide an initial effort for information gathering and to objectively determine the underlying issues of the dispute or conflict.

4. To provide an initial approach that will enhance negotiation or conflict resolution, and to reduce the potential for repeat calls for service to the same location.

41.14.3 INTERVENTION RISKS

A. People with behavioral health issues can experience intense psychotic crises that pose significant risk to themselves and others.

B. When called to intervene in such situations, officers have an obligation to protect from harm not only the person suffering from the behavioral health issues but also others who may be potentially harmed by the person suffering from the behavioral health issue.

41.14.4 TACTICAL CONSIDERATIONS

A. An officer approaching a potentially violent conflict should ensure that a back-up officer has been dispatched, seek clarification from METCAD regarding any information which is vague or unclear, and make a tactical approach which enhances officer safety and minimizes the potential for officer or citizen injury to the extent possible.

B. When officers are attempting to defuse a hostile situation, the involved parties should typically be separated.

C. Officers should present themselves in a calm, authoritative manner so as not to contribute to the conflict.

D. The initial approach to conflict resolution should typically include determining precipitating causes, determining underlying causes, bringing separated disputants back into calm discussion, and the use of negotiation skills.

41.14.5 UTILIZATION OF C.I.T. OFFICERS

A. The Champaign Police Department has established a Crisis Intervention Team (C.I.T.) which is comprised of specially trained officers who are part of the East Central Illinois Crisis Intervention Team.

B. The Champaign Police Department is also a participating member of the Champaign County Crisis Intervention Team Steering Committee.

C. When practical, METCAD will dispatch an available C.I.T. officer to every report involving a suicidal subject and to any incident where it is reasonably believed that an individual is in a behavioral health crisis.

   1. If a Champaign Police Department C.I.T. officer is not available, then a responding officer or supervisor may request the response of a C.I.T. officer from a neighboring agency.

      a. In such cases, the primary agency will retain control of the incident and responsibility for making related decisions, documenting the incident, and transporting the individual involved.

D. Champaign Police Department C.I.T. officers may respond, at a supervisor's discretion, to any call for assistance from any officer within Champaign County who is dealing with a conflict management and/or crisis intervention situation.

E. Responding officers and supervisors are strongly encouraged to seek C.I.T. assistance and guidance when engaged with an individual who is believed to be in a behavioral health crisis, even if the individual's mental state is not believed to be the primary impetus of the incident.

   a. C.I.T. members should look beyond the immediate incident that prompted a call for service and consider the underlying conditions that prompted the call for service. This will allow for a more tailored response and, hopefully, lead to a more lasting solution.

41.14.6 INVESTIGATIVE STEPS

A. To aid in the decision making process and to best resolve the situation, officers should ensure that the following actions are taken:

   1. Attempt to identify current or previous behavioral health treatments and/or medications.

   2. Attempt to identify and interview family members of the involved individual, any direct witnesses to the event, and others who may be able to provide relevant information.

B. If the incident involves a criminal offense, the investigation should account for the individual's behavioral health status.

   1. Attempts should also be made to determine whether or not the individual is a Justice Involved Client and/or has a Wellness Recovery Action Plan (W.R.A.P.) in place. Both determinations can be made by correctional staff at the Champaign County Jail.

41.14.7 RESPONSE AND DISPOSITIONAL OPTIONS

A. Voluntary Assistance.

   1. An officer may transport an individual, or cause an individual to be transported, to any local resource facility which may provide services or guide the individual to necessary services.

   2. An officer may also contact an on-call clinician to seek advice or request that the clinician respond to the scene.

      a. If a clinician responds to the scene then the officer should remain on scene until the clinician indicates that the officer is no longer needed.

   3. An officer shall transport, or cause to be transported, an individual who requests to be medically or psychologically treated if the individual does not qualify for involuntary admission.

   4. An officer may release the individual into the care of a suitable family member or friend.

B. Petition for Involuntary Admission.

   1. An officer shall transport, or cause to be transported, any individual who meets the criteria for Involuntary Admission. This includes mentally incompetent individuals who have committed criminal offenses.

      a. The individual should be transported to the facility of their choice, but if the individual is not capable of making a choice then the officer may choose an appropriate facility.

   2. The transporting officer shall complete a Petition for Involuntary Admission and any and all other

necessary paperwork prior to leaving the hospital and shall attach the petition to the corresponding police report.

3. The officer should also discuss the petition with medical staff and/or an assigned hospital crisis worker.

C. Arrest when Probable Cause Exists.

1. Many calls for service do not warrant the use of police authority or enforcement. Officers should avoid arresting individuals for behavioral manifestations of mental illness that are not criminal in nature and investigate other available options.

2. As with any arrest situation, some unique circumstances may require physical arrest even when the arrest is not warranted by events outlined in this policy. On those occasions supervisory approval is required prior to transport to the Champaign County Correctional Center.

3. If an individual commits a criminal offense and is transported to an appropriate facility for treatment but released by medical personnel, then that individual may be transported to the appropriate correctional facility.

a. If the person is to be incarcerated, then the arresting officer shall obtain a signed medical release from the doctor releasing the person.

b. The issuance of a Notice to Appear (NTA) may be a suitable option if the person is not committed to a mental health facility but has a condition that would prevent him/her from being incarcerated. In such cases supervisory approval shall be sought prior to the issuance of a Notice to Appear (NTA).

4. If a Warrant of Apprehension has been issued for the individual, then the individual should be arrested and transported to the appropriate correctional facility.

41.14.8 LOCAL RESOURCES

A. The Front Desk maintains a current list of local resources which can be utilized during such situations, including but not limited to:

1. Detoxification facilities for the emergency treatment of alcohol incapacitation.

2. Behavioral health facilities for the treatment of behavioral health issues.

3. Facilities for the treatment of addiction to controlled substances.

B. Community Elements provides 24 hour mental health services and support and, with supervisory approval, may be called upon to provide support and/or service in the following types of situations:

1. A domestic violence situation where counseling of an urgent nature is necessary;

2. A case involving an actual or attempted suicide;

3. A case involving a person with a substance abuse problem;

4. A case involving a victim or other person who is obviously and urgently in need of trained counseling.

C. Community Elements clinicians are trained to provide emergency counseling and effective assistance to persons meeting the above criteria. The assistance of a Community Elements clinician is intended to provide the person in need with the most effective assistance and also free the officer in a timely fashion.

1. Officers should not leave a Community Elements clinician alone in a situation where an obvious potential danger exists.

2. Officers also should not leave a Community Elements clinician without first fully briefing them on all of the facts and circumstances known to the officer.

3. When necessary and/or appropriate, officers should periodically check to determine the status of the Community Elements clinician.

41.14.9 REPORTING

A. Whenever an officer utilizes a Community Elements clinician a report shall be completed.

B. Whenever an officer completes a Petition for Involuntary Admission a report shall be completed.

C. Officers are responsible for ensuring that the disposition of dispatch tickets properly reflects the nature of the call. For example, if a “prowler” call turns out to be a subject experiencing a behavioral health issue then that information shall be included on the dispatch ticket.

D. Regardless of the disposition (field interview, report, etc.) of a call for service, if a Crisis Intervention Team (C.I.T.) member handles or assists with the call then the disposition field shall be entered as “CIT” (not “RPT,” for example).

E. Any officer who performs any crisis intervention task, such as completing a report or a field interview card on a report of suicidal threats, will complete a Crisis Intervention Tracking Form.

F. In cases involving a minor (age 17 and under) with diminished mental capacities, the response time of the Screening Assessment and Support Services (S.A.S.S.) worker shall be noted in the accompanying documentation.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 41.16

SUBJECT: INTERACTING WITH THE HEARING IMPAIRED EFFECTIVE DATE: 7/01/13
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

41.16.1 GENERAL PROCEDURES
43.16.2 ARREST AND INTERVIEW PROCEDURES
43.16.3 COMPLAINT PROCEDURES FOR DEAF OR HEARING IMPAIRED PERSONS
43.16.4 DEPARTMENT SPONSORED CLASSES OR EVENTS
41.16.5 LIST OF AUXILIARY AIDS AND SERVICES

PURPOSE:

The Champaign Police Department is committed to serving all segments of the public in the highest possible capacity, including those that are deaf or hearing impaired. All reasonable steps shall be taken to accommodate the communication needs of people who are deaf or hearing impaired and who come into contact with any member of this Department.

DEFINITIONS:

Auxiliary Aids and Services: As defined in the Americans with Disabilities Act (ADA), these are communication aids that assist people who are deaf or hearing impaired, including hearing aids, cochlear implants, the exchange of written notes, telecommunications devices for the deaf (TDDs), teletypewriters (TTs), telephone handset amplifiers, assistive listening systems, videotext displays, and hearing assistance dogs.

Deaf Person: A person whose hearing is totally impaired or whose hearing, with or without amplification, is so seriously impaired that their primary means of receiving or providing verbal communications is through visual input such as lip-reading, sign language, or writing.

Hard of hearing Person: A person whose hearing is impaired to the extent that, with or without amplification, hearing is difficult, but the understanding or verbal communications is not automatically eliminated.

Lip Reading: Also referred to as speech reading; the ability to use information gained from movement of the lips, face, and body to increase understanding.

Qualified Interpreter: A qualified sign language or oral interpreter is a person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. The qualified interpreter must be able to interpret in the language that the deaf person uses (i.e. American Sign Language or Signed English) and must be familiar with law enforcement terms and phrases. A qualified interpreter must be able to both sign to the individual who is deaf and interpret what is being signed by the person who is deaf. Because a qualified interpreter must be able to interpret impartially, a family member or friend may not be qualified to render the necessary interpretation because of factors such as professional, emotional, or personal involvement, or considerations of confidentiality. Additionally, although a “qualified” interpreter may be certified, a certified interpreter is not necessarily qualified if he/she is not a good communications match for the deaf person or if the interpreter is unfamiliar with law enforcement vocabulary.

Sign Language: American Sign Language (ASL) is the form of sign language most often used in the United States. Signs convey concepts or ideas even though a sign may stand for a separate English word. Signing individual letters by finger spelling can be used to supplement sign language. Just as there are regional variations (dialects) spoken in English, there are also regional variations in sign language.

POLICY:

41.16.1 GENERAL PROCEDURES

A. Upon encountering a person who is deaf or hearing impaired with a need or desire for police services, employees of the Department should attempt to identify the type of auxiliary aids and services needed to establish effective and efficient communication.

B. The type of auxiliary aids and services needed to establish effective and efficient communication will be based upon the individual’s usual method of communication. The nature, importance, and duration of the contact with members of the Department will also be a determining factor.

C. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required to ensure effective and efficient communication.

D. In many circumstances hand gestures, visual aids, written messages, or sign language interpretation by a friend or family member will be sufficient types of auxiliary aids.

E. There may be circumstances in which the person who is deaf or hearing impaired will request a more sophisticated auxiliary aid or service. In order to serve the needs of each individual, primary consideration should be given to the type of auxiliary aid or service requested. Members of the Department should defer to those expressed preferences unless:

   1. There is another equally effective method of communication.

   2. Doing so would fundamentally alter the nature of the law enforcement activity in question or cause the Department an undue administrative or financial burden. In most cases a supervisor should make this decision.

3. If such a decision is made, the Department must take other action to ensure that, to the maximum extent possible, the individual receives appropriate services.

4. The person requesting a more sophisticated auxiliary aid or service shall not be charged any costs associated with procuring the aid or service.

F. The input of persons who are deaf or hearing impaired and who are involved in an incident is just as important to members of the Department as the input provided by anyone else involved in the incident.

1. Officers must not draw conclusions about incidents involving someone who is deaf or hearing impaired unless they fully understand, and are understood by, the individual.

41.16.2 ARREST AND INTERVIEW PROCEDURES

A. In the event that a person who is deaf or hearing impaired is arrested or being interviewed about involvement in a serious offense, an interpreter will be required prior to any interrogation that would require a Miranda warning.

B. In the event that an interview of a person who is deaf or hearing impaired is needed to establish probable cause for an arrest or a warrant, an interpreter will be required.

C. The interpreter should be listed as a witness in the report. A business address and phone number may be used in lieu of the interpreter's home address and phone number.

D. Employees of the Department are required to provide telephone access to a person who is deaf or hearing impaired in any situation where such access would be provided to a person with normal hearing. This includes, but is not limited to, criminal suspects. To the maximum reasonable extent, the individual should be afforded the same level of privacy and confidentiality that would be granted to a person with normal hearing making the same call.

43.16.3 COMPLAINT PROCEDURES FOR DEAF OR HEARING IMPAIRED PERSONS

A. Any deaf or hearing impaired person who wishes to file a complaint with the Department regarding either language access or the duties of the Department shall be referred to a sworn supervisor in accordance with Policy 52.2.

B. A supervisor who interviews a deaf or hearing impaired person during the investigation of a citizen complaint shall use a qualified interpreter during the interview.

43.16.4 DEPARTMENT SPONSORED CLASSES OR EVENTS

A. Upon request, the Department will provide a qualified sign language interpreter to any person who is deaf or hearing impaired and who desires to participate in or attend any program or activity sponsored or presented by the Department.

43.16.5 LIST OF AUXILIARY AIDS AND SERVICES

A. The Front Desk will maintain a list of sign language and interpreting services which will be made available at all times.

B. Front Desk staff shall review the list of sign language and interpreting services on an annual basis and update it as necessary.

ISSUING AUTHORITY

Anthony Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 42.1

SUBJECT: CRIMINAL INVESTIGATIONS ADMINISTRATION EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.02.01
OPR.02.04
OPR.02.05

INDEX AS:

42.1.1 INVESTIGATIVE COVERAGE
42.1.2 CASE SCREENING
42.1.3 CASE FILE MANAGEMENT
42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS
42.1.5 HABITUAL/SERIOUS OFFENDERS
42.1.6 CRIMINAL INTELLIGENCE

PURPOSE:

The purpose of this policy is to establish general guidelines for case assignments, staffing, general administration, and use of the investigations function.

DEFINITION:

Criminal Intelligence: The end product of a process that converts individual pieces of information into either evidence or, more often, insights, conclusions, or assessments that can help form the basis for law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis is disseminated to appropriate units of the Department.

POLICY:

42.1.1 INVESTIGATIVE COVERAGE

A. Detectives are available during regularly scheduled duty hours, which is typically from 7:00 a.m. to 4:15 p.m., Monday through Friday.

B. When detectives are on-duty and an investigator is needed, notification will be made by contacting an Investigations supervisor who will be responsible for the assignment of a detective.

   1. In situations where detectives are on-duty but no Investigations Division supervisor is available, it will be the responsibility of the assigned detective to make contact with an Investigations Division supervisor as soon after an assignment as is practical.

C. When there are no detectives on duty, a request for a detective will be made through the on call Investigations supervisor. Upon notification, the requesting supervisor and the on call Investigations supervisor will confer to determine whether or not an immediate response is necessary based upon the circumstances. If an immediate response is needed, the on call Investigations supervisor will contact the on call detective (and/or back-up on-call detective) to make the assignment.

D. The Investigations Division shall be notified in all cases of suspicious death, suicide, violent crime with serious injury, and/or any other case as deemed appropriate by a supervisor.

42.1.2 CASE SCREENING

A. On a routine basis, Investigations Division supervisors will review all case reports initiated by this Department. Supervisors will review the reports in an effort to direct investigative resources toward:

   1. The most serious crimes.

   2. Crimes having the greatest potential of being solved.

   3. Patterns of criminal behavior.

   4. Incidents which are, or may become, sensitive in nature.

B. In making the determination as to which cases should be assigned, Investigations Division supervisors shall consider, but not be limited by, the following factors:

   1. The time lapse from the time of occurrence to the time of the report.

   2. The existence of witnesses.

   3. The existence of physical evidence.

   4. The ability to identify a suspect.

   5. The ability to identify a suspect's vehicle.

   6. The impact of the incident on the community.

   7. Investigative leads.

C. All homicides, suicides, suspicious deaths, armed robberies, burglaries over $10,000, and fatal traffic accidents will be assigned for further investigation.

D. When a case is assigned for investigation, the Investigations Supervisor responsible for assigning the case shall designate one detective as the lead investigator. The lead investigator will assume responsibility for the completion and documentation of the investigation. More than one detective may be assigned to a case which is large in magnitude or complex in nature.

E. When a case is to be assigned for follow-up investigation, Investigations supervisors shall use a variety of factors in determining which detective will be assigned as the lead investigator. These factors include, but are not limited to:

1. Investigative experience, specialized skills, training, or knowledge.

2. The availability of manpower and current work schedules.

3. Current caseloads.

F. The suspension of an investigation must be approved by an Investigations Supervisor. Investigations may be suspended or cleared for a variety of reasons, including, but not limited to the following:

1. A lack of investigative leads.

2. A lack of credibility on the part of victims or witnesses.

3. The statute of limitations.

4. A decision by the State's Attorney's Office not to prosecute.

5. The determination that a crime has not occurred or that a case is unfounded.

6. The determination that a crime did not occur within the department's legal jurisdiction or that an outside agency is better suited to handle the investigation.

7. A lack of cooperation from the victim.

42.1.3 CASE FILE MANAGEMENT

A. Cases referred to the Investigations Division shall be reviewed and coordinated by an Investigations Supervisor who will determine the need for follow-up investigation.

1. If the determination is made to assign a case for investigation, a supervisor will assign a detective and then forward the case file to an Office Worker for entry into the Area-wide Record Management System (ARMS).

2. Upon completion of the investigation, the assigned detective shall recommend a final disposition of the case. The investigative reports shall be forwarded to the appropriate Investigations Supervisor.

3. If the Investigations Supervisor, after having reviewed all submitted reports and materials, determines that the case should be closed, then a final disposition shall be entered into the Area-Wide Records Management System (ARMS). If the supervisor does not concur with the detective's decision to close the case, then he shall return the case with instructions for additional follow-up.

B. Cases shall be assigned an Illinois Uniform Crime Report case status code, as follows:

00 – UNFOUNDED

01 – REFERRED TO RESPONSIBLE JURISDICTION

02 – PENDING INVESTIGATION

03 – CLEARED BY ADULT ARREST

04 – CLEARED BY JUVENILE ARREST

05 – CLEARED EXCEPTIONALLY (Death of Offender)

06 – CLEARED EXCEPTIONALLY (Extradition Denied)

07 – CLEARED EXCEPTIONALLY (Refusal to Cooperate)

08 – CLEARED EXCEPTIONALLY (Prosecution Declined)

09 – ADMINISTRATIVELY CLOSED

10 – CLEARED EXCEPTIONALLY (Juvenile, no custody)

C. The Investigations Division maintains files on all cases in which investigative activity is ongoing. These case files contain a copy of the preliminary investigative report and records of follow-up activity. Case files may also include records of statements, case status reports, and other records and reports as needed for investigative and prosecutorial purposes.

D. Upon assignment for follow-up investigation, the case report copies shall be placed in a folder, labeled with the case number, and forwarded to the assigned detective.

1. Detectives are responsible for maintaining all copies of pertinent reports and documents in their individually assigned case folders. When an original document related to the case comes into the custody of the assigned detective, the detective shall make a copy for the case file and either submit the original into evidence or forward it to the Records Division, as is appropriate.

E. Accessibility to the files.

1. Original documents, when necessary for further investigation, may only be removed from Records or Evidence through proper procedures.

2. Investigative case files shall only be accessible to law enforcement personnel at the discretion of the assigned detective or an Investigations Supervisor.

3. It is recognized that some criminal investigations contain sensitive information which could compromise the eventual outcome of the investigation. The Investigations Division Commander may authorize original reports involving such cases to be kept securely within the Investigations Division. The Investigations Division Commander is responsible for auditing case files maintained in this fashion and returning them to the Records Division.

F. Monitoring and purging files

1. The Investigations Division supervisors will monitor the status of assigned cases by reviewing offense reports and supplemental reports, by discussing the case with detectives, and by analyzing the case summary reports. Supervisors will conduct a monthly audit of assigned cases with each of their assigned detectives. When a case is closed or suspended, all files shall be consolidated into the central records system.

42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

A. Patrol officers will conduct preliminary investigations. Preliminary duties include, but are not limited to:

1. Interviewing victims, witnesses and complainants.

2. Observing and noting conditions, events, and activities surrounding the incident under investigation.

3. Reporting the incident completely and accurately.

4. Locating and identifying all witnesses and offenders at the scene.

5. Interviewing or interrogating suspects when appropriate.

6. Maintaining the integrity of the crime scene, identifying and securing possible evidence, and maintaining a crime scene log when appropriate.

7. Effecting the arrests of suspects when circumstances permit.

8. Requesting a supervisor or other assistance when appropriate.

B. Follow-up investigations may be conducted by patrol officers when:

1. They can perform tasks that would significantly contribute to the successful conclusion of a case and they have the approval of a supervisor.

2. They have been assigned to do so by a supervisor.

C. In cases where patrol officers conduct follow-up investigation, the patrol officer will file supplemental reports, lab requests, and other reports as needed. All other follow-up investigations will be the responsibility of the Investigations Division.

D. Detective's responsibility.

Investigations Division personnel shall document incidents and conduct preliminary investigations on all self-initiated cases and cases assigned by a supervisor.

42.1.5 HABITUAL/SERIOUS OFFENDERS

A. For the purposes of this directive, habitual or serious offenders are defined as offenders who have 2 or more arrests and/or convictions for similar serious offenses such as:

1. Burglaries, robberies, and other felony offenses.

2. Misdemeanor offenses that indicate patterns of a career criminal such as, but not limited to, shoplifting, theft, prostitution, etc.

3. Sexually dangerous persons as defined in Illinois Compiled Statutes 730 ILCS 150/1.

4. Habitual juvenile offenders as defined in Illinois Compiled Statutes Chapter 705 ILCS 405/5-35.

B. Officers shall make inquiries to determine if an arrestee or offender meets the criteria of a habitual offender.

1. Upon arrest, officers are expected to make inquiries into an arrestee's prior criminal background by using LEADS (Law Enforcement Agencies Data System), NCIC (National Crime Information Center), CCH (Computerized Criminal History), and/or the Area-wide Records Management System (ARMS).

2. If, during the above inquiries, the arrestee is found to have 2 or more arrests and/or convictions for offenses similar to the offense at hand, then the reporting officer shall indicate this within the police report.

C. Notification to the State's Attorney's office in cases involving habitual offenders.

1. Upon request of the Investigations Division, copies of all police reports involving an arrest are forwarded to the State's Attorney's Office by the Records Division.

2. In all cases involving the arrest of a habitual offender, a representative of the Investigations Division will confer with the State's Attorney's Office to discuss prosecution and to offer any assistance that may be required in the preparation and prosecution of involved cases.

42.1.6 CRIMINAL INTELLIGENCE

A. The Investigations Division Commander is responsible for the administration and coordination of the Department's intelligence function. Criminal intelligence information is not typically related to current criminal investigations. The Investigations Division Commander shall ensure that information gathered is related to criminal conduct, suspicious conduct, or a potential threat to the community. Examples of criminal and suspicious activities to be monitored by the intelligence function include, but are not limited to:

1. Organized crime activities.

2. Gang-related criminal activities.

3. Gypsy crimes.

4. Subversive criminal activities.

5. Narcotic, gambling, and vice activities.

6. Terrorism.

7. Civil disorder.

8. Habitual criminal activities.

B. The Intelligence activities performed by the Department include, but are not limited to, the following:

1. Obtaining and integrating information into a cohesive and logical case file or description of crime trends to be disseminated to proper law enforcement authorities if needed.

2. Identifying crimes and crime trends through the use of deduction, information assessment, report review, data comparisons, and crime analysis.

3. Identifying criminals through the use of deduction, information assessment, and the application of scientific methods.

4. Developing cases for prosecution in court.

5. Providing support to detectives involved in long- and short-term and complex case investigations.

6. Projecting crime trends for purposes of planning and law enforcement resource allocation.

7. Developing information related to any of the cited examples in Section 42.1.6(A) of this policy.

C. All criminal intelligence documents shall be securely maintained either within the Crime Analysis office or the Investigations Division. Criminal intelligence files are maintained separately from all other Department records. Information in these files is maintained by the Investigations Division Commander or his designee.

1. The Investigations Division Commander is responsible for the integrity of all files and access shall be limited to individuals with a demonstrated need to access intelligence files.

D. Intelligence case files will be regularly reviewed, updated, or corrected by the Investigations Division Commander. Information that no longer relates to an active investigation or is incorrect shall be destroyed after a joint review by the Investigations Division Commander and the assigned detective.

E. The Investigations Division Commander shall deploy investigative personnel and equipment and utilize intelligence techniques when appropriate and necessary in accordance with applicable directives of this Department.

1. The Investigations Division Commander or his designee is to collect, evaluate, analyze, and disseminate intelligence data regarding criminal activities in the City of Champaign, Champaign County, and surrounding communities.

2. The Investigations Division Commander will work closely with detectives to identify crime patterns and/or habitual offenders.

3. Detectives may also consult with the Mid-States Organized Crime Information Center (MOCIC) or the Illinois Law Enforcement Intelligence Network (ILEIN) to assist in a criminal intelligence investigation, and/or contribute intelligence information to their respective data banks.

4. An Investigations supervisor shall be notified of all surveillance activities conducted by members of the Investigations Division. The use of any specialized intelligence equipment is limited to those officers who have been trained in the safe, effective, and legal use of such equipment.

5. Surveillance activities shall be conducted in such a manner that no infringement upon the rights of any individual occurs.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 42.2

SUBJECT: CRIMINAL INVESTIGATIONS OPERATIONS EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.02.01
OPR.02.03
OPR.02.06
OPR.13.01

INDEX AS:

42.2.1 PRELIMINARY INVESTIGATIONS
42.2.2 FOLLOW-UP INVESTIGATIONS
42.2.3 INVESTIGATIVE CHECKLISTS
42.2.4 ROLL CALL ATTENDANCE
42.2.6 POLYGRAPH EXAMINATIONS
42.2.7 USE OF CONFIDENTIAL SOURCES
42.2.8 IDENTITY THEFT
42.2.9 COLD CASES
42.2.10 INTERVIEW ROOM SECURITY

PURPOSE:

The purpose of this policy is to establish guidelines that provide for the efficient and effective investigation of all reported crimes occurring within the City of Champaign.

DEFINITIONS:

Identity Theft: The wrongful use of another person's identifying information, such as a credit card, social security, or driver's license number, which is used to commit financial or other crimes.

Confidential Source (C/S): An individual who, either with or without expectation of compensation, furnishes information or services regarding criminal activity. The C/S may, at times, work under the supervision of an officer, and is distinguished from a concerned citizen or complainant.

Official Advance Funds (OAF): Funds made available by the department for use during investigative activities, covert operations, and confidential source (C/S) payments.

Cold Case: An unnatural death that generally, but not necessarily always, has gone unsolved for at least one year and which is not being actively investigated.

POLICY:

42.2.1 PRELIMINARY INVESTIGATIONS

A. A thorough and comprehensive preliminary investigation often negates the need for investigative follow-up. A shift supervisor shall be responsible for the supervision of the preliminary investigation until such investigation is completed or until command of the scene is assumed by a responding investigator.

B. Appropriate steps in a preliminary investigation may include, but are not limited to:

1. Locating, identifying and interviewing victims, witnesses, complainants, and/or suspects.

2. Observing and noting pertinent conditions, events, remarks, and activities surrounding the incident under investigation.

3. Identifying, locating, and interviewing any suspect(s).

4. Securing and protecting the crime scene and arranging for the collection of evidence and any specialized assistance that is needed from a supervisor, K-9 unit, detective, Crime Scene technician, etc.

5. Limiting entry/exit at the scene to a single location where the potential for disturbing the scene is minimized to the extent possible, and logging the names of all persons entering the scene.

6. Providing aid to injured persons.

7. Providing other units with pertinent information, such as a suspect and/or vehicle description. When known, the mode, method, and direction of travel should also be provided.

8. Reporting the incident as completely and accurately as possible in an official police report.

C. The following crimes require notification of an Investigations supervisor. Upon notification, the Investigations supervisor may either direct an investigator to the scene or provide guidance for further investigation:

1. Homicide and/or an attempted homicide.

2. Suspicious and/or suicidal death.

3. Aggravated criminal sexual assault and criminal sexual assault.

4. Armed robbery.

5. Home invasion.

6. Kidnapping (non-parental).

7. Burglaries with more than $10,000.00 property loss.

8. Arson with structural damage.

9. Any other crime deemed appropriate by a supervisor.

D. It is the policy of this Department to file charges or present case investigations to the appropriate prosecutive official only when each element of the offense can be proven beyond the required burden. Whenever this evidence standard is not met as a

result of more current information, mistake, or error of judgment, there is a responsibility to bring the current information, mistake, or error of judgment to the attention of the appropriate prosecutive official to enable that official to make a more intelligent decision as to how to proceed. This responsibility lies with the arresting or investigating officer and/or his immediate supervisor.

42.2.2 FOLLOW-UP INVESTIGATIONS

A. Appropriate steps in a follow-up investigation may include, but are not limited to:

1. Review and analysis of reports filed during the preliminary investigation.

2. Re-interviews of the victim, witnesses, and/or any other person who may possess pertinent information.

3. Interviews with patrol officers who prepared preliminary reports and/or those who initially responded to the call.

4. Examining seized evidence, searching for further evidence, and reviewing the results of laboratory and/or physical examinations.

5. Attempts to identify the suspect(s) and/or offender(s) and obtain a statement from them.

6. Upon identification of a suspect, checking all available records to ensure the correct identification of the suspect, ascertaining the suspect's involvement in past offenses, and, when appropriate, checking with other local police agencies to determine if the suspect is thought to be involved in any other criminal activity.

7. Running and obtaining criminal histories on any and all suspects involved in the investigation.

8. The officer or detective conducting the follow-up investigation should ensure that all written documents related to the investigation, including reports, statements, drawings, sketches, and other written materials of any kind are of sufficient quality that they could be used by the State's Attorney's Office during presentation of the case in court.

9. Each investigator will make contact, either by telephone, by mail, or in person with the victim or complainan in each case assigned to him. Ideally, this contact will be made within three working days of the assignment. The purpose of this contact is to determine whether or not the victim or complainant has any new information not included in the initial report and to inform them what actions will be taken during the follow-up investigation.

42.2.3 INVESTIGATIVE CHECKLISTS

A. An offense report, when properly completed, will serve as a satisfactory checklist for most investigations.

B. Complex criminal investigations may require additional efforts. When assigning follow-up investigations, the Investigations Division Commander may affix an investigative checklist to a case assignment to ensure that critical areas of the investigation are not overlooked.

42.2.4 ROLL CALL ATTENDANCE

A. Both periodically and upon operational need, detectives will attend shift briefings. The purpose of such attendance is to maintain open lines of communication, to ensure the timely exchange of information, and to share specific information on criminal activity or criminal trends.

42.2.6 POLYGRAPH EXAMINATIONS

A. Polygraph services may be used in the follow-up investigation of any case when the lead investigator has determined he has reached a stage in the investigation where such exam would prove beneficial. If the suspect consents to a polygraph examination, arrangements will be made with a state licensed and certified polygraph examiner approved by the Department.

B. Generally, the Illinois State Police Polygraph section will be requested to conduct the exams. However, private polygraph examiners may be used if prior approval is received from the Investigations Division Commander.

C. Polygraph procedures are as follows:

1. An Investigations supervisor must approve the use of a polygraph examination.

2. Polygraph examinations are used as a last resort in determining or eliminating a suspect.

3. The lead investigator shall ensure that the suspect is willing to cooperate and take a polygraph exam.

4. An appointment will be arranged with a certified polygraph examiner.

5. If necessary, the investigator will arrange for transportation of the suspect to the examination location.

6. The detective will review the case with the polygraph examiner prior to the examination.

7. If the subject is under seventeen (17) years of age, a parental waiver must be obtained. In cases involving young children, the polygraph examiner shall be consulted regarding the feasibility of an examination.

8. The polygraph examination shall be conducted in accordance with the Illinois State Police procedures regarding examination techniques, release, etc., unless the examiner is a private company/person.

   a. In such cases, the private company/person shall conduct the exam and secure release waivers, etc.

b. Current state and case law involving polygraph examinations must be followed.

42.2.7 USE OF CONFIDENTIAL SOURCES

A. The Department recognizes that a confidential source (C/S) can at times be essential in the investigation of specific crimes. The procedures set forth in this section are to be used in the management and control of a confidential source (C/S). The procedures will be followed strictly and uniformly unless otherwise authorized by a District, Unit, or Investigations Commander.

1. A thorough background investigation, to include criminal history, shall be completed on any individual who indicates a desire to work as a confidential source (C/S) for the Champaign Police Department.

2. Before an individual is documented and jacketed as a confidential source (C/S), approval to use the individual must be obtained from a supervisor. The supervisor is expected to review the results of the background check in determining whether or not an individual may be utilized as a confidential source (C/S).

3. When supervisory approval has been obtained for the use of an individual as a confidential source (C/S), the officer shall complete a C/S jacket for the individual. Information which shall be included in the confidential source (C/S) jacket includes:

a. The results of the background investigation.

b. The results of the criminal history check on the confidential source (C/S).

c. Fingerprints and a recent photograph.

d. Completion of Personal History Form.

e. A handwriting specimen.

f. A signed confidential source (C/S) Indoctrination Form.

4. Once a confidential source (C/S) has been jacketed, the Investigations Division Commander shall create a unique confidential source (C/S) number for that individual. A confidential source (C/S) file will be assembled and retained by the Investigations Division Commander in a secure location reserved for confidential source (C/S) records. The Investigations Division Commander will be responsible for maintaining the file, and no person will be allowed access to confidential source (C/S) files without his express permission.

5. Additional measures will be taken to protect the identity of a confidential source (C/S). An officer utilizing a confidential source (C/S) shall ensure that the confidential source (C/S) has a thorough understanding of the following:

a. The amount and method of payments, if any are to be made.

b. The restrictions placed on the expenditure of advance money by the confidential source (C/S).

c. The procedures to be followed in establishing contacts and arranging meetings.

d. The procedures to be followed if the confidential source (C/S) is arrested.

e. Any obligations the confidential source (C/S) may have regarding testimony and court appearances.

f. The absence of any obligation by the department after the services of the confidential source (C/S) have been completed.

g. The Department's limitations in protecting the identity of the confidential source (C/S).

B. The Department will not tolerate criminal activity on the part of any confidential source (C/S). If, during an investigation, an officer becomes aware of any illegal acts by the confidential source, the officer's immediate supervisor and the Investigations Division Commander shall be notified immediately.

C. When and where confidential sources are to be paid for their services, strict payment records shall be completed on the appropriate forms and shall include, but not be limited to:

1. A signature from the confidential source (C/S) acknowledging the receipt of payment.

2. A signature by the officer indicating that the confidential source (C/S) has been paid.

3. A signature by the officer who witnessed the payment.

D. Only a supervisor may authorize the payment of money to a confidential source (C/S).

E. Payments for confidential source (C/S) services in excess of $500.00 must be approved by the Deputy Chief of the appropriate Division.

F. Fees paid to a confidential source (C/S) shall be predicated upon:

1. The quality of information.
2. The quantity of information.

3. The role of the confidential source (C/S) in the investigation.

4. The amount of risk involved.

5. The seriousness of the case.

G. Fees will be paid to a confidential source (C/S) in the form of cash, and only after services have been rendered.

H. Officers are limited to advising prosecutors of the extent to which a confidential source (C/S) has

assisted the department. No officer may promise and/or guarantee any reduced charge, reduced sentence, or outcome involving the judicial system.

I. Precautions to be taken with informants.

1. When meeting with an informant, the officer should always choose the time and place. Locations should vary to avoid patterns.

2. An officer will not meet with a confidential source under any circumstance unless at least one other officer is present.

3. Contact with a confidential source (C/S) shall be limited to that which is professional in nature. Social, sexual, and other off-duty contact is prohibited.

4. Contacts with a confidential source (C/S) shall be in such a way that their knowledge of police facilities, operations, activities, and personnel is kept to a minimum. Covert vehicles, investigative resources, investigative techniques, and investigative equipment shall not be un-necessarily revealed to a confidential source (C/S).

5. A confidential source (C/S) will be accompanied at all times when they are present in the police department.

6. A confidential source shall be searched for weapons prior to entering into the police department or a department vehicle.

7. Any time a confidential source (C/S) may come into contact with Official Advance Funds (OAF), controlled substances, or anything else of potential value, the confidential source (C/S) shall be thoroughly searched both before and after the encounter.

8. If an individual is on Federal Supervised Release, permission to use that individual as a confidential source (C/S) must be obtained from both the United States Attorney's Office and a United States District Judge.

9. Juveniles will not be used as informants unless approval is granted by the appropriate Unit Supervisor and the appropriate waivers are signed by parents or guardians.

J. Confidential source (C/S) funds will be balanced on a monthly basis by the Investigations Division Commander, and confidential source (C/S) funds will be audited periodically by Fiscal Administration. The Chief of Police may order and audit of confidential source (C/S) funds at any time without notice.

42.2.8 IDENTITY THEFT

A. The Department shall investigate identity theft reports from residents who have learned or suspect that their personal information has been unlawfully used by another. A report shall be taken when either the offense occurred within the City of Champaign or the victim lives within the City.

1. The Department is responsible for taking a report and providing the victim with a copy of the report (720 ILCS 5/16G-30). No special identity crime report form is utilized. All relevant information and data concerning the theft will be recorded.

2. Officers taking reports of Identity Theft shall take reasonable steps to assist victims of identity theft. This shall include providing victims with the following suggestions, where appropriate:

   a. Contact the Federal Trade Commission (FTC), which serves as the nation's clearinghouse for information related to identity theft crimes.

   b. Cancel all credit, debit, and charge accounts and request new cards and account numbers.

   c. Contact the fraud departments of the three major credit reporting agencies (Equifax, Experian, and TransUnion) and have them place a fraud alert on the account.

   d. If bank accounts are involved, report losses to each financial institution, cancel existing accounts, and open new accounts.

   e. If a driver's license is involved, contact the Secretary of State's Office.

   f. If a Social Security number is involved, contact Social Security Administration to determine the integrity of the social security number.

   g. If the keys to a house or motor vehicle are involved, have the owner re-key them.

3. All identity theft reports will be forwarded to the Investigations Division for review.

4. When the investigation reveals that a crime has occurred in another jurisdiction, the investigating officer will make contact with the appropriate jurisdiction.

5. The Department will provide the public with information on identity theft prevention through public presentations and the distribution of educational materials.

42.2.9 COLD CASES

A. All cold cases, even those which have been placed on inactive status, will be assigned to a detective. On a periodic basis, the Investigations Division Commander will review cold cases to determine whether an individual cold case has the potential to be solved and should be re-opened.

B. The criteria for evaluating and re-opening a cold case generally includes, but is not limited to the following,

1. Legal considerations, such as applicable statutes of limitation.

2. Technological considerations, such as the nature and condition of any evidence and the advancement of technology which may be used to assist in solving the crime.

3. Practical considerations, such as the availability of a victim or witness.

4. Resource considerations, such as whether there is time, money, and/or and personnel available for re-investigation.

C. Any new information regarding a cold case will be evaluated by the Investigations Division Commander to determine if it warrants additional investigation.

D. Any investigative efforts will be documented on appropriate agency forms and included in the original case.

42.2.10 INTERVIEW ROOM SECURITY

A. The Department provides six interview rooms within the Investigations Division. Each of those interview rooms shall contain only those items necessary to conduct interviews and to provide for the safety and/or comfort of both the officer(s) and the person(s) being interviewed.

1. None of the interview rooms are capable of being locked, but access to them is controlled through the use of electronic key cards which are required to access the Investigations Division.

B. Prior to entering an interview room where an arrested person is present, every officer will secure any firearm in their possession in one of the lockboxes provided in the Investigations Division. Less-lethal weapons do not have to be secured.

C. Under normal circumstances, no more than two law enforcement personnel will be present in an interview room during an interview or interrogation. Additional personnel may be allowed as necessary or under exceptional circumstances, such as a physical confrontation.

D. Unless an interview is being electronically monitored by another officer, any officer utilizing the interview rooms will carry either a radio and/or a telephone with them to be used in the event they require assistance.

E. Equipment kept in the interview rooms includes a table, chairs, and covert audio/visual monitoring equipment.

F. Suspects will not be restrained by securing them to fixed objects of any kind.

G. Necessary precautions will be taken to prevent suspect access to fire sources or flammable objects.

H. All arrested persons will be searched prior to entry into an interview room, and interview rooms shall be searched prior to each use. Arrested persons who are in custody shall not be left unattended.

I. The subject being interviewed will be allowed access to a restroom and to water, and will be allowed 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.

J. Officers do not need to secure their weapons when conducting interviews or interrogations in either of the first floor lobby interview rooms.

K. All officers will be trained in proper suspect handling procedures pertaining to the use of investigative interview rooms.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 43.2

SUBJECT: HIGH TECHNOLOGY CRIME UNIT EFFECTIVE DATE: 2/01/13
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

43.2.1 BACKGROUND
43.2.2 PROCEDURES
43.2.3 CASES INVOLVING CHILD PORNOGRAPHY

PURPOSE:

The Champaign Police Department is committed to serving all segments of the public in the highest possible capacity. To accomplish that mission, specialized training has been provided in the areas of digital evidence and online investigations for the investigation of crimes that are high-tech in nature. This policy will provide guidelines regarding the investigation, seizure, and subsequent analysis of digital evidence.

DEFINITIONS:

Chain of Evidence: The continuity of custody of materials and other items collected as evidence.

Computer Equipment: The physical components of a computer system. Also referred to as hardware.

Software: Programs that have been or can be installed in a computer.

Storage Media: Digital storage devices that include but may not be limited to computer diskettes, flash memory cards, Universal Serial Bus (USB) thumb drives, compact disks (CD/DVD), and hard disk drives used to store data.

High Technology Crime Unit (HTCU): A specialized unit consisting of officers designated by Investigations supervisors who are trained to investigate crimes involving the use of the Internet and/or digital devices.

POLICY:

43.2.1 BACKGROUND

A. The Champaign Police Department recognizes that digital evidence may present itself in many forms. Various crimes are committed with electronic devices such as computers, cell phones, gaming systems, tablet readers, and media centers. It shall be the policy of the Champaign Police Department to proactively investigate and prosecute computer and other high-tech related crimes.

43.2.2 PROCEDURES

A. In light of the inherently fragile nature of computer data, it is imperative that proper care be afforded to electronic storage media, during both seizure and analysis. Improper attempts to view computer data will result in alterations to the data, thereby potentially corrupting evidentiary material. The integrity of the computer system and/or data is preserved through the use of personnel who have been specifically trained to perform computer seizures and subsequent analysis.

1. When officers become aware or suspect that computer equipment, storage media, software, or other device capable of storing data in an electronic format may contain evidence of criminal activity, they shall:

   a. Immediately take the action(s) necessary to prevent the removal or alteration of such evidence.

   b. Prevent the removal, shut down, or start-up of computer equipment.

   c. Prevent the computer equipment from connecting to or disconnecting from a power source, telephone line, or other computer or peripheral equipment.

   d. Prevent the removal, destruction, or alteration of computer storage media and software.

   e. Protect the computer equipment, storage media, software, or other device capable of storing data in an electronic format free from magnetic fields and strong radio frequency signals such as those that may be found in the trunks of vehicles with trunk mounted radio equipment.

   f. Make proper notifications to command staff in cases involving serious felonies and/or child abduction.

2. Search of computer equipment, storage media, software, and other devices capable of storing data in electronic format.

   a. Computer equipment, storage media, software or other devices capable of storing data in an electronic format cannot be searched without a search warrant or the consent of the owner.

   b. The search of computer equipment, storage media, software, or other devices capable of storing data in an electronic format will be

conducted only by a person specifically trained in computer forensics. This computer forensic training will be of a type and from a source authorized by an Investigations Division supervisor.

B. The HTCU may also conduct forensic analysis of computer systems, networked computer systems, electronic recording and storage devices, and electronic storage media seized by outside agencies where the offense committed affects the citizens of the County of Champaign or when otherwise authorized by the Chief of Police.

C. Due to the type of work that is conducted in the HTCU, it is imperative that physical security be maintained in and around the lab facility. Personnel in the lab are involved in the investigation of criminal activity and handle the processing of original evidence involved in criminal cases. Therefore, it is necessary to restrict areas to HTCU personnel only unless escorted by HTCU personnel. The lab will be considered a restricted access area. A sign-in log shall be maintained to document the entry of any non-HTCU member into the secure computer forensics lab.

D. Due to the length of time that may be required for a Computer Forensic Examiner to image and examine digital evidence, it is inevitable that evidence will be left in the secure computer forensic laboratory while it is actively being worked on. The computer forensic laboratory is a secured and restricted area, with very limited access. Only members of the HTCU and the Investigations Commander have access to this area. Evidence may be stored in the lab on a temporary basis until it is no longer needed. However, as soon as the original evidence is no longer needed, it shall either be signed back into the Evidence Room or, when appropriate, released. All original evidence and hardware will be maintained in the Evidence Room for storage.

E. All forensic images created during the examination of digital evidence will be maintained in the secure computer forensic laboratory in a locked evidence storage area if saved onto DVD's, CD's, or other media. If the forensic images are too large to be placed on media it will be stored on external hard drives or the network attached storage within the secure computer forensic laboratory.

F. The Computer Forensic Examiner (CFE) shall produce a report detailing the work done in each case. This report may be different than a standard Champaign Police Department Report, and can be written in a format chosen by the Forensic Computer Examiner. At the conclusion of forensic examinations the examiner will provide the original case agent with the report and copies of digital images recovered. This information may be provided to the case agent via printed casebook or CD/DVD. Further restriction of case materials may occur in cases involving child pornography in accordance with 720 ILCS 5/11-20.1.

43.3.3 CASES INVOLVING CHILD PORNOGRAPHY

A. During Champaign Police Department investigations where images possibly depicting Child Pornography are discovered, employees shall take the following steps to ensure that there is no accidental distribution or unnecessary reproduction of the images.

1. The HTCU will maintain the original evidence as required by Champaign Police Department policy. Upon completion of the examination, the original evidence will be securely stored within the secure computer forensic laboratory.

2. If the images of child pornography are needed for court or grand jury, the HTCU will only supply investigators with the number of images necessary to obtain the desired outcome in the proceeding. If the images are printed, they will be sealed in an envelope with evidence tape, clearly marked as child pornography, and signed out.

3. If the HTCU Supervisor deems it appropriate, images of child pornography may be electronically duplicated for the purposes of sending them to the National Center for Missing and Exploited Children, the FBI Innocent Images program, the Department of Homeland Security, and/or Immigration and Customs Enforcement.

4. Any law enforcement representative, investigator, or prosecuting attorney that is provided with copies of child pornography for prosecutorial purposes is responsible for the destruction of such images at the conclusion of prosecution. Proper destruction shall include shredding printed images and/or destroying CD/DVD copies.

5. Upon request from the prosecuting attorney, HTCU personnel will produce a forensic image of digital evidence containing suspected child pornography for review by a defense attorney or defense expert. The exam shall take place at the Champaign Police Department in the presence of HTCU personnel. At no time will suspects be allowed access into the Champaign Police Department secure computer forensic laboratory during the review of derivative evidence containing suspect child pornography.

B. If the HTCU searches a computer system and/or any electronic media that contains suspected child pornography for an outside agency, the HTCU will adhere to the following requirements:

1. The HTCU will retain a copy of the case file, images, and archives. The material will be stored in the secured areas of the secure computer forensic laboratory.

2. The examiner will return the original computer and original storage media to the outside agency for safekeeping. The outside agency will be responsible for maintaining the integrity of the original evidence once it is returned to them.

3. The HTCU will provide to the submitting agency or investigator a case report that includes the suspected child pornography files in electronic format.

4. If the HTCU Supervisor deems it appropriate, images of child pornography may be electronically duplicated for the purposes of sending them to the National Center for Missing and Exploited Children, the FBI Innocent Images program, the Department of Homeland Security, and/or Immigration and Customs Enforcement.

5. The HTCU may prepare presentations and other material for court room testimony as needed. The HTCU shall maintain custody of any presentations that contain suspected child pornography files until the conclusion of trial and/or other proceedings. Once the case is adjudicated and evidence is allowed to be destroyed per the prosecutor, all presentations containing child pornography will be properly destroyed.

ISSUING AUTHORITY

Anthony Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 44.1

SUBJECT: JUVENILE OPERATIONS - ADMINISTRATION EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.03.01

INDEX AS:

44.1.1 JUVENILE OPERATIONS FUNCTION
44.1.2 INPUT FROM JUVENILE JUSTICE SYSTEM
44.1.3 ANNUAL EVALUATION OF YOUTH PROGRAMS

PURPOSE:

The purpose of this policy is to establish guidelines for juvenile operations and programs for the Champaign Police Department.

DEFINITIONS:

Juvenile Court Act: Title for Illinois Compiled Statutes (ILCS), Chapter 705.

POLICY:

44.1.1 JUVENILE OPERATIONS FUNCTION

A. The responsibility for designing and implementing programs to prevent delinquency and criminal behavior in youths is shared by all members of the Department and the community. In this regard, the Department's Juvenile Operations function shall include, but not be limited to:

1. Complying with the Illinois Juvenile Court Act.

2. Ensuring that the constitutional rights of minors are never abridged. Juveniles have the same constitutional rights as adults, including rules of evidence for court processing.

3. Locating and returning runaway juveniles.

4. Diverting juvenile offenders away from the juvenile justice system and adjusting cases at the Department level.

5. Maintaining liaison with schools, social service agencies, and other organizations which provide services for local youth.

6. Coordinating and preparing court cases in which a juvenile offender is involved.

7. Designing and implementing programs intended to prevent and control delinquent behavior by juveniles.

8. Referring juveniles to other criminal justice agencies, public social service agencies, or private social service agencies when appropriate.

B. All sworn officers of the Champaign Police Department shall have a basic knowledge of the philosophy and procedures of the Illinois Juvenile Court Act and a working knowledge of Department directives and policies.

1. Officers are expected to use this knowledge to arbitrate minor matters involving juveniles and to know when to involve a juvenile officer in a more serious matter. It is anticipated that these actions will promote the safety and education of juveniles, their families, and the community.

C. The Department maintains a formally organized juvenile component within the Investigations Division. Each Detective and School Resource Officer (SRO) assigned to the Division has been certified as a juvenile officer and has been specially trained for carrying out the duties of the function as defined in 705 ILCS 405/1-105 in the Illinois Juvenile Court Act. Juvenile officers provide services which not only promote crime prevention through delinquency control, but also other services which furnish care, protection, and understanding to the youth of the community. The specialized functions performed by juvenile officers include, but are not limited to:

1. Investigating criminal offenses committed by youths and/or against youths.

2. Investigating allegations of child abuse, neglect, and dependency.

3. Investigating cases where minors require authoritative intervention.

4. Assisting patrol officers with juvenile-related matters as necessary or needed.

5. Maintaining liaison with area schools, social service agencies, juvenile courts, probation departments, community service organizations, other law enforcement agencies, and related groups interested in youth matters and concerns.

44.1.2 INPUT FROM JUVENILE JUSTICE SYSTEM

A. The Champaign Police Department encourages input from other entities of the juvenile justice system in the development of policies, procedures, and programs related to juvenile matters. Juvenile officers will maintain ongoing relationships with and seek such input from other youth service agencies including, but not limited to:

1. The Regional Planning Commission.

2. Champaign County Juvenile Courts.

3. The Champaign County State's Attorney's Office.

4. The Champaign County Juvenile Probation Department.

5. The Illinois Department of Child and Family Services (DCFS).

6. The Champaign County Youth Detention Center (YDC).

7. The Champaign County Child Advocacy Center (CAC).

8. The Illinois Juvenile Officer's Association.

9. The National Association for School Resource Officers.

B. Input from various agencies is requested prior to formulation of any new programs or policies and when needed in the revision of existing programs and policies.

44.1.3 ANNUAL EVALUATION OF YOUTH PROGRAMS

A. At least once per year, all members of the Investigations Division shall meet with the Deputy Chief of Operational Support for the purpose of evaluating all juvenile enforcement and prevention programs. Following such a review, the Deputy Chief of Operational Support shall submit a written report to the Chief of Police with recommendations for enhancement, modification, or elimination of juvenile programs used by the Investigations Division.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 44.2

SUBJECT: JUVENILE OPERATIONS | EFFECTIVE DATE: 10/01/09
REVISED DATE: 08/12/14

REFERENCE ILEAP: OPR.03.02
OPR.03.03
OPR.03.04

INDEX AS:

44.2.1 JUVENILE OFFENDERS - ALTERNATIVES
44.2.2 PROCEDURES FOR TAKING JUVENILES AND DELINQUENT MINORS INTO CUSTODY
44.2.3 CUSTODIAL INTERROGATION OF JUVENILES AND DELINQUENT MINORS
44.2.4 SCHOOL LIAISON PROGRAM
44.2.5 COMMUNITY BASED YOUTH PROGRAMS

PURPOSE:

The purpose of this policy is to establish guidelines for the handling of incidents involving juveniles and/or delinquent minors.

DEFINITIONS:

Delinquent Minor: Any minor who, prior to his eighteenth (18th) birthday, has violated or attempted to violate, regardless of where the act occurred, any Federal law, State law, or municipal ordinance.

Juvenile: Any minor who has not yet reached his (18th) birthday.

Minor: As defined in the 705 ILCS 405/5-105, a person who is under 21 years of age and subject to the Juvenile Court Act.

Minor Requiring Authoritative Intervention: Any minor who is under 18 years of age and absent from home or out of the control of his parents and/or guardian as described in 705 ILCS 405/3-3.

Status Offense: An act that is a violation of Federal law, State law, or municipal ordinance only because of the age of the offender (i.e. a curfew violation or the purchase, possession, or consumption of alcohol, etc.).

POLICY:

44.2.1 JUVENILE OFFENDERS - ALTERNATIVES

A. In furtherance of the Department's objective of protecting both public safety and individual liberty, police officers are encouraged to use the least coercive enforcement action of the reasonable alternatives available in properly executing their law enforcement responsibilities. These alternatives include:

1. An informal resolution, such as a verbal warning, notification of parent(s), and release with no further action.

2. Traffic offenses are exempted from the jurisdiction of juvenile courts and a Uniform traffic citation may be issued for a violation of the Illinois Vehicle Code or similar municipal ordinance.

   a. When the traffic citation is issued bond must be posted as it would with an adult offender.

   b. "Juvenile" shall be written on the back of the court copy of the citation, and if the juvenile does not have a valid license then "Juvenile – No License" shall be written on the back of the court copy of the citation.

   c. A juvenile contact card must be completed only when the juvenile is taken into custody.

   d. An impaired or invalid driver shall not be allowed to drive.

3. Notices to Appear for tobacco violations may be routinely issued to delinquent minors who are fourteen (14) years of age or older, provided that they are not on probation.

   a. A juvenile contact card will be completed for any delinquent minor taken into custody.

4. Transport delinquent minor to the Youth Assessment Center.

   a. The Youth Assessment Center exists to provide screening and assessment services to troubled youth at the time of crisis.

   b. Any juvenile that does not meet the threshold for detention at the Youth Detention Center shall be taken to the Youth Assessment Center to start the station adjustment process.

   c. An officer may exercise discretion with regard to the manner in which a juvenile is transported to the Youth Assessment Center (by squad or cooperating parent).

   d. A referral will be made when the Youth Assessment Center is not open for business.

5. When the Youth Assessment Center is not open it may be appropriate to release a delinquent minor to a parent, guardian, adult relative, or other responsible adult. When it is determined that a delinquent minor is going to be released, the following procedure is to be followed:

   a. Make immediate reasonable attempts to reach the delinquent minor's parent(s) or guardian.

b. Release the delinquent minor to a parent or guardian or, in the event that they cannot be reached, an adult relative or associated adult.

c. Release to an adult relative or associated adult is appropriate only when it has been determined that the adult's criminal history does not show a history of family or violent offenses. Also, DCFS shall be contacted (1-800-252-2873) to ensure that the adult does not have a negative history with DCFS.

d. If a parent, guardian, adult relative, or responsible adult cannot be located, the following options are available:

1) Roundhouse.

2) Catholic Charities.

3) A similar facility.

In each case the juvenile shall be issued a referral to the Youth Assessment Center and a copy of the police report shall be faxed to the Youth Assessment Center.

6. A juvenile who has committed a delinquent act may be transported to the Youth Detention Center or referred to Juvenile Court when at least one of the following criteria have been met:

a. The act would be a felony if committed by an adult.

b. The delinquent act involved the use of a weapon.

c. The delinquent act was gang-related.

d. The delinquent act involved physical violence.

e. The juvenile who committed the delinquent act is on probation or under the supervision of a juvenile court.

f. The juvenile has repeatedly committed delinquent acts within a twelve-month period.

g. The juvenile refuses to participate in a selected diversion program.

h. It is apparent that parental supervision is lacking, and the lack of supervision is contributing to delinquent behavior.

Before a juvenile is transported to the Youth Detention Center, a supervisor or juvenile officer shall be consulted and the Center's staff should be advised that the juvenile is being transported there.

When a juvenile is transported to the Youth Detention Center, a supervisor shall also make a copy of the report and forward it to the State's Attorney's office.

B. Before an alternative is chosen by the officer or juvenile officer, the following factors should be considered:

1. The nature and seriousness of the alleged offense and whether screening at the Youth Assessment Center may be more appropriate.

2. The history and current situation of the juvenile, including previous police contacts, pending court cases, and probation status.

3. The likelihood of the minor fleeing the jurisdiction of the court.

4. The safety and/or welfare of the minor and/or the general public.

C. Juvenile officers follow disposition guidelines established within the Investigations Division that provide for the fair and consistent disposition of juvenile delinquency cases and status offenses. These dispositions include:

1. Verbal warning/parent to handle.

2. Referral to the Youth Assessment Center.

3. Issuance of a Notice to Appear for a violation of municipal ordinance. (Whenever a Notice to Appear is issued, a copy should be sent to the juvenile's parent or guardian).

4. Referral to traffic court with citation.

5. Referral to the Juvenile Probation Department.

6. Referral to Juvenile Court.

44.2.2 PROCEDURES FOR TAKING JUVENILES AND DELINQUENT MINORS INTO CUSTODY

A. The Department has established procedures to be used when taking a juvenile or delinquent minor into custody for either non-criminal behavior or delinquent conduct.

1. There is statutory authority for peace officers to take custody of certain minors under specific circumstances. Such custody is not an arrest. Only reasonable and necessary force may be used to protect the officer and/or take custody of the minor. If the person to be taken into custody or another physically resists or obstructs the officer's attempts to take authorized custody, that person may be arrested for resisting or obstructing a peace officer.

2. 705 ILCS 405/3-7; 405/4-4; 405/5-401, authorizes a peace officer to take warrantless temporary custody of a minor if the minor is found in a public place and in need of medical attention <u>or</u> the officer has established probable cause to believe that the minor is:

a. Delinquent;

b. Addicted;

c. Requiring authoritative intervention;

d. Neglected;

e. Dependent; or

f. An escaped ward of the court.

Temporary custody is not the equivalent of an arrest.

3. An officer who either takes a minor into temporary custody or takes custody of a minor for a delinquent act shall:

a. Make immediate reasonable attempts to notify the minor's parents or legal guardian of the minor's custody and location.

b. Check the probation status of the minor by calling the Youth Detention Center.

c. Whenever possible, release the minor to the Youth Assessment Center.

d. When appropriate, release the minor to a parent or guardian.

When a minor is released, it shall be in accordance with the procedures outlined under 44.2.1 of this policy.

If the decision has been made not to release the minor, the minor must be taken without un-necessary delay to the Youth Detention Center. The decision to transport a juvenile to the Youth Detention Center shall be made only by an on-duty supervisor or juvenile officer.

4. 705 ILCS 405/3-4 provides peace officers with the authority to take a minor into limited custody (<u>not to exceed 6 hours</u>) without a warrant for being:

a. Absent from home without consent of the parent or guardian; or

b. Beyond the control of the minor's parent or guardian in circumstances which constitute a substantial or immediate danger to the minor's physical safety.

5. An officer taking a minor into limited custody must immediately inform the minor of the reason for custody and make prompt, reasonable attempts to notify the parent(s) or guardian(s) of the custody and location of the minor.

a. If the minor consents, the minor should be referred to the Youth Assessment Center and released to a parent or guardian.

b. If the minor refuses to return home or logistical arrangements cannot be made, the minor should be taken to Roundhouse. If Roundhouse is unable to accept the minor, a person from their crisis intervention will respond and take custody of the minor.

c. The officer shall inform the minor and the person to whom the minor is released of the location of appropriate psychological, psychiatric, or social services if it is believed that the minor would benefit from them.

d. A juvenile or delinquent minor in limited custody will be kept under constant supervision. A juvenile or delinquent minor in limited custody may not be held in secure custody (placed in a locked room or handcuffed to a stationary object).

6. Juveniles and delinquent minors are more likely to be involved in criminal offenses or victimized when committing status offenses. Therefore, it is the policy of this department to take custody of any minor found to be violating curfew laws, violating liquor laws, and/or truant.

a. CURFEW LAWS - A minor found to be in violation of curfew laws shall be released to the Youth Assessment Center, a parent, guardian, Roundhouse, or Catholic Charities. First time offenders may be warned and released, though a juvenile contact card shall be completed. In the case of a second or third subsequent offense, a juvenile contact card will be completed and the juvenile shall be taken to the Youth Assessment Center. If the Youth Assessment Center is closed, the juvenile will be given a referral to the Youth Assessment Center and released to a parent, guardian, Roundhouse, or Catholic Charities.

2) LIQUOR LAWS - A minor found to be in violation of liquor laws shall be released to the Youth Assessment Center, a parent, guardian, Roundhouse, or Catholic Charities. An offense report and juvenile contact card will be completed and a juvenile appointment shall be set.

3) TRUANCY - A minor found to be truant shall be transported to the Youth Assessment Center. A juvenile contact card shall be completed on any juvenile or delinquent minor found to be truant, but an offense report is not required.

B. Arrest, Report, and Booking Procedures.

1. All rules of evidence, laws of arrest, and laws of search and seizure that apply to adults shall be followed when an officer investigates a criminal offense involving a delinquent minor or takes custody of a delinquent minor for commission of a delinquent act.

2. Whenever a delinquent minor is taken into custody, a juvenile contact card shall be completed and attached to the corresponding police report.

3. Every juvenile taken into custody for an act that would be a felony offense if committed by an adult will be photographed and fingerprinted.

a. A juvenile who is transported to the Youth Detention Center will be photographed and fingerprinted at the facility.

4. If a juvenile is detained at the Youth Detention Center, a shift supervisor shall provide copies of all relevant reports and the juvenile contact card to the State's Attorney's office prior to the juvenile's appearance in court.

5. When a juvenile commits or attempts to commit one of the following offenses, either the officer or a supervisor shall contact an Investigations Division Supervisor prior to any interview or interrogation:

   a. Homicide.

   b. Sexual Assault.

   c. Robbery.

   d. Kidnapping.

   e. Arson.

   f. Delivery of cannabis or a controlled substance.

6. A juvenile or delinquent minor charged only with a status offense shall not be booked or taken to the Youth Detention Center.

7. Detention of a delinquent minor begins when the delinquent minor enters a holding facility, is isolated in a closed room, or is placed in an interview room. Prior to the expiration of the time limits set forth below, the delinquent minor must be transferred to the Youth Detention Center or be released. The time limit runs continuously once secure detention begins, regardless of any interruption, interview, or processing. Transportation does not count as detention, nor does visual security in the field. Visual security consists of placing the delinquent minor under the constant visual observation of an officer without use of intervening barriers or restraints.

   a. A juvenile under 10 years of age cannot be detained at a holding facility.

   b. A juvenile who is at least 10 years of age but less than 12 years of age may be detained in a holding facility for up to six hours.

   c. A juvenile who is at least 12 years of age but less than 18 years of age can be detained in a holding facility for up to 12 hours, and for up to 24 hours when the detention is the result of the commission of a crime of violence. For these purposes, a "crime of violence" is defined as murder, voluntary manslaughter, criminal sexual assault, aggravated criminal assault, predatory criminal sexual assault, predatory criminal sexual assault of a child, armed robbery, arson, aggravated arson, kidnapping, aggravated robbery, or any other felony which involves the use or threat of physical force or violence against another individual.

   d. Only juveniles charged with the alleged commission of a delinquent offense or for whom a delinquency petition or warrant has been issued or filed may be detained in a holding area. This subsection does not refer to limited custody provisions of the MRAI article of the Juvenile Court Act.

   e. Juveniles under arrest shall be transported to the holding facility without unnecessary delay (unless in need of emergency medical attention).

C. The definition of delinquent minor shall not apply to any juvenile who has committed those offenses identified in 705 ILCS 405/5-130, which authorize prosecution under the criminal code. These charges, and all other charges arising out of the same incident, shall be prosecuted under the criminal code of 1961 {720 ILCS 5/1-1 et seq.} as an adult.

D. If the decision has been made not to release a minor, then the minor is to be transported to the Champaign County Youth Detention Center without un-necessary delay. The arresting officer shall ensure that an intake worker at the Youth Detention Center is notified that the juvenile is being transported.

E. Upon arrival at the Youth Detention Center, the arresting officer shall complete all paperwork related to the juvenile's intake at the facility.

F. The arresting officer shall also ensure that the juvenile's parent(s) or guardian(s) have been properly notified.

44.2.3 CUSTODIAL INTERROGATION OF DELINQUENT MINORS

A. The following guidelines are designed to assist officers in conducting custodial interviews/interrogations with delinquent minors. These guidelines are intended to protect the constitutional rights of the delinquent minors and the integrity of the interview/interrogation.

   1. Any officer assigned to investigate a crime involving a delinquent minor or juvenile victim has the right to question the delinquent minor or juvenile.

   2. The officer shall immediately make a reasonable attempt to notify a parent, the person legally responsible for the minor's care, or the person with whom the minor resides to inform them of the minor's custody, the reason for custody, and the location where the minor is being held. If notification cannot be made, the officer shall document any and all attempts to make such notification.

   3. Before any custodial questioning, the delinquent minor must be advised of his constitutional rights. The officer conducting the questioning must orally advise the delinquent minor of his rights and provide him with a written copy of his rights. A juvenile officer shall be present to ensure that the delinquent minor understands his rights. If willing, the delinquent minor shall sign the rights waiver. If the delinquent minor refuses

to sign the rights waiver, that refusal shall be indicated on the rights waiver and witnessed.

4. If the delinquent minor indicates that he does not wish to answer any questions the interview shall be terminated.

5. A parent or guardian may be present during the questioning of the delinquent minor by request of either party.

6. The delinquent minor must be afforded the opportunity to confer with an adult both prior to and during any custodial interview/interrogation. A parent or guardian shall not be prevented from visitation with a delinquent minor in custody.

7. A juvenile <u>under the age of 13</u> who commits a homicide or sex crime must be represented by counsel during the entire custodial interview/interrogation. Any in-custody interview/interrogation of a minor suspected of committing a homicide will be audio/video recorded.

8. A juvenile officer shall be present during the questioning of juveniles in custody as well as when written statements are made.

9. No more than two officers shall be present in the room during the interview/interrogation of a delinquent minor.

10. Delinquent minors will not be questioned for more than 4 hours without the authorization of the State's Attorney's Office.

B. A minor may be taken to a county jail or municipal lock-up for the purposes of appearing in a physical (in-person) line-up only under the direct and constant supervision of a juvenile officer (705 ILCS 405/5-410 2a(f)). During the time that the line-up is being conducted sight and sound provisions shall not apply.

C. A minor may submit to a polygraph examination, however both the minor and his parent or guardian must grant written consent prior to the test being administered. Only the Chief of Police or a Deputy Chief of Police may authorize such tests.

44.2.4 SCHOOL LIAISON PROGRAM

A. A written directive regarding the School Resource Officer program is found in Policy 44.4.

44.2.5 COMMUNITY BASED YOUTH PROGRAMS

A. The Department supports the philosophy of positive interaction between area youth and Department members.

B. Members of the department, both sworn and no-sworn, volunteer to participate in various programs including, but not limited to the following:

1) The "Shop with a Cop" program, which is held annually and designed to provide gifts and clothing to children in need.

2) The "Youth Police Academy," which is a summer outreach program designed to provide area middle school and high school students with a clearer understanding of law enforcement through participation in a mock police academy.

3) "CODE 4," which is a comprehensive drug prevention and education program designed to help children recognize and resist social pressures relating to tobacco, alcohol, cannabis, and controlled substances.

4) The Champaign Police Department School Resource Officer (SRO) Program consists of five uniformed police officers who provide a constant presence in the two local high schools and the three junior high schools. The SROs are actively involved in dealing with law-related issues, delivering instruction in areas of law related to education, safety, bullying, and alcohol and drug prevention. The SRO is a visible, active law enforcement figure on campus that provides positive assistance when students are in need of individual intervention or assistance.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 44.4

SUBJECT: SCHOOL RESOURCE PROGRAMS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.03.04

REFERENCE: CALEA 44.2.4

INDEX AS:

44.4.1 SCHOOL RESOURCE OFFICER OBJECTIVES
44.4.2 DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICERS
44.4.3 JOB FUNCTIONS

PURPOSE:

The purpose of this policy is to establish the role of school resource officers and to outline their responsibilities, duties, and job functions.

POLICY:

44.4.1 SCHOOL RESOURCE OFFICER OBJECTIVES

A. The School Resource Officer (SRO) program has been developed to establish positive relationships between police, school administration, educators, social service agencies, parents, and students. The goal of this program is to maintain a safe, secure environment, free of violence and fear, which will allow the educational process to occur in a natural and uninhibited manner.

1. School Resource Officers shall be involved in the implementation of prevention programs that deter youth from involvement in criminal acts, alcohol use, drug use, and gang involvement.

2. School Resource Officers shall assist in the preparation of educational programs concerning legal issues, ethical issues, and the role of law enforcement that can be addressed in a classroom setting.

3. School Resource Officers shall offer individual counseling to students who are in need of crisis intervention, legal advice, or confidentiality in the reporting of crime(s). They shall also serve to assist students with personal problems and thus deter delinquent behavior.

4. School Resource Officers shall exemplify the law enforcement role in society by fostering relationships with students and school personnel based on mutual respect and trust. School Resource Officers are ambassadors of the Department and shall serve as a resource to students, their families, school staff, and the community at large.

44.4.2 DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICERS

A. School Resource Officers shall assist in protecting the school community from violations of the law including, but not limited to, theft, vandalism, loitering, trespassing, assault, drug and alcohol offenses, and gang activities. This will be accomplished by:

1. Initiating police reports and investigating all criminal matters reported to them during their tour of duty.

2. Documenting and investigating all other matters of importance to the safety of the school and community (e.g., potential violence, gang and drug activity, etc.).

3. Reporting truancy problems to school officials, remaining aware of patterns of delinquency, abuse, neglect, and other areas of concern, and acting as a resource.

4. Assisting the Department, school officials, and parents with locating missing and/or runaway youths.

5. Meeting regularly with the school deans, social workers, and psychologists to identify individuals or conditions that could result in delinquent behavior.

6. Maintaining an active involvement in the student assistance program and related prevention activities.

7. Attending large school functions that require police presence (e.g., sporting events, dances, etc.) as authorized by a supervisor.

8. Daily monitoring of problem areas within the school building and grounds.

44.4.3 JOB FUNCTIONS

A. School Resource Officers are employees of the City of Champaign on assignment to the school district for the school year. The Department has established full-time programs for both high schools and all three junior high schools.

1. Normal work hours shall be Monday through Friday, 8:00 a.m. to 4:00 p.m., unless otherwise approved by an Investigations Division Supervisor.

2. Assignments and hours during the summer months shall be at the discretion of the Investigations Division Commander.

3. The School Resource Officer positions are considered Special Duty Assignments as outlined in Article 2 of the Labor agreement.

4. Selection and assignment of School Resource Officers shall be made by the Chief of Police in compliance with Article 24 of the Labor agreement.

5. School Resource Officers shall wear the uniform of the day unless otherwise authorized by an Investigations Division supervisor.

6. School Resource Officers shall adhere to all Departmental policies, procedures and written directives.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 44.5

SUBJECT: ABANDONED NEWBORN INFANT PROTECTION EFFECTIVE DATE: 10/01/09
REVISED DATE: 01/06/10

REFERENCE ILEAP:

INDEX AS:

44.5.1 RELINQUISHED NEWBORNS
44.5.2 REPORTING REQUIREMENTS

PURPOSE:

The purpose of this policy is to establish procedures for the Department to follow in the event an infant is abandoned at the Champaign Police Department. The Department will act in accordance with 325 ILCS 2/1, Abandoned Newborn Infant Protection Act.

DEFINITIONS:

Newborn Infant: A child who a licensed physician reasonably believes to be 30 days old or less at the time the child is initially relinquished to a hospital, police station, fire station, or emergency medical facility, and who is not an abused or a neglected child.

Relinquish: To bring a newborn infant, who a licensed physician reasonably believes to 30 days old or less, to a hospital, police station, fire station, or emergency medical facility and to leave the infant with personnel of the facility, if the person leaving the infant does not express an intent to return for the infant or states that he or she will not return for the infant.

Temporary Protective Custody: The temporary placement of a newborn infant within a hospital or other medical facility out of the custody of the infant's parent.

POLICY:

44.5.1 RELINQUISHED NEWBORNS

A. All employees must accept a newborn infant brought to the police station for the purpose of relinquishing an infant in accordance with the provisions of the Abandoned Newborn Infant Protection Act.

B. An ambulance will immediately be called to transport the infant to a hospital for medical examination and a supervisor will be notified. The supervisor shall promptly notify the on-call supervisor from the Investigations Division.

C. Relinquishing a newborn infant does not, by itself, constitute a basis for a finding of abuse, neglect, or abandonment of the infant pursuant to the laws of this state nor does it, by itself, constitute a violation of the Criminal Code of 1961.

D. Neither a child protective investigation nor a criminal investigation may be initiated solely because a newborn infant is relinquished under the provisions of the Abandoned Newborn Infant Protection Act. An investigation may only be initiated when there is clear evidence of abuse or neglect.

E. If there is clear evidence of abuse or neglect, a criminal investigation may begin and the incident must be reported to the Illinois Department of Children and Family Services.

F. If there is no evidence of abuse or neglect of the relinquished newborn infant, the person relinquishing the newborn has the right to remain anonymous and to leave the police station at any time and not to be questioned, pursued, or followed.

G. Before the person relinquishing the newborn infant leaves the building, the employee accepting the infant shall attempt to solicit, voluntarily, the identity of the individual. The employee will also verbally inform the person that by relinquishing the child anonymously, he or she will have to petition the court if they desire to prevent the termination of their parental rights and regain custody of the child.

H. The employee will offer the person relinquishing the newborn infant an information packet supplied by the Department of Public Health containing application forms for the Illinois Adoption Registry and Medical Information Exchange, including the Medical Information Exchange Questionnaire and the web site address and toll-free phone number of the Illinois Adoption Registry, explaining that acceptance of the packet is voluntary. Information packets will be maintained at the front desk.

I. If the person wishes to provide their name and fill out the application provided in the Illinois Department of Public Health information packet, they may do so and request that the Department forward them to the Illinois Adoption Registry and Medical Information Exchange.

J. If the parent of the newborn infant returns to claim the infant within 72 hours after relinquishing the infant to the Department, the parent shall be informed of the name and location of the hospital to which the infant was transported.

44.5.2 REPORTING REQUIREMENTS

A. If there is no evidence of abuse or neglect of the relinquished newborn infant, a report of the incident will be written using UCR code 1755, CHILD ABANDONMENT. In addition, and in all cases, notification shall be made to the DCFS Hotline (1-800-55ABUSE) within 12 hours of accepting a relinquished newborn.

B. If there is clear evidence of abuse or neglect, a report of the incident will be written using the proper criminal offense UCR code for the appropriate criminal incident.

C. Employees acting in good faith in accordance with the Abandoned Newborn Infant Protection Act are immune from criminal or civil liability.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 44.6

SUBJECT: CHILD ABUSE AND NEGLECT INVESTIGATIONS EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

44.6.1 CHILD ABUSE AND NEGLECT

PURPOSE:

The purpose of this policy is to establish guidelines that provide for the effective investigation of all child abuse and neglect cases.

DEFINITIONS:

Abused Child: An abused child is a child under 18 years of age whose parent or any person responsible for the child's welfare or any individual residing in the child's home or a paramour of the child's parent who:

1. Inflicts or causes to be inflicted physical injury other than accidental, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.

2. Creates a substantial risk of physical injury, which would lead to those listed in number one above.

3. Commits or allows to be committed any sex offense against the child as defined by the criminal code.

4. Commits or allows to be committed any act of torture upon the child.

5. Inflicts excessive corporal punishment.

Neglected Child: Any child whose parent or other person responsible for the child's welfare does not provide the proper or necessary support, education as required by law, or medical or other remedial care necessary for the child's well being, including adequate clothing and shelter.

POLICY:

44.6.1 CHILD ABUSE AND NEGLECT

A. Any Champaign Police officer who, in their official capacity, has reasonable cause to believe a child may be an abused or neglected child shall immediately report such information to the Illinois Department of Children and Family Services (DCFS).

   1. This notification should be made by calling the DCFS toll free hotline 1-800-252-2873.

   2. An offense report shall also be completed.

B. If an officer has reason to believe the conditions or circumstances of the child are such that continuing in his place of residence or in the custody of the person responsible for the child's welfare presents an imminent danger to the child's life or health and there is not time to apply for a court order, the officer should take temporary protective custody of the child.

   1. If the child is placed in protective custody, the DCFS hotline and local DCFS office shall be notified immediately and the child transferred to them upon their response.

   2. If a case of abuse or neglect is present but there is some doubt as to the necessity of protective custody, a DCFS case worker and/or juvenile officer should be notified. The responding officer shall remain at the scene until the arrival of one of those persons.

C. Factors to be considered prior to taking a child into protective custody include:

   1. Could the child suffer physical or mental injury if left there?

   2. Is the child in need of immediate medical care?

   3. Do the parents refuse to obtain medical care?

   4. Do the child's age and/or physical or mental condition indicate an inability to protect themselves?

   5. Does evidence suggest that the child is being tortured?

   6. Does the physical environment of the home pose an immediate threat to the child?

   7. Does evidence show that parental anger or discomfort will be directed toward the child in the form of severe retaliation?

   8. Are the parents so out of touch with reality that they can not provide for the child's basic needs?

   9. Is there any history of the child being hidden from authorities?

   10. Is there a history of prior offenses or allegations of abuse or neglect?

   11. Is there any inappropriate resistance by the parent to an investigation of the child abuse complaint?

D. All cases of child abuse and/or neglect reported to the Champaign Police Department shall be promptly documented in an official police report and completely investigated. An offense report shall be completed even when there appears to be no basis for such complaint.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 45.1

SUBJECT: CRIME PREVENTION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.21.01
ADM.21.02

INDEX AS

45.1.1 CRIME PREVENTION PRIORITIES
45.1.2 LIAISON WITH CRIME PREVENTION GROUPS
45.1.3 COMMUNITY PLANNING POLICY INPUT

PURPOSE:

The purpose of this policy is to establish guidelines for the Department's commitment to crime prevention, to establish the crime prevention component, and to inform all employees that they play a role in the Department's overall crime prevention efforts.

POLICY:

45.1.1 CRIME PREVENTION PRIORITIES

A. The Department's crime prevention function shall be coordinated by the Assistant to the Chief for Community Services, whose responsibilities include:

   1. Planning and coordination of crime prevention programs, community education programs, school safety programs, and community relations efforts.

   2. Other responsibilities include sharing the latest crime prevention techniques with other employees of the Department, with the objective of encouraging them to have an impact on preventing crime in the community.

B. The Department is committed to crime prevention as a Department-wide philosophy, not just a specific program. All employees play a role in the Department's overall crime prevention efforts. Consequently, the success of Department's crime prevention strategies and tactics are dependent upon all employees working together in partnership with the community. Specific crime prevention programs, which are intended to reduce the incidence of criminal activity in the community, have been developed, implemented, and maintained by the Department and are periodically reviewed for effectiveness.

   1. The Department shall prioritize crime prevention programs based upon information provided in Department crime analysis bulletins, crime statistic updates, and citizen requests.

   2. The Department shall address community perceptions or misperceptions of crime through new or existing crime prevention programs, including ongoing programs to educate the public.

   3. Officers will receive training in current crime prevention theory and practices. The crime prevention function will be responsible for the following:

      a. Child safety education.

      b. Residential and business security education and evaluation.

      c. Workplace safety education.

      d. Bicycle safety and security education.

      e. Drug prevention education.

      f. Senior citizen safety and security education.

      g. Police community relations.

      h. Youth relations and mentoring programs.

45.1.2 LIAISON WITH CRIME PREVENTION GROUPS

A. The Department's crime prevention programs shall assist in the organization and operation of citizen or business groups who have, as one of their purposes, the goal of crime prevention.

B. District Commanders, supervisors, and officers shall maintain active roles in community interest groups and civic organizations with an emphasis on the positive exchange of information. Any Department employee who has special expertise or knowledge may be called upon to present a program to a community organization or group. Any employee who gives such a presentation will be responsible for notifying the Assistant to the Chief for Community Services, either in writing or by e-mail, of the presentation.

45.1.3 COMMUNITY PLANNING POLICY INPUT

A. Upon request from another City department, or at the direction of the Chief of Police, the Police Department will provide crime prevention perspectives regarding the development and/or revision of zoning policies, building codes, fire codes, and commercial and/or residential building permits. The crime prevention perspectives will focus on enhancement of security and the reduction of criminal opportunity through planning and design.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 45.2

SUBJECT: COMMUNITY INVOLVEMENT | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.20.01
ADM.20.02
ADM.21.01

INDEX AS

45.2.1 COMMUNITY INVOLVEMENT FUNCTION AND PLAN
45.2.2 COMMUNITY INVOLVEMENT REPORT
45.2.3 TRANSMITTING RELEVANT INFORMATION

PURPOSE:

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

POLICY:

45.2.1 COMMUNITY INVOLVEMENT FUNCTION AND PLAN

A. The Department is committed to the philosophy of community policing as a department-wide policy in which all employees play a role in developing partnerships with the community. 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 objectives, problems, and achievements 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 investigations, and conferences with supervisors.

8. Assisting with the establishment of community groups where they are needed.

B. Although all employees of the Department are responsible for promoting and maintaining favorable community involvement, the Department shall assign specialized personnel to promote community involvement in specific areas, including:

1. School Resource Officers.

2. Permanent District Officers.

3. Community Action Team Officers.

4. Public Information Officer.

C. Department employees shall receive periodic and ongoing training in community involvement and the problem-solving process.

45.2.2 COMMUNITY INVOLVEMENT REPORT

A. At least quarterly, the Deputy Chief of Operations shall complete a report detailing community involvement efforts and activities and forward it to the Chief of Police. 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.

45.2.3 TRANSMITTING RELEVANT INFORMATION

A. 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 and to the attention of the Deputy Chief of Operations for consideration in the development of the required report.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 45.3

SUBJECT: INTELLIGENCE LED POLICING | EFFECTIVE DATE: 2/22/11
REVISED DATE:

REFERENCE ILEAP:

INDEX AS

45.3.1 ROLES AND RESPONSIBILITIES
45.3.2 DOCUMENTATION
45.3.3 DAILY BRIEFING
45.3.4 COLLABORATIVE OPERATIONAL ANALYSIS AND RESPONSES
45.3.5 STATISTICAL TRACKING, ACCOUNTABILITY, AND ACCOUNTABILITY MONTHLY MEETING

PURPOSE:

The purpose of this policy is to ensure that problems occurring within the City are identified and addressed quickly and effectively. This policy also establishes roles and responsibilities and ensures accountability for addressing those problems.

DEFINITIONS:

Hot Product: A specific type of property targeted in the same or different types of crime.

Hot Spot: A specific location or small area where an unusual amount of criminal activity is committed by one or more offenders.

Hot Target: A type of place frequently victimized, but not necessarily located in the same area.

Immediate Problem: Isolated incidents that occur and are solved within days.

Long-Term Problem: Occurs over a period of several months, seasons, or years and stems from systematic opportunities created by everyday behavior and environment.

Short-Term Problem: Occurs over several days or weeks and requires a short-term response.

Intelligence Led Policing: A policing model that focuses on a future oriented and targeted approach to controlling crime. Data analysis and crime intelligence are used to guide proactive efforts to address specific criminal activity and solve problems.

Pattern: Two or more crimes related by victim, offender, location, or property which occur over a short period of time.

Problem: The word “problem” is used in its most general sense. A problem could be a crime problem, a quality of life issue, a traffic problem, a habitual offender, etc.

Series: A run of similar crimes committed by the same individual(s) against one or various victims or targets.

Spree: A pattern characterized by a high frequency of criminal activity to the extent that it appears almost continuous and seems to involve the same offender(s), usually over a short period of time with no “cooling off” period.

POLICY:

45.3.1 ROLES AND RESPONSIBILITIES

A. Chief and Deputy Chiefs.

1. Remain abreast of problems and problem areas within the City.

2. Ensure, to the extent possible, that District Commanders have the resources necessary to address problems.

3. Hold subordinate command officers accountable for results.

4. Attend all Staff and Command meetings, explain concerns, and answer questions.

B. District Lieutenants.

1. Have the ultimate responsibility for the strategy employed to address District problems and are accountable for the results.

2. Can delegate work, but cannot delegate the responsibility.

3. Have responsibilities with regard to City-wide problems and should be heavily involved in managing City-wide problems.

4. Attend all Staff and Command meetings to explain actions taken and results.

C. Patrol Sergeants.

1. Must be aware of problems occurring in the district(s) and engaged in resolving those problems.
2. Must ensure that patrol officers are aware of District problems and are working in a coordinated manner to address those problems.
3. Should attend all Command meetings to explain the actions they have taken when appropriate.

D. Patrol Officers.

1. Patrol personnel are the most fundamental problem solving resource. It is imperative that they be engaged in this process.

2. Must be aware of problems in their patrol district and be engaged in resolving those problems.

3. Be aggressive in dealing with those problems in concert with other department resources.
4. May be invited to command meeting to explain the actions they have taken to give them exposure and recognition.

E. Community Action Team.

1. Are not primarily responsible for coordinating the response to problems, except when they designated as the primary resource.

2. They are but one resource among many and should only be utilized to solve larger, City-wide problems.

F. Investigation Division.

1. Are responsible for and shall be held accountable for providing information and support to identified problems.

2. Will coordinate/collaborate with Patrol Division/Support Services to resolve identified problems.

G. Crime Analyst.

1. Help develop repeat incident scanning process.

2. Conduct pattern analysis.

3. Assist with problem type identification and analysis.

4. Assist with compound problem analysis.

5. Assist with semi-annual analysis.

45.3.2 DOCUMENTATION

A. Written action plans shall be required for all problems that extend beyond a short duration. For example, a hot spot bulletin that is updated several times should have a written action plan drafted since the initial efforts to solve the problem have been unsuccessful.

B. Activity directed at problem solving must be documented. For district officers, this should be daily. (It is recognized that patrol officers have many demands on their time. The intent here is to use the time that is available in a productive manner.)

45.3.3 DAILY BRIEFING

A. As appropriate, discuss bulletins requiring immediate attention due to severity in terms of the number of offenses, type of offense, or the on-going nature (such as bulletins that have had follow-up bulletins issued).

B. During these discussions, it is not necessary to summarize the information already contained in the bulletin, only the action taken in response to it.

45.3.4 COLLABORATIVE OPERATIONAL ANALYSIS AND RESPONSES

A. During these collaborative meetings, problem analysis, strategy development, and resource coordination takes place.

B. These are weekly command meetings, thus District Commanders need to conduct the meeting with staff support and input, not vice versa.

C. One District Commander will be given responsibility for chairing the meetings on a rotating basis.

45.3.5 STATISTICAL TRACKING, ACCOUNTABILITY, AND RESPONSE MONTHLY MEETING

A. Command meetings all information covered will be the period from meeting to meeting, not calendar month.

B. Cases of Interest (Investigations, C.A.T., Narcotics).

1. Investigations Commander (or designee) will make presentations on significant cases of interest and those requiring follow up.

2. Ensure carry over from one agenda to another (some cases may need to be discussed several months until resolved).

C. Crime bulletins (District Commander or designee).

1. Hot spot, Hot target, and Hot product bulletins dating from the last command meeting and any ongoing problems from prior months will be discussed.

2. Discussion about specific strategy employed and RESULTS! Successful strategies should be highlighted.

D. Repeat Call for Service, Locations/Problem Locations (District Commanders or designee).

1. Includes locations where there are repeat calls (new or chronic) and locations where a problem of some type has been identified. Problem locations are those that have been an issue for six months or more, or present a seasonal problem.

2. Discuss the strategy employed to resolve the problems and results.

E. Traffic Issues (Traffic Sergeants).

1. Identification of high accident locations, strategies to mitigate and results.

2. Discussions of community complaints, response, results.

3. Tactical versus strategic problems. Tactical problems are those that can be resolved with police action. Strategic may require long-term engineering solutions.

F. Community Problems (District Commanders).

1. Significant problems, issues (crime, quality of life, etc.)

2. Identification, strategy, results.

G. Repeat/Habitual Offenders (Investigations, C.A.T., Narcotics, District Commanders).

1. Identification, focus of enforcement efforts.

F. Crime Trend Analysis (Crime Analysts).

1. Crime analyst will make presentations of six month patter analysis for overall trends and percent of change.

2. Chronic pattern identification, focusing on most common serious crimes that occur in the city (developed by command staff).

3. Analysts will issue bulletins for chronic patterns when appropriate

G. Intelligence Briefing (Crime Analyst, SRO, Narcotics, C.A.T.).

1. The focus shall be gang intelligence, but will expand as resources permit, to include other organized crime activities, homeland security issues, etc.

2. Gang intelligence shall include geographic base, numbers, criminal activity, etc.

3. Analysis will be provided of the impact gangs are having on crime within the city, in particular active crime bulletins/problems.

H. Every item listed may not require a presentation each month.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 45.4

SUBJECT: RIDE-ALONG PROGRAM | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA:

INDEX AS:

45.4.1 PROGRAM COORDINATION
45.4.2 PARTICIPATION GUIDELINES
45.4.3 PARTICIPANT CATEGORIES
45.4.4 SUPERVISION

PURPOSE:

The Champaign Police Department has a long-standing commitment to the development and improvement of positive police-community relations. A positive relationship between this Department and the citizens of our service community is necessary to promote a climate of understanding and support for the delivery of law enforcement services.

It shall be the policy of the Champaign Police Department to encourage citizens to participate in the Ride-Along Program. The Ride-Along Program affords citizens an opportunity to ride with an officer in the Patrol Section of the Operations Division while the officer is engaged in routine patrol activities. This program is not intended for citizens to engage in actual police activities.

POLICY:

45.4.1 PROGRAM COORDINATION

A. The Operations Division Chief, or his designee, shall coordinate the Ride-Along Program.

B. Applicants for the Citizen Ride-Along Program must complete the request to ride-along, waiver and release form at least one week prior to the date the applicant desires to ride.

C. Participants must have valid photo identification with them when they report for their scheduled ride-along.

D. A criminal history check shall be conducted on all persons requesting participation in the Ride-Along Program. Individuals who have been arrested for any felony shall be denied participation. Individuals with a record of arrest for non-traffic misdemeanors or ordinance violation offenses may be denied participation at the discretion of the Deputy Chief of Operations.

E. The executed Release and Waiver of Liability Forms shall be maintained in the Chief of Police's administrative files.

45.4.2 PARTICIPATION GUIDELINES

A. Each participant in the Ride-Along Program must complete a Ride Along Waiver prior to a ride-along and view the Ride-Along DVD. The Release and Waiver of Liability Form shall be of a design and content approved by the City Attorney.

B. The minimum age for participants in the Ride-Along Program shall be sixteen years. Persons under eighteen years of age shall have a parent or legal guardian jointly execute the Release and Waiver of Liability Form. (Ride Along Release - Juvenile).

C. Participants in the Ride-Along Program are expected to be neat and clean in appearance. Sweat clothes, shorts, etc. are not appropriate attire and shall not be permitted.

D. All participants authorized for the Champaign Police Department's Ride-Along Program shall wear identification. Participants shall be issued ID cards marked "Ride-Along" that must be worn on their outermost garment during the duration of the ride-along, including when accompanying an officer outside the squad. Champaign Police Department personnel may wear their department-issued photo ID in lieu of the "Ride-Along" ID.

E. The rider shall be instructed to follow the directions of the officer during the ride-along. Officers will inform their ride-alongs of the behavior expected prior to the ride-along. Ride-alongs will be advised that they may be listed as a witness in police reports relating to incidents that they have directly observed.

F. Officers will also advise participants that failure to comply with reasonable directions or injecting themselves into a situation improperly will result in termination of the ride-along.

G. Ride-alongs are not authorized to operate any Champaign Police Department equipment, unless an officer's safety is at risk or they are so directed by a Champaign Police Officer.

H. No tape recordings, cameras, or similar devices are allowed without prior written approval from the Chief of Police or the Deputy Chief of Operations.

I. An officer's involvement with the Ride-Along Program is voluntary, but an officer who has taken friends as riders can reasonably be regarded as volunteering to take others.

J. An officer may request to decline participation in the Ride-Along Program for reasonable cause. Reasonable causes include those situations which may result in embarrassment to the participant, the officer, or the Department. Final decisions on all assignments are the responsibility of the commanding officer.

45.4.3 PARTICIPANT CATEGORIES

A. Civilians.

1. Citizens accepted to the Ride-Along Program will be limited to one four hour period every six months.

2. Champaign Police Department interns are authorized to ride-along as many times as the Internship Program Coordinator deems necessary to complete their internship programs.

3. Champaign Police Department civilian personnel are authorized to ride-along as many times as may be required to complete departmental business. If riding for reasons other than departmental business, civilian police personnel are limited to two times per year.

4. City officials, other City employees, and civilians from other criminal justice agencies are allowed to ride-along as many times as deemed appropriate by the Chief of Police or his designee.

5. Media representatives are allowed to ride-along as many times as deemed appropriate by the Chief of Police or his designee.

6. Civilian ride-along guests, including media representatives, are advised that they do not have authority to enter a private residence without the knowing consent of a person with legitimate expectations of privacy at that residence. (See case Wilson v. Layne, 119 S.Ct. 1962 [1999])

B. Sworn Police Personnel.

1. Sworn police officers are authorized to ride-along as many times as necessary to complete police-related business.

2. Sworn police officers riding-along for other than police-related business are limited to twice per year.

C. Exceptions

1. The Chief of Police or the Deputy Chief of Operations may make exceptions to the above restrictions for the purpose of accommodating special situations or requests.

45.4.4 SUPERVISION

A. Supervisors shall determine to which officer the Ride-Along Program participant is assigned.

B. A ride-along may be terminated at any time for persons who act in an unsafe, disorderly, irrational, or dangerous manner, fail to obey instructions, distract an officer from his/her duties, or at the discretion of the shift supervisor.

C. The officer who is assigned a rider shall take all reasonable steps to ensure the rider is not placed in harm's way.

D. The rider may be dropped off at a safe location when an officer is responding to a highly dangerous situation. The officer should use his best judgment in determining whether it is safer to drop a rider off at a particular location or otherwise keep the rider with the officer and in the vehicle during the call.

E. The officer should never be involved in any pursuits when carrying a Ride-Along Program participant.

F. In the event a situation occurs which may result in future litigation involving a rider, i.e. emotional distress, physical altercation, etc., the officer assigned the rider shall prepare a written report documenting the incident in detail.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT
POLICY and PROCEDURE

POLICY NUMBER: 46.1

SUBJECT: CRITICAL INCIDENTS

EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.04.01
OPR.04.02

INDEX AS:

46.1.1 CRITICAL INCIDENT PLANNING RESPONSIBILITY
46.1.2 INCIDENT COMMAND SYSTEM
46.1.3 COMMAND PROTOCOL
46.1.4 OPERATIONS
46.1.5 PLANNING PROTOCOL
46.1.6 LOGISTICS SUPPORT
46.1.7 FINANCE/ADMINISTRATION
46.1.8 EQUIPMENT OPERATIONAL READINESS
46.1.9 INCIDENT COMMAND TRAINING

PURPOSE:

The purpose of this policy is to establish guidelines to provide for the effective management of personnel and resources during emergency incidents, thereby enhancing the safety and welfare of both emergency workers and the community.

POLICY:

The Champaign Police Department has adopted the National Incident Management System (NIMS) for the control and coordination of critical incidents. It is the policy of the Champaign Police Department that the Incident Command System shall be established at the scene of every emergency incident meeting the criteria described in this Policy.

DEFINITIONS:

Action Plan: Includes general objectives which reflect the overall incident strategy and specifies the activities to be completed during the next operational period. Action plans may take the form of verbal instructions from the incident commander during the initial stages of an incident, but they should be developed in written form upon stabilization of a scene or incident.

Critical Incident: A natural or man-made occurrence or event which requires an emergency response for the protection of life and/or property. Critical incidents include major disasters, emergencies, terrorist attacks, terrorist threats, floods, hazardous materials spills, nuclear accidents, aircraft accidents, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response, such as a major planned event or a significant law enforcement incidents.

Emergency Operations Center: The Emergency Operations Center (EOC) serves as a control point to coordinate operations in the event of a major emergency or disaster. The EOC is staffed by the City Manager, Department heads, and support staff. Generally, the EOC makes policy-level decisions, coordinates the allocation of resources, and provides broad direction to the response.

Finance Function: The Finance Officer is responsible for on-site financial management, including monitoring costs, procuring special equipment, contracting with vendors, or for making cost estimates of alternative strategies.

Incident Commander: The Incident Commander (IC) is a qualified individual who has the ability and the authority to take charge at the scene. The Incident Commander sets objectives and priorities and has overall responsibility at the incident or event. As an incident grows in size, scope, or complexity, a more qualified individual may be assigned by the responsible jurisdiction or agency.

Incident Command Post: The functional point where the command staff meets to evaluate the situation and exercise overall command. The location of the command post shall be designated by the Incident Commander and announced by the emergency communications center. A Mobile Command Post may be used as the Incident Command Post. It provides enhanced communication capabilities and a safe and sheltered environment from which to conduct operations.

Incident Command Staff: A group of incident management personnel organized according to function who report to the Incident Commander. The Incident Command Staff normally consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

Incident Command System (ICS): A method of organizing and coordinating emergency services, facilitating the objectives of scene management, personnel safety, and control for the systematic protection of life and property in an efficient and professional manner.

Logistic Function: The Logistic Officer is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment and supplies.

Media Assembly Area: The location dedicated for media assembly and equipment staging. This location may also be used for conducting media briefings.

Planning Function: The Planning Officer is responsible for developing the action plan to accomplish the objectives, collecting and evaluating information, and maintaining a resource status.

Single Command: A single command system should be used when an incident is clearly a law enforcement operation and there is no overlapping jurisdiction. The most qualified ranking supervisor on the scene will be designated as the Incident Commander and shall have overall responsibility for the incident.

Staging Area: A location selected to facilitate arriving resources and personnel responding for assignments.

Unified Command: An application of the Incident Command System used when more than one agency has jurisdiction over an incident. Participating agencies work together through designated members to establish a common set of objectives and strategies and a single Incident Action Plan.

POLICY:

46.1.1 CRITICAL INCIDENT PLANNING RESPONSIBILITY

A. The Deputy Chief of Operations is responsible for police operations dealing with critical incidents, including the responsibility for preparing planning procedures. The Deputy Chief of Operations will either assume or delegate incident command duties and serve as a principal advisor to the Chief of Police on critical incidents.

B. The Deputy Chief of Operations is responsible for maintaining the Department's plan for responding to critical incidents and for conducting an annual review of Department procedures.

46.1.2 INCIDENT COMMAND SYSTEM

A. The Department maintains written plans for responding to critical incidents such as natural and man-made disasters, civil disturbances, bomb threats, hostage/barricaded subject situations, and other unusual occurrences.

B. The Incident Command System organizational structure is adaptable to any emergency or incident in which public safety agencies are expected to respond. The system is capable of expanding in a rapid manner from the crisis phase to the scene management phase and, if necessary, to the executive management phase (Emergency Operations Center).

C. The Department will implement the Incident Command System whenever activities at the scene of a crime, critical incident, emergency, or special event require structured coordination with other police departments, fire departments, and/or responding agencies or services.

D. The Incident Command System identifies responsibility for command of a critical incident. The Incident Commander is the single person in charge of the critical incident. The coordination of all resources must be accomplished under a unity of command. That single unity of command is the authority vested in a single person, the Incident Commander.

E. The Incident Command System is a modular system that builds dependent upon the type and magnitude of an incident. Incident command may initially be assumed by the first responding officer and then passed upward to a higher-ranking authority. Command of a major incident is usually assumed by a District Commander or his designee.

F. The span of control for an Incident Commander should be 3 to 7 people. Additional support staff members may serve under the Incident Commander. It should be clear that only one person is in charge of the incident, the Incident Commander.

G. The Incident Command structure provides for leadership, management, and unity of command under the following types of operations;

1. Single jurisdiction responsibility with single agency involvement.

   a. The agency with jurisdictional and statutory authority for an incident will provide incident command.

2. Single jurisdiction responsibility with multiple agency involvement.

   a. The agency with jurisdictional and statutory authority for an incident will provide incident command.

3. Multiple jurisdictional responsibilities with multiple agency involvement.

   a. Representatives of each involved jurisdiction will meet to determine overall goals and objectives.

   b. Command may be determined based upon the greatest jurisdictional involvement, the number of resources involved, by existing statutory authority, or by mutual agreement on experience and expertise. During an incident, Incident Command may be transferred as the incident moves from one phase to another; i.e., Fire Chief to Chief of Police as the incident progresses from fire to recovery and investigation.

46.1.3 COMMAND PROTOCOL

A. Unusual occurrences, whether or not they require mobilization of additional officers, begin with the initial response.

1. The first officer on the scene shall assume incident command and remain in command either until relieved by a higher authority or until the incident is resolved.

2. Notify METCAD of the nature and most specific location of the incident, request the response of a supervisor, and ensure that appropriate notifications are made.

3. A Supervisor shall respond, evaluate the scene, and use or request manpower as required. The first supervisor on the scene will assume the role of incident commander until relieved by a higher authority and shall notify METCAD of his role.

B. Once the level of mobilization needed has been determined, the Incident Commander will be responsible for initiating the Incident Action Plan in accordance with this order.

1. The Incident Commander shall be responsible for the following:

   a. Activating the Incident Command System.

   b. Establishing a command post.

      1) The command post site should not be situated so close to the incident as to interfere with on-site operations or pose a safety risk for the command post site itself.

   c. Taking control of the site.

   d. Initiating the notification and mobilization of additional agency personnel and, if necessary, obtaining support from other agencies when the scope of the incident exceeds the capabilities of City resources.

      1) Ensuring that the Chief of Police and the appropriate Deputy Chiefs are notified.

      2) The Chief of Police or his designee shall generally be consulted prior to the deployment of additional personnel via mutual aid.

      3) Notify those members of the Incident Command Structure deemed necessary for that incident.

      4) The Department is a member of the ILEAS. This membership provides for reciprocal services to protect communities in Illinois in the event of a critical incident. Activation instructions are listed on the ILEAS Alarm Card.

   e. Establishing control over agency resources and establishing effective interagency communications with other disciplines responding to the incident.

   f. Establishing a staging area, if deemed necessary.

      1) Staging areas should be set so that incoming resources do not block entry or exit to or from the scene or hamper rescue efforts and/or tactical operations.

   g. Providing information to a Public Information Officer (PIO), and ensuring that media relations are maintained.

      1) Public information summaries should typically include casualty counts, suspected causes, remaining hazards, and site restrictions.

   h. Maintaining the safety of all affected personnel.

   i. Preparing a documented after action report.

      1) After action reports are not required for small-scale incidents involving only Champaign Police personnel.

      2) The report shall describe the facts and circumstances surrounding the incident.

      3) The report shall describe the Department's response, including all significant assignments, actions, and command decisions (including diagrams or diagrams of the ICS organizational structure).

      3) The report shall critique and evaluate the effectiveness of the Department's performance, including that of the ICS component.

C. The Incident Command duties and responsibilities delineated here are designed to assist in the implementation of the Incident Command System.

   <u>Six Steps of Incident Command Responsibility</u>.

   1. Evaluate the situation.

      a. What is the nature of the incident?
      b. What hazards are present?
      c. How large of an area is affected or may be affected?
      d. How can the area be isolated?
      e. What location would make a good staging area?
      f. What entrance/exit/safe routes would be good for the flow of response personnel and equipment?

   2. Identify contingencies.

   3. Determine objectives.

      a. Objectives should be measurable.
      b. Objectives should be used to monitor incident progress and establish priorities.
      c. Objectives are based on evaluations and contingencies.

   4. Identify needed resources.

      a. What resources are on hand?
      b. What additional agency resources are obtainable?
      c. What is the time frame for obtaining additional resources?
      d. What outside agency resources are available through mutual aid?
      e. Are there any special requirements?

   5. Build an Incident Action and Management Structure by determining responsibilities, establishing a chain of command, and facilitating coordination.

   6. Take actions for incident stabilization.

      a. Life safety is the first priority.
      b. Isolate the area.
      c. Establish command mobilization resources.

d. Set up a staging area.
e.. Arrange for treatment of injured, triage, and medical mobilization.

D. Incident Command may be transferred to a higher-ranking officer arriving on the scene. When command changes, the incoming commander shall be briefed on the status of the incident. Communications and the Command Post/EOC shall also be notified of the change in command.

46.1.4 OPERATIONS

A. The Operations Function is responsible for the management of all tactical operations directly related to the primary mission. When activated by the Incident Commander, the Operations Function will be responsible for the following:

1. Establishing the inner and outer perimeters.

2. Delegating personnel to conduct evacuations, if necessary.

3. Maintaining command post and scene security.

4. Providing for detainee transportation, processing, and confinement.

5. Delegating personnel to direct and control traffic.

6. Conducting a post-incident investigation, to include:

a. Notification of the Chief of Police of the outcome of the incident.

b. Setting a place and time to hold a debriefing with involved personnel.

c. Preparing a post occurrence report and submitting it to the Chief of Police as soon as possible.

46.1.5 PLANNING

A. The Planning Function is typically tasked with assembling information on current and alternative strategies, identifying the need for special resources, providing periodic predictions on incident potential, and preparing recommendations for the release of resources. When activated by the Incident Commander, the Planning Function will be responsible for the following:

1. Preparing a documented Incident Action Plan.

a. The action plan typically includes tactical plans to neutralize, contain, and resolve the incident.

b. The action plan should identify the need for and use of resources from multiple agencies and/or multiple disciplines.

2. Gathering and disseminating information and intelligence.

3. Planning for post-incident demobilization.

a. Once the situation is stabilized, the Incident Commander or his designee will assess manpower requirements, and will relieve personnel from assignment as deemed appropriate.

B. Development and implementation of the Operational Plan is the responsibility of the Incident Commander and his staff.

46.1.6 LOGISTICS

A. The Logistics Function provides manpower, facilities, services, and materials in support of the incident. When activated by the Incident Commander, the Logistics Function will be responsible for the following:

1. Communications.

a. The Incident Commander shall designate a radio frequency to be used exclusively for the incident. Thereafter, all personnel assigned to the incident shall communicate on and monitor this frequency.

b. <u>In multiple jurisdiction or multi-agency involvement, radio communications should utilize clear speech</u>. Agency specific codes should be avoided.

c. Radio communications should be through the chain of command structure, based upon the levels of incident command. As an example, tactical team members would go through their chain of command (Tactical Commander) in radio communications, rather than speaking directly with the Incident Commander.

d. The Incident Commander, in conjunction with METCAD, will determine which frequencies and radio talk groups will be used.

2. Transportation.

3. Medical support.

4. Supplies.

5. Specialized team and equipment needs.

46.1.7 FINANCE/ADMINISTRATION

A. The Finance and Administration Function is responsible for all financial and cost analysis aspects of the critical incident. When activated by the Incident Commander, the Finance/Administration Function will be responsible for the following:

1. Recording personnel time.

2. Procuring additional resources.

3. Recording expenses.

4. Documenting injuries and liability issues.

46.1.8 EQUIPMENT OPERATIONAL READINESS

A. The Department maintains supplies and equipment designed for use during critical incident situations. The number and types of equipment and supplies are included on the equipment checklist. These supplies will be kept in the Command Post Vehicle.

B. To ensure the operational readiness of supplies and equipment in support of emergency operations, a District Commander or his designee will conduct quarterly inspections of all emergency supplies. A written record of these inspections will be kept.

C. Discrepancies or shortages discovered during inspection are to be corrected at the time of inspection or otherwise brought to the attention of the Deputy Chief of Operations. The Deputy Chief of Operations or his designee will be responsible for the replenishment of supplies used during unusual occurrences.

46.1.9 INCIDENT COMMAND TRAINING

A. All full-time Department personnel will receive initial FEMA training in the National Incident Management System (NIMS) and on this policy.

   1. Within the first 6-months of employment, all new employees will complete the required initial NIMS certification.

B. All Department supervisors will receive advanced NIMS and Incident Command Training.

C. At a minimum, selected personnel will receive annual training on the National Incident Management System. Training will include familiarity training in the Incident Command System and participation in tabletop scenarios, simulated drills, or multi-agency exercises.

D. Emergency operation plans will be reviewed, revised, and updated as necessary, and will also be accessible to command personnel at any time.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 46.6

SUBJECT: SPECIAL EVENTS PLANNING | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.04.03

REFERENCE: CALEA 46.2.7

INDEX AS:

46.6.1 SPECIAL EVENT PLANNING

PURPOSE:

The purpose of this policy is to establish guidelines for the security and safety of the public attending special events and to plan for the safe flow of vehicular and pedestrian traffic during the event.

DEFINITIONS:

Plan: A document which identifies the methods and procedures to be used in achieving desirable goals or conditions.

Special Event: Activities such as parades, athletic contests, public celebrations, or festivals which result in an increased need for police services due to traffic, crowds, or crime.

POLICY:

46.6.1 SPECIAL EVENT PLANNING

A. The responsibility for the planning and coordination of special events rests with the Deputy Chief of Professional Standards or his designee.

1. The Sergeant assigned to Professional Standards will serve as the special events coordinator. In that capacity, the sergeant will serve as a liaison with event planners and:

a. Review and either approve or deny applications for special events permits.

b. Supervise, coordinate, and assign personnel detailed to the special event.

c. Procure any necessary equipment for personnel assigned, and coordinate the distribution and return of that equipment.

d. For major events in the City of Champaign, develop a written Operational Plan which addresses any traffic control, crowd control, and/or crime management issues that are anticipated as a result of the event. For major events involving two or more jurisdictions, an Incident Action Plan shall be completed. In either case, the plan should detail:

1) Plans for traffic control, traffic direction, alternate routes of travel, temporary traffic controls, parking prohibitions, and emergency vehicle access.

2) Crowd estimates and crowd control plans and procedures.

3) Anticipated criminal issues, to include the type, frequency, and location of expected occurrences, as well as plans for response to those occurrences.

4) The adequacy of private security plans, when they are planned for a particular event.

e. Coordinate with other City departments (Public Works, Fire, Finance, etc.) and exchange information with them regarding job functions at the event.

f. Coordinate with outside departments for the use of special operations personnel, such as medical response teams, which are deemed necessary but cannot be provided by the Department.

g. Develop logistical plans through the creation of maps, charts, time tables, personnel rosters, and event schedules that:

1) Allow for relief of officers assigned.

2) Ensure the establishment of staging and staffing areas.

3) Allow for the preparation of public information press releases and, when necessary, establish news media briefing areas and procedures.

4) Make maximum use of accessible parking in and around the event area while maintaining lanes of traffic for use by emergency responders.

2. The plan, or appropriate portions of it, shall be disseminated to assigned personnel to ensure that they are both familiar with the overall plan and aware of their individual responsibilities.

3. When feasible, a briefing will be held for all assigned personnel just prior to the start of the event.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 46.8

SUBJECT: EXPLOSIVE ORDNANCE DISPOSAL | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.04.01

REFERENCE: CALEA 46.2.1

INDEX AS:

46.8.1 EXPLOSIVE ORDNANCE DISPOSAL UNIT (EOD)
46.8.2 CHAIN OF COMMAND
46.8.3 TRAINING
46.8.4 BOMB THREATS
46.8.5 EVACUATION
46.8.6 MUTUAL AID
46.8.7 SELECTION AND RETENTION OF EOD PERSONNEL
46.8.8 GENERAL SAFETY
46.8.9 ESSENTIAL EQUIPMENT USE ON SUSPICIOUS ITEMS
46.8.10 TRANSPORTATION OF SUSPICIOUS ITEMS
46.8.11 EOD UNIT RESPONSE GUIDELINES
46.8.12 MEDIA RELATIONS

PURPOSE:

The purpose of this policy is to establish guidelines for the Champaign and University of Illinois Police Explosive Ordnance Disposal (EOD) Unit to use when responding to and handling bomb threats.

POLICY:

46.8.1 EXPLOSIVE ORDNANCE DISPOSAL UNIT

A. The purpose of the combined Champaign and University of Illinois Police Explosive Ordnance Disposal (EOD) Unit is to:

1. Render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco, and Firearms) pyrotechnics, and ammunition.

2. Provide for the proper, legal, and safe transportation, disposal, and/or storage of explosives and other items referred to above.

3. Conduct post-bomb crime scene investigations.

4. Collect and preserve evidence.

5. Prepare and provide court testimony.

6. Store, maintain, and inventory EOD Unit equipment.

7. Provide technical support to special operations, such as drug labs, arson/suspicious fires, explosives permit/storage/inspection, and SWAT support.

8. Provide dignitary protection if called upon.

9. Prepare and participate in explosives-related training programs.

10. Maintain and be familiar with the technical library of FBI Bomb Data Center publications and other explosive related materials.

11. Maintain professional liaison with other state and local EOD Units, military EOD units, Federal agencies, and professional associations.

12. Compile and report technical data on explosive devices and incidents.

13. Develop agency emergency response plans for bomb threats, actual improvised explosive devices, and bomb crime scenes.

14. Develop and promulgate bomb threat awareness and safety programs for public and private organizations.

15. Report found or recovered military ordnance to military EOD units and then follow their directions.

16. Fireworks disposal.

46.8.2 CHAIN OF COMMAND

A. Commanders of the EOD Unit will be designated by the Chiefs of Police of the University of Illinois and Champaign Police Departments. Both commanders will have equal responsibility for overall supervision, training, assignments, call-outs, and equipment purchase and replacement.

B. Command of the EOD Unit shall rest with the Unit Commander or his designee. He shall assume responsibility for the conduct of the Unit and shall be in charge of the scene until the device has been rendered safe and the scene has been released to local authorities.

46.8.3 TRAINING

A. Initial Bomb Technician Training.

1. Each Bomb Technician will satisfactorily complete the FBI Hazardous Devices School.

2. Each Bomb Technician will complete an on-the-job probationary/training program under the supervision of experienced technicians.

B. Ongoing/In-Service Training.

1. Each technician will participate in a minimum of eight (8) hours of training per month (call-outs

will be counted towards this time). This will include a minimum of forty (40) hours of hands-on explosives-related training per year. Research and Development will be a part of in-service training.

2. Each technician shall attend the HDS Refresher forty (40) hour training course every three (3) years, or as soon as possible.

C. Advanced/Additional Training.

1. Each technician shall maintain membership in professional associations so as to avail themselves of current trends and changes in the industry.

a. International Association of Bomb Technicians and Investigators (IABTI) State, Regional, and International Conferences.

b. Bureau of Alcohol, Tobacco and Firearms (BATF) Investigator's Courses.

46.8.4 BOMB THREATS

A. External Agencies.

1. The EOD Unit shall only be activated by the EOD Unit Commanders. Initial response to facilities having received bomb threats will be handled by uniformed personnel. Searches and evacuations of locations receiving bomb threats will normally be the responsibility of the facility owner/manager, but assistance, coordination, and/or expertise may be provided by uniformed patrol officers responding to the call. THE EOD COMMANDER SHALL BE NOTIFIED ONLY WHEN A SUSPICIOUS PACKAGE, SUSPECT DEVICE, IMPROVISED EXPLOSIVE DEVICE, OR HOAX DEVICE IS LOCATED.

B. Internal Agencies.

1. Bomb threats against the department will be handled by department personnel.

46.8.5 EVACUATION

A. The decision as to whether or not to evacuate a location/structure will be the responsibility of the owner/agent until such time that a potentially hazardous device is located. In the event that an owner/agent either cannot be located or cannot respond in a timely manner, the responsible law enforcement agency may order an evacuation.

B. When a suspicious/hazardous device is located the EOD Unit Commander or designee will direct the responsible law enforcement agency to evacuate in a manner consistent with accepted national guidelines (FBI and IABTI training programs).

46.8.6 MUTUAL AID

A. The Champaign/University of Illinois EOD Unit will respond and provide EOD services pursuant to the existing Mutual Aid Agreement adopted by the City of Champaign (Council Bill No. 82-52), the City of Urbana (Resolution No. 7879-R73), and Champaign County (Resolution 2309). In the event of a request for an emergency response when no written agreement exists, or outside of Illinois State Police District 10 boundaries, approval shall be made only by the Unit Commander or his designee.

B. The responsibility for the conduct of the EOD Unit when operating outside of their specific jurisdiction shall remain with the Unit Commander or his/her designee.

C. Either Department may withdraw from this joint policy and procedure thirty (30) days after providing written notice of withdrawal. Any modification of this policy and procedure requires the written approval of both Departments.

D. In the event that the combined EOD Unit is dissolved, an inventory of all equipment shall be made, and each item of equipment shall be returned to the purchasing Department. Nothing contained in this policy or the listed procedures shall give either Department any property rights in the equipment provided.

46.8.7 SELECTION AND RETENTION OF EOD PERSONNEL

A. An individual who wishes to be considered for a position on the EOD Unit must:

1. Be recommended by the EOD Unit Commander.

2. Meet FBI Bomb Data Center application requirements, which includes passing a physical examination and background check. Baseline physicals and physicals for retention are to include a blood analysis.

3. Have achieved Class A (permanent) status.

4. Make a minimum five (5) year commitment to serve on the EOD Unit.

46.8.8 GENERAL SAFETY

A. EOD Unit Operational Considerations by priority are:

1. Public Safety.

2. The safety of the officers at the scene, including EOD Technicians.

3. The protection and preservation of public and private property.

4. The collection and preservation of evidence.

5. Convenience to the public and the restoration of services.

B. Bomb Response Principles.

1. Pipe bombs shall not be entered by hand.

2. Human life shall not be placed in jeopardy for the purpose of securing or preserving evidence or property.

3. An EOD Unit response must include a minimum three (3) Bomb Technicians with essential safety equipment.

4. Only EOD Unit personnel or those requested by the Unit Commander shall be permitted within the bomb disposal operation perimeter.

5. The EOD Commander shall have full authority to call out any Champaign or University of Illinois Police Officer or civilian who has special training or technical expertise that may aid the EOD Unit.

6. When the EOD Unit is deployed, the EOD Commander or designee shall maintain total command and control of the scene and inner perimeter, which includes the direction, supervision, coordination, and control of EOD personnel engaged in their mission.

7. EMS and fire personnel shall be present whenever the EOD Unit responds to the scene of a suspicious item.

46.8.9 ESSENTIAL EQUIPMENT USE ON SUSPICIOUS ITEMS

A. The overall situation, including the circumstances and the physical environment, shall be considered by the Senior EOD Technician on site in determining the use of specialized equipment (i.e., X-ray generator, robot, bomb suit, or disrupter). The following general guidelines will be used in making this determination and the Senior EOD Technician on scene will be responsible for justifying, in writing, any failure to comply with these guidelines.

1. Bomb Suits.

a. The bomb suit will be worn in all life-threatening situations except:

i. When it is physically impossible or the situation is sufficiently difficult that wearing the bomb suit would increase the possibility of accidental detonation.

ii. In an explosive/flammable atmosphere.

iii. When there is a high potential for booby traps.

2. In non-life threatening situations, the use of the bomb suit is at the discretion of the Senior Bomb Technician on the scene.

B. X-Ray.

1. In life-threatening situations, the use of the X-ray is at the discretion of the Senior EOD Technician on the scene. Under normal circumstances, an X-ray will be taken if possible.

2. In non-life threatening situations:

a. The X-ray will normally be used for suspicious mailed packages/letters.

b. The X-ray will normally be used with low potential suspicious items.

c. If there is a high potential for suspicious items, use of the X-ray is not required but is instead at the discretion of the Senior EOD Technician present.

d. The X-ray will normally be used when checking components/explosives for secondary devices.

C. Disrupters.

1. In a life-threatening situation, the disrupter normally is not used. However, if in the opinion of the Senior EOD Technician on scene this is the most probable means of successfully rendering safe the situation, it may be used.

2. In non-life threatening situations, the disrupter will be used as follows:

a. With low potential suspicious items, the disrupter will be used after X-ray procedures when necessary.

b. With high potential suspicious items, the disrupter will be used with or without X-ray at discretion of Senior EOD Technician.

D. Self-Contained Breathing Apparatus (SCBA).

1. SCBA will be accessible to EOD Unit personnel (i.e., from the fire department on scene) and utilized at post blast scenes or whenever deemed necessary.

E. Fire Retardant “Bunker” Gear.

1. Fire Retardant “Bunker” Gear will be accessible to EOD Unit personnel (i.e., from the fire department on scene) and utilized at post blast scenes or whenever deemed necessary.

F. Additional Equipment.

1. Vehicles Required.

a. A vehicle suitable for transporting all of the EOD Unit’s equipment and three (3) technicians.

b. A vehicle/trailer capable of transporting a suspected device. The vehicle/trailer should safely vent or totally contain a detonation that may occur.

2. Special safety equipment and any additional tools as deemed appropriate by the Unit Commander.

3. Inventory of Equipment.

a. It is the Unit Commander's responsibility to ensure that all equipment is inspected on a monthly basis for accountability and serviceability. Any equipment found to be unserviceable will be repaired or replaced as soon as practical.

b. The Unit Commander will designate personnel to conduct and record the scheduled maintenance of all assigned equipment.

c. All equipment will be stored in a secure and immediately accessible manner. Provisions will be made for continual access to EOD equipment by all members of the Unit.

46.8.10 TRANSPORTATION OF SUSPICIOUS ITEMS

A. Suspected devices will normally be neutralized on-site. The decision to transport a suspected device will be weighed carefully to ensure that the act of loading and transporting the device does not unduly increase the hazards to the EOD technician(s) or the public. Transportation will be done only when it can be safely accomplished by remote procedures.

B. Transportation will be coordinated with the local law enforcement authorities and Federal Aviation Administration Officials.

C. Destroying in place will be given first consideration in all non-life threatening situations involving abandoned/deteriorated explosives, explosive chemicals, and suspected devices. Normally this will be done only in remote areas.

D. Vehicular response should be conducted in the most prudent manner and consistent with known information regarding the incident.

46.8.11 EOD UNIT RESPONSE GUIDELINES

A. Suspected Devices.

1. Initial actions (all situations).

a. Verify/change evacuation.

b. Determine whether or not the situation is life-threatening.

c. Verify/request the support EMS and fire units.

2. Life-Threatening Situation.

a. Consider the possibilities for reducing the situation to a non-life threatening situation without working on the device. (Always revert to non-life threatening procedures whenever possible.)

b. Consider the time factor.

c. Due to the extreme nature of a life-threatening situation, the Senior EOD Technician on scene is authorized full latitude in determining:

i. The type of procedures to be attempted in order to render the situation safe.

ii. The type of equipment to be used.

iii. The use or non-use of essential safety equipment.

iv. The number EOD technicians/support personnel on scene and/or exposed, and the length of exposure.

3. Non-life threatening Situation.

a. Normally remote procedures will be employed, particularly on closed bombs. Open bombs may require immediate action by the EOD technician on scene. Any procedure conducted in a non-life threatening situation must be justified, in writing, by the EOD response team.

b. Determine the initial courses of action and/or render safe attempts.

c. If possible, limit initial response on suspicious packages to one properly equipped EOD technician. Every attempt shall be made to minimize exposure time.

d. Render the item or the situation safe. This may include an attempted render safe, a subsequent detonation and a check for residual/additional hazards, removal and transportation of the suspected item, or determination that the item is not a bomb.

e. Suspected items transported to a disposal range for render safe and/or disposal no longer require any type of emergency handling. Time is no longer a factor. Procedures used will be remote and exposure time will be held to an absolute minimum.

4. Final Actions.

a. Transportation/disposal of hazardous items/materials.

b. Crime scene investigation.

5. Hoax Devices.

a. Until otherwise determined, all suspected hoax devices shall be handled as actual devices.

6. Commercial Deteriorated Products.

a. Due to the unique safety hazards posed by loading and unloading deteriorated commercial products, the handling of such should be given special consideration. Destroying in place will be given first consideration in all non-life threatening situations.

B. Post Blast Procedures.

1. The EOD Unit will respond to all post blast incidents to:

   a. Check for secondary devices.

   b. Check for residual/unconsumed explosives.

2. The EOD Unit will:

   a. Investigate, or;

   b. Assist in the investigation, or;

   c. Release the crime scene to a crime scene investigator.

C. Range Procedures.

1. Range limits – A 300-foot cleared area around the site, and a minimum of 2,400-feet to nearest occupied building.

2. The minimum number of EOD technicians is three (3).

3. Procedures for the type of activity according to the Hazardous Devices School recommended procedures:

   a. Training.

   b. Fireworks.

   c. Device residue.

   d. Deteriorated explosives.

   e. Explosive chemicals.

   f. Excess explosives.

4. Radio transmissions are to be received only, and there are to be no transmissions within 300 feet of devices.

5. Follow grounding procedures.

6. No static producing or conductive material is permitted.

7. Radio and telephone available, and radio transmissions are permitted only beyond 300-feet.

8. Coordinate disposal operations with appropriate authorities, to include the local law enforcement agency(s), Federal Aviation Administration Officials, and surrounding facilities which may be affected.

9. Access is restricted to EOD personnel and emergency response personnel (i.e., fire department and EMS personnel). This shall be controlled by the Unit Commander or designee.

10. Range Safety Officer Responsibilities are to observe operations and ensure that appropriate procedures are adhered to per Hazardous Devices School recommended procedures.

11. Misfires - adhere to recommended Hazardous Devices School procedures.

12. Lighting - adhere to recommended Hazardous Devices School procedures.

D. Transportation Procedures.

1. Devices are to be removed and transported only when the present area cannot withstand a detonation and the device can be safely removed by remote means.

   a. Compliance with regulations (DOT, State, Local, and FAA).

   b. Routes (Basic explosives/bomb transport) to avoid heavily populated areas and critical facilities.

   c. Type of Vehicle - Vehicle/trailer capable of venting or containing a detonation, should one occur while device is being transported.

   d. Placarding.

   e. General Considerations.

      i. Smoking/flame producing devices.

      ii. Speed limit.

      iii. Blasting cap/explosive in same vehicle.

      iv. Vehicle left unattended.

      v. Fire extinguisher.

      vi. Vehicle operating condition.

E. Storage Procedures.

1. Type of container(s) - BATF guidelines.

2. License requirements.

3. Type lock (key) control - Locked per ATF regulations, keys controlled by EOD Unit Commander.

4. Inventory - Conducted by Unit Commander or designee. Verification is maintained by the Unit Commander with a copy on file in the storage facility.

5. Drainage/ground maintenance.

6. Signs/markings.

7. Distance requirements.

8. Authorization to store (ATF/State/Local/FAA).

9. Housekeeping requirements.

10. Compatibility requirements/limitations.

F. Support Requirements Procedures.

1. Evacuation.
2. Fire support.
3. Ambulance medical assistance.
4. Utilities (gas/electric).
5. Technical assistance/expertise.
    a. Crime scene specialist.
    b. Metallurgist.
    c. Chemist.
    d. Hazardous materials team.
6. City Engineers.
    a. Blueprints.
    b. Building plans.
7. Area personnel/keys.
8. Heavy equipment.
    a. Trained operator.
    b. Dump truck with sand.
9. Task Force - Call list.
    a. Federal Aviation Administration.
    b. Bureau of Alcohol, Tobacco and Firearms.
    c. Federal Bureau of Investigation.
    d. Postal Inspectors.
10. Cryogenics support.

G. Other procedures.

1. Industry/government training.
2. Marijuana fields.
3. Clandestine drug labs.
4. Dignitary protection.
5. Vehicle/equipment maintenance.
6. SWAT/explosive entry.
7. Research and Development/New equipment.
8. Explosive storage/Inspections.
9. Media releases.
10. Special searches/canine.
11. Arson/fire.

46.8.12 MEDIA GUIDELINES

A. The responsibility for information to be released to the media will rest with the police agency having primary jurisdiction at the scene of the incident. Questions which are directed to the Explosive Ordnance Disposal Unit shall be handled only by a Unit Commander or designee.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 46.9

SUBJECT: EMERGENCY MUTUAL AID AND FIELD FORCE ACTIVATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA:

INDEX AS:

46.9.1 OPERATION PRINCIPLES
46.9.2 FIELD FORCE ACTIVATION

PURPOSE:

The purpose of this policy is to outline the circumstances and procedures for requesting and seeking mutual aid from other police agencies and to inform all personnel of the existence of such assistance and its legal and procedural application.

POLICY:

The goal of the Champaign Police Department is to provide efficient, high quality law enforcement services to the community during both emergency and non-emergency situations. The Department shall provide law enforcement services within its legal jurisdiction solely or in cooperation with agencies having concurrent jurisdiction. The Department shall also assist adjacent jurisdictions upon request and will fulfill the obligations of the METCAD agreement and other mutual aid agreements. The purpose of these agreements is to enable each agency to more effectively handle emergency situations through the pooling of law enforcement resources. In recognition of the fact that this agency has a finite amount of resources with which to meet all such incidents, it shall be the policy of the Champaign Police Department to participate in said mutual assistance agreements in order to strengthen its response to emergency situations.

1.1.1 OPERATION PRINCIPLES

A. Geographic Jurisdiction.

1. The Champaign Police Department assumes full responsibility for providing police services within its legal corporate boundaries.

B. Concurrent Jurisdictions.

1. The Department recognizes that other police agencies have concurrent jurisdiction. These agencies include the Urbana Police Department, the Champaign County Sheriff's Office, the Illinois State Police, the University of Illinois Police Department, and other federal and state enforcement agencies.

C. Interagency Cooperation.

1. The Champaign Police Department will cooperate, when possible, in interagency requests for assistance pursuant to the Agreement for Police Services, 1982.

D. Mutual Aid Agreements.

1. The Cities of Champaign and Urbana, the University of Illinois and the Champaign County Sheriff's Office are signatories on two major interagency agreements. Any of the agencies may request temporary emergency assistance from any or all other member agencies. These agreements are the:

   a. 1982 Agreement for Police Services by and between the City of Champaign, the City of Urbana, the County of Champaign, and the University of Illinois.

   b. 1979 Agreement concerning Metropolitan Computer-Aided Dispatch (METCAD) by and between the City of Champaign, the City of Urbana, and the University of Illinois. The County of Champaign later formally joined the METCAD organization.

   c. The 1982 Agreement outlines that all of the agencies may provide emergency assistance to each other when necessary and when requested. METCAD has the authority to make these requests at the discretion of Shift Supervisors or Shift Commanders.

2. The City of Champaign is a signatory in the ILEAS (Illinois Law Enforcement Alarm System) mutual aid agreement, which provides for statewide mutual aid in Illinois. Requests for ILEAS activation are made by the Chief of Police or his designee.

3. The City of Champaign is also a participant in the East Central Illinois Mutual Aid System (ECIMAS). Other participating entities include Urbana, Thomasboro, Champaign County, Parkland College, Mahomet, Rantoul, and the University of Illinois. Any of the agencies may request temporary emergency assistance from any or all other member agencies.

E. Police District and Other Agreements.

1. Pursuant to Illinois Statutes, Champaign and Urbana, being municipalities wholly within one county and sharing common borders, constitute a Police District. Therefore, Urbana and Champaign Officers may enter each other's jurisdictions to make arrests, to quell disturbances, and to perform other necessary police functions at the request of any agency.

F. Shift Supervisors/Command Officers

1. Shift supervisors or police command officers are authorized to request and provide for emergency interagency assistance when, in their judgment, it is necessary. Necessity is determined by a life-threatening situation or one where there is grave danger of bodily harm, riot, civil disturbance, mob action, or other similar circumstances. Such a request may be made directly or through METCAD.

G. Maintenance of Services.

1. Champaign is committed to the provision of personnel, equipment, and specialized units to a member agency to the extent that it would not endanger primary services to the City of Champaign.

H. Implementation.

1. The Chief of Police or his designee will attend regular meetings with other agency officials to develop an implementation plan and a common procedural document to be used as a resource in such incidents. This includes the provision of staffing levels, equipment, specialized units, and other information.

I. Liability.

1. Liability for equipment, personnel, worker's compensation, and other claims are outlined in the Mutual Aid Agreement. The cost of salaries and equipment will be borne by the responding agency.

J. Notification.

1. In the event that the Champaign Police Department requires assistance in handling an emergency, a duty supervisor may request assistance following the guidelines in the Police Emergency and Unusual Occurrence Manual for differing levels of mobilization and assistance. Supervisors may respond and provide assistance to other local agencies when possible. When the scope of those requests involves overtime or call back of Champaign personnel, then a Deputy Chief or the Chief of Police shall be notified.

K. Emergency Scene Responsibility.

1. The designated supervisor of the requesting agency shall be in charge at the emergency site. All loaned personnel shall follow his lawful command and orders. Officers may be assigned in multi-jurisdictional work groups or teams with supervision from the requesting agency or a signatory agency. Officers shall follow the lawful orders of those assigned supervisors. However, where the provided mutual assistance involves the loan of a specialized unit such as SWAT, METRO, Canine, EOD, etc., the commander of that specialized unit shall be responsible for the implementation of the mission to be accomplished, as determined and directed by the field commander of the requesting agency.

2. When taking law enforcement actions at the emergency site, including use of force, officers from the Champaign Police Department shall at all times adhere to agency policies and procedures and utilize only those weapons and tactics with which they have qualified.

3. Champaign officers providing assistance at an emergency site may make lawful arrests when appropriate but shall, in doing so, follow the direction of the requesting agency's command and supervision staff.

L. Command Post.

1. If, due to scope or length, an emergency situation requiring multi-jurisdictional assistance develops past the ability of one supervisor at the scene to manage, a command post will be established and communications (frequency assignments, etc.) formally established. If a situation becomes lengthy and involves the call-back of off-duty personnel, command level officers will respond, staff the command post, and implement NIMS protocols.

M. Mobile Field Force.

1. With regards to civil disorder and other emergency situations, agencies have agreed to respond with Mobile Field Force tactics. Built on both squad and team concepts, Mobile Field Forces may be established as necessary to deal with the situation at hand. The planning team as outlined will establish Mobile Field Force procedures in the Police Emergency and Unusual Occurrence Manual.

N. Training.

1. The Champaign Police Department will regularly officers, supervisors, and command officers in mutual aid emergency and civil disorder skills and issues.

O. Federal and State Law Enforcement Agency Assistance.

1. Emergency assistance from a federal law enforcement agency may be requested where federal crime is involved or where the emergency is at a location which the federal agency and Champaign have concurrent jurisdiction.

2. Requests for the assistance of the Illinois National Guard are made of the Governor of Illinois by the Mayor of Champaign.

46.9.2 FIELD FORCE ACTIVATION

A. In the event of a Field Force activation, an on-duty supervisor shall respond to the Front Desk to retrieve the Field Force manual. This manual contains information on activation procedures, assignments, and protocols, and also contains the check-lists and logs which are to be utilized during activation.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 46.11

SUBJECT: STREET GATHERINGS AND LABOR DISPUTES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA: 46.1.2
46.1.10

INDEX AS:

46.11.1 PURPOSE
46.11.2 POLICY GUIDELINES FOR LABOR DISPUTES
46.11.3 CONCEPT OF OPERATIONS
46.11.4 MANAGING THE IMPACT
46.11.5 VIDEO RECORDING

POLICY:

46.11.1 PURPOSE

A. The purpose of this policy statement is to make officers aware of available alternatives when responding to street gatherings or labor disputes.

1. During periods of severe economic recession, high unemployment, social unrest, or labor dispute, this Department will maintain an increased awareness of situations which could quickly escalate into civil disorder or a civil disturbance.

2. Department personnel will be cognizant of an individual citizen's rights to free speech and lawful assembly when responding to street gatherings or labor disputes.

3. When responding to a complaint concerning activities at a street gathering or labor dispute, the investigating officer(s) will conduct themselves in such a manner so as to not provoke a civil disorder.

4. To reduce the likelihood of a major disturbance, the investigating officer(s) will determine and consider the following factors prior to initiating corrective actions:

a. The evidence and seriousness of any violations;

b. How corrective actions may be perceived by others in the community; and

c. Whether or not there are a sufficient number of officers available to complete the action without requiring excessive force.

5. Actions taken by investigating officers are limited to those which are reasonably necessary to resolve the situation, consistent with the following sequence of alternatives:

a. Make police presence known.

b. Maintain constant surveillance.

c. Counsel.

d. Warn.

e. Order to "move on."

f. Make arrest.

6. Investigating officers will regard the "move on" order as serious interference with personal freedom, therefore:

a. The "move on" order may be used <u>only</u> in lieu of arrest and when a minor violation of a statute or ordinance has been committed.

b. Whenever possible, the involved persons will be informed of the following:

i. Any complaint received;

ii. The ordinance/statute being violated; and

iii. The consequences of failing to obey the "move on" order.

7. When the investigating officer discovers evidence of a serious violation of a statute/ordinance and has decided that the alternative courses of action are inappropriate, the officer may make a full-custody arrest of the offender(s).

46.11.2 POLICY GUIDELINES FOR LABOR DISPUTES

A. The law will be enforced impartially.

B. Police department personnel will avoid fraternization with parties to the dispute and/or the appearance of taking sides in the dispute. Supervisors and officers will also refrain from voicing their personal opinions regarding any issue(s) in dispute.

C. The right to picket peacefully in numbers during the day or night will be respected by the police, but neither force nor violence will be tolerated.

D. The police will neither prohibit nor limit the size of placards used by picketers nor restrict the number of peaceful participants unless otherwise specified by court injunction.

E. An attempt will be made by police to obtain the cooperation of both parties to the dispute and to control the demeanor of persons involved in the dispute.

F. One problem may be the consumption of alcoholic beverages or the intoxication of participants. Union officials will be provided with a reasonable opportunity to remove intoxicated person from the picket line in lieu of arrest for disorderly conduct.

G. The general public has a right to free and immediate use of public sidewalks, public roadways, and to ingress and egress locations where picketing is being conducted.

H. All violations of law reported to any officer at the scene of any labor dispute will be reported on an official police report.

I. When mass picketing is conducted in a congested area, or where pedestrians or motorists are being deprived of the use of sidewalks or roadways, the public inconvenience will be brought to the attention of the union officials and they will be directed to immediately remedy the situation.

J. Because parties to a labor dispute often desire to withdraw their criminal and civil complaints upon the settlement of a labor dispute, arrests for minor infractions of law will occur only to reduce the potential for escalation of an incident. Also, complainants to minor violations of law may be referred to the State's Attorney or City Attorney's Office for possible complaints and/or warrants of arrest. This permits a cooling off period and ensures, to some extent, that complaints are not prompted by emotion.

K. An opportunity which permits self-restraint on the part of the involved parties is encouraged. Incidents of a minor nature will be brought to the attention of the official who has supervisory authority over the person(s) involved. Police action will be taken if/when this procedure fails. Incidents involving violence, disturbing of the peace, and unlawful acts that lead to disorder will not be tolerated.

L. When felonies or crimes of violence occur at a scene, an investigation shall be conducted. If probable cause exists, an arrest will be made.

M. If the need arises, command or observation posts may be established, but they shall not be established on the property of either party involved in the dispute.

N. Police officers may be assigned to observe job-action sites, and highly visible police patrol and/or surveillance methods may be used when appropriate.

O. When the driver of a motor vehicle desires to cross a picket line, it is best to have a union representative direct union personnel to clear an entrance. If a union representative's attempt to do so is unsuccessful, the police will clear the entrance.

46.11.3 CONCEPT OF OPERATIONS

A. During periods of time when there is an increase in the likelihood of street gatherings or labor disputes, this department will increase its efforts to gather, analyze, and distribute essential information pertaining to potential trouble areas. Concurrently, refresher training will be provided to ensure that all officers of this department are aware of available alternatives when responding to street gatherings or labor disputes situations.

1. The Deputy Chief of Operations will coordinate the gathering, analysis, and distribution of pertinent information, and will plan and supervise the administration of refresher training regarding this subject.

2. Shift supervisors will ensure that complaints are investigated promptly, documented completely, and reported as required. Shift supervisors will also ensure that deterrent patrols are conducted in an effort to prevent/deter major civil disorder/civil disturbance.

46.11.4 MANAGING THE IMPACT

A. Street gatherings and labor disputes sometimes have the potential to affect a number of City departments. In such cases it is imperative that on-duty police supervisors notify the appropriate personnel from other potentially affected City departments so that the impact can be properly managed.

1. When a street gathering or labor dispute occurs that could potentially affect other City or local departments, a shift supervisor will notify the appropriate District Lieutenant, the Deputy Chief of Operations, and the Chief of Police as soon as possible.

2. The Chief of Police will notify the City Manager. When appropriate, the City Manager will coordinate information and/or resources with other department heads.

3. The shift supervisor will alert the appropriate local police agencies when a street gathering and/or labor dispute has the potential to involve a neighboring jurisdiction.

4. If a street gathering involves University of Illinois students, the shift commander shall ensure that the emergency dean is notified without unnecessary delay.

5. Some street gatherings involve political or social protest. As in labor disputes, officers shall not give the appearance of taking sides. Protests will be monitored using only the amount of resources necessary for safety. All relevant statutes and ordinances will be enforced uniformly and without bias. Guidelines for managing these events include:

a. Supervisors should monitor such events as soon as they become aware of the event.

b. Supervisors should attempt to meet with leaders of the protest before or at the beginning of an event to establish ground rules.

c. Handbills may be distributed in the street to passengers in stopped vehicles in the lane closest to the sidewalk. If traffic is impeded or hindered by such action, the violator shall be ordered to move. The violator may be cited if he or she does not move.

d. Picketing is not prohibited on public sidewalks in non-residential areas.

46.11.5 VIDEO RECORDING

A. When citizens choose to exercise their First Amendment rights (assembly, petition, or speech), others with competing interests often choose to do so as well. Police response to incidents involving First Amendment situations should not be unnecessarily prohibitive, but there are occasions when the police reasonably need to record unlawful conduct during street gatherings. There are also occasions when police officers need to record confrontations with citizens in order to refute potential allegations of police misconduct. Therefore, it is the policy of the Champaign Police Department that video recorders will be used only:

1. To record unlawful conduct.

2. To record persons who have committed unlawful acts for purposes of future identification.

3. To record police conduct.

B. Video recording and camera equipment in the possession of police employees at street gatherings and/or labor disputes shall be kept out of public view until such time the equipment is actually used. Such equipment will not be used to record lawful conduct on the basis that unlawful conduct may occur.

C. Video recordings and photographs stemming from street gatherings and/or labor disputes will be entered into evidence. The video records and photographs will be destroyed when there is no reasonable basis for retaining them for evidentiary purposes.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 52.1

SUBJECT: INTERNAL AFFAIRS ADMINISTRATION EFFECTIVE DATE: 10/01/09
REVISED DATE: 09/19/14

REFERENCE ILEAP: ADM.18.01
ADM.18.02
ADM.18.03
ADM.18.04

INDEX AS:

52.1.1 INVESTIGATIVE AUTHORITY
52.1.2 RECORDS
52.1.3 RECEIVING COMPLAINTS
52.1.4 COMPLAINT PROCESS INFORMATION
52.1.5 ANNUAL STATISTICS

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.

DEFINITIONS:

Inquiry: The initial investigation of an allegation of misconduct or citizen complaint. The purpose of the inquiry is to examine facts in order to determine if a formal inquiry 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 Statues; the use of official authority that is a violation of criminal law.

POLICY:

52.1.1 INVESTIGATIVE AUTHORITY

A. The investigation of all personnel complaints shall be conducted under the authority of the Office of the Chief of Police. The Professional Standards Lieutenant shall coordinate and review all internal investigations.

B. 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.

C. All Department employees are required to cooperate in the process with individuals assigned, by either the Chief of Police or the Deputy Chief of Professional Standards, to conduct such investigations.

D. In the event that criminal violations are alleged against an employee, generally, the criminal investigation shall precede the administrative/internal investigation.

E. Employees assigned to conduct internal investigations shall report directly to Professional Standards Lieutenant.

F. Only supervisors or persons assigned by the Chief of Police or the Professional Standards Lieutenant may investigate another Departmental employee.

52.1.2 RECORDS

A. All records of allegations of misconduct, written inquiries, or investigative reports shall be filed in the Office of Professional Standards.

B. Internal affairs files are securely maintained by the Professional Standards Lieutenant. The release of any records maintained shall be in accordance with the law.

C. Notices of disciplinary action taken as a result of an internal affairs investigation shall be entered in the employee's discipline file.

D. 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.

52.1.3 RECEIVING COMPLAINTS

A. In the interest of expeditiously handling complaints of misconduct, all departmental personnel are directed to accept reports of employee misconduct from all persons who wish to file a complaint regardless of the hour of the day or the day of the week.

B. Citizens are encouraged to report complaints as soon after the incident as possible.

C. Formal complaints alleging police employee misconduct shall be filed within 30 days of the reported incident unless unusual circumstances prevent such filing. In such case, the complainant shall notify the Police Department of their intent to file a complaint within 30 days of the incident and request an extension up to 60 days.

D. Complaints alleging police employee misconduct shall be accepted from any source and through any means, including those filed anonymously.

Complaints may also be filed at the City of Champaign Community Relations Department.

E. 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.

F. Persons and telephone calls will promptly be directed to the attention of an on-duty supervisor for purposes of receiving the complaint.

1. 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.

2. Police Service Representatives are not expected to routinely take complaints, but complaint packets are available at the front desk and should be used if/when an on-duty supervisor is unavailable.

3. Arrangements shall be made for foreign language interpreters and sign language interpreters as needed to communicate with complainants and witnesses.

G. Citizens should be encouraged to submit their complaints in person so that as complete of a report of the complaint as is possible is taken. When the complainant can not make the complaint at police headquarters, a command officer should whenever practical interview the complainant at another appropriate place. Complaints made by telephone will be taken but are not encouraged. Written complaints are preferred.

H. A complainant is to be received 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.

I. Thorough efforts shall be made to identify complainants, witnesses, and other pertinent persons associated with or relevant to the complaint investigation.

J. Identified complainants, witnesses (including police department employees), and other pertinent persons shall be interviewed separately unless extenuating circumstances dictate otherwise.

K. Complainants who are under the influence of alcohol and/or drugs and can not provide coherent information should be advised to make the complaint when they can provide coherent information.

L. A citizen complaint made in person will initially be received and completely documented as a preliminary report. It is the intake officer's responsibility to interpret and summarize the complaint allegations. Supervisors shall audio- and video-tape the intake of the complaint. The recording of the complaint intake is to be placed in the complaint packet.

M. 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 charges and civil liability.

N. 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.

O. Complainants shall be required to:

1. Sign the intake form affidavit in accordance with 50 ILCS 725/3.8, Chapter 85, Paragraph 2561. The supervisor should also notarize the affidavit and provide a copy of it to the complainant.

2. Make themselves available to be interviewed in person by the investigating supervisor.

3. Promptly supply the investigating supervisor with evidence, supporting documentation, or the identity of any witness pertaining to the complaint.

4. If the supervisor assigned to investigate the complaint can not reach the complainant, and the complainant does not respond to the summary letter, a Complainant Not Cooperative letter will be mailed by the Professional Standards Lieutenant. A copy of the letter will be placed in the complaint packet.

   Failure to cooperate with this process will result in the matter being treated as an inquiry rather than a formal complaint. In such case, the complainant forfeits the right to written notification of the finding and/or disposition.

P. Complainants will be given a copy of the CITIZEN COMPLAINT FACT SHEET which explains the process for the handling of police complaints.

Q. Third Party Representation:

1. If a third party wishes to act as a representative of 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.

2. 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.

3. The representative may not act as a legal representative unless they are an Attorney-at-

Law and can provide adequate proof of this fact to police personnel.

4. 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.

5. 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 or call the Office of Professional Standards. When such an incident occurs, it shall be documented by the involved supervisor and the Professional Standards Lieutenant shall be notified. Documentation of the incident shall include the reason for the initial complaint, if known, and the reason why the interview was discontinued.

6. No supervisor shall fail or refuse to take a complaint solely because the complainant requested a representative.

R. Citizens who allege excessive use of force may be asked to sign a written authorization for release of relevant medical records to the police department. Photographs of affected areas of the body should also be taken when investigating complaints of excessive force.

S. The supervisor, officer, or employee taking any complaint shall promptly notify the Professional Standards Lieutenant of the receipt of the complaint and the circumstances surrounding the allegation.

T. If a supervisor, officer, or employee is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate Deputy Chief and the Chief of Police will be notified immediately. 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.

U. The Professional Standards Lieutenant will notify Community Relations when a citizen complaint investigation is generated. The information provided to Community Relations 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 head of Community Relations will review each citizen complaint investigation and also receive a copy of the disposition letter when the investigation has concluded.

52.1.4 COMPLAINT PROCESS INFORMATION

A. The Department will make information on procedures for registering complaints available to the public.

1. The Department will maintain brochures outlining procedures for registering complaints or commend employees. These brochures will be prominently located in the lobby of the police department and other locations.

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.

52.1.5 ANNUAL STATISTICS

A. The Chief of Police will maintain annual statistical summaries on complaints against employees and the dispositions.

B. The statistical summaries shall be included in the Department's published annual report. The annual report will be made available on the Department's web page.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 52.2

SUBJECT: INTERNAL AFFAIRS – COMPLAINT PROCEDURES EFFECTIVE DATE: 10/01/09
REVISED DATE: 08/29/14

REFERENCE ILEAP: ADM.18.03
ADM.18.04
ADM.18.05
ADM.18.06

INDEX AS:

52.2.1 TYPES OF COMPLAINTS
52.2.2 NOTIFICATION TO CHIEF OF POLICE
52.2.3 INVESTIGATIVE TIME LIMITS
52.2.4 COMPLAINANT STATUS REPORTS
52.2.5 NOTICE OF INVESTIGATIONS RIGHTS
52.2.6 INVESTIGATIVE REQUIREMENTS
52.2.7 RELIEVING EMPLOYEES FROM DUTY
52.2.8 CONCLUSION OF FACT
52.2.9 DISCIPLINARY ACTIONS

PURPOSE:

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

DEFINITIONS:

Inquiry: The initial investigation of an allegation of misconduct or citizen complaint. The purpose of the inquiry is to examine facts in order to determine if a formal inquiry 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 Statues; the use of official authority that is a violation of criminal law.

OBJECTIVES:

A. The objective of this policy is to provide citizens with a fair and effective method for redress of their legitimate grievances against police employees, to protect employees from false allegations of misconduct, and to provide accused employees with due process safeguards. The Champaign Police Department seeks to maintain its integrity and that of its employees. In doing so, the Chief of Police will initiate disciplinary actions against employees for just cause, discharge those employees who have demonstrated their ineptness for police service, dismiss unjustified allegations against innocent employees, and defend appropriate conduct.

B. This department is committed to providing law enforcement services that are fair, effective, and impartial. In doing so, employees are held to the highest standards of official conduct and are expected to respect the constitutional and statutory rights of all persons. Voluntary adherence to these standards by employees, motivated by a moral obligation to perform their duty to the best of their ability, is eminently desirable and an ultimate objective of this Department.

POLICY:

A. It is the belief of the Champaign Police Department that prevention is the primary means of reducing and controlling misconduct. Therefore, it is the policy of the Department to discover and correct organizational conditions which permit misconduct to occur. To that end, the Department will receive, investigate, and make equitable disposition of all complaints against procedures and/or personnel, from both internal and external sources.

B. Special emphasis is placed on recruitment, selection, and training of officers and supervisors, enhanced supervisory responsibility and accountability, community outreach, and the analysis of misconduct complaints.

C. Each employee shall have access to an official manual of departmental policies, procedures, and rules, which contain specific direction and guidance for pertinent aspects of police work. Employee performance standards and rules of conduct will be described and defined to enhance the protection of constitutional and statutory rights of all persons.

D. The City of Champaign Administrative Policy entitled "Disciplinary Process 3.11" will be adhered to during internal investigations conducted by department personnel of serious violations which could result in 3 or more days of suspension or termination.

52.2.1 TYPES OF COMPLAINTS

A. 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 classified as either an "inquiry" or a "formal complaint" by the Chief of Police.

1. Inquiry.
   a. An inquiry is a classification used to address a citizen concern or question about a policy, procedure, or tactic used by the Department.

b. Examples of inquiries include, but are not limited to:

1) Why was an individual handcuffed?

2) Why was an individual stopped, detained, or subjected to a field interview?

3) Why did an officer use vehicle emergency equipment?

4) Why was a felony car stop conducted?

5) Why was a citation issued?

2. Formal Complaint.

a. Formal complaints are conducted on both minor and serious allegations of misconduct. The investigation may include the gathering and review of dispatch tickets, police reports, and videos and/or the taking of verbal statements from the subject officer, witness officer(s), and other witnesses.

b. Examples of complaints of behavior that would, if sustained, constitute minor misconduct include, but are not limited, to:

1) Complaints of slow response.

2) Alleged failure to take proper police action.

3) Alleged rudeness or discourtesy by an employee.

c. Examples of complaints of behavior that would, if sustained, constitute serious misconduct include, but are not limited, to:

1) Criminal activity.

2) Excessive force.

3) Improper or unlawful arrest.

4) Improper or unlawful entry.

5) Improper or unlawful search.

6) Complaints of discrimination.

7) Serious rule violations.

8) Repeated minor rule violations.

9) Sexual harassment.

B. Investigations at supervisory level.

1. Allegations of misconduct, other than those considered extremely serious in nature, may be investigated at the supervisory level.

a. 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.

b. 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.

c. The supervisor who investigates an allegation of misconduct shall take the investigation to its conclusion and fully document the investigation on a “Citizen Complaint Investigation Report.” Discipline will be administered and documented only after it has been approved by the Chief of Police.

d. The line supervisor who has been assigned to conduct an investigation shall keep the Lieutenant of Professional Standards apprised as to the status and progress of the complaint investigation.

e. The Chief of Police may elect not to initiate a formal complaint when the complaint does not rise to the status of an allegation of misconduct. Generally, minor violations such as those, which, if observed by a supervisor, would normally result in verbal counseling fall into this category.

f. 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.

g. The receiving supervisor, the Chief of Police, or his designee shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is sanctioned by the Department.

h. If a citizen insists on filing a formal complaint, even on a matter that would typically fall into the category of an inquiry, the complaint should be documented and forwarded to Professional Standards. The Chief of Police will then make a determination as to whether the matter will be handled as an inquiry or a formal complaint.

i. Failure by a complainant to cooperate with the investigation process will result in the matter being handled as an inquiry and not a formal complaint. In such cases the complainant forfeits the written notice of disposition.

2. Allegations of misconduct which are considered extremely serious in nature shall immediately be reported to the Chief of Police and will be investigated under his direct supervision.

a. The investigating supervisor shall complete the citizen complaint form and forward it to the Chief of Police.

3. The citizen complaint form must be accompanied with a sworn affidavit, in accordance with Illinois Compiled Statutes (50 ILCS 725/3.8). Citizens should be advised that filing a false complaint could subject them to criminal and civil liability.

52.2.2 NOTIFICATION TO CHIEF OF POLICE

A. Supervisors shall promptly notify the Lieutenant of Professional Standards, 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 ordinarily be made by forwarding the complaint packet to the Lieutenant of Professional Standards.

B. If, during the course of any complaint investigation, the supervisor reasonably comes to believe that an employee may have committed a crime then the Chief of Police shall be notified immediately.

C. If a supervisor is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate Deputy Chief and the Chief of Police will be notified immediately.

52.2.3 INVESTIGATIVE TIME LIMITS

A. 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 given to the Lieutenant of Professional Standards.

C. In those instances where additional time is required, extensions may be authorized by the Chief of Police.

52.2.4 COMPLAINANT STATUS REPORTS

A. Communication will be maintained with all complainants regarding the status of their complaints.

1. The Lieutenant of Professional Standards will acknowledge the receipt of the complaint to the reporting party of every allegation of misconduct. This written acknowledgement will include a description of the allegation and name the supervisor responsible for the investigation.

2. The supervisor completing the citizen complaint report shall assure the reporting party that the allegations will be thoroughly investigated, and that the Chief of Police, upon completion of the investigation, will notify the reporting party in writing of the finding of the investigation. In cases where the investigation extends beyond 45 days, periodic status reports will be provided to the complainant.

3. A letter from the Chief of Police shall be mailed to the reporting party informing him of the results of the investigation.

4. Completed inquiries do not ordinarily require a letter to the citizen from the Chief of Police, except in cases where the reporting party cannot be verbally satisfied.

52.2.5 NOTICE OF INVESTIGATION RIGHTS

A. When an employee becomes the subject of either a formal complaint or an internal investigation investigation, he will be issued a written statement of the allegation(s) 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.

1. Written notification will come from the Lieutenant of Professional Standards.

2. All questioning will be conducted in accordance with the Uniform Peace Officers' Disciplinary Act (50 ILCS 725, et seq.) and Article 32 of the Labor Agreement.

3. Non-sworn employees are entitled to receive a notice of rights and allegations as set forth in the provisions of 65 ILCS 5/10-1-18 and Article 31.3 of the AFSCME Labor Agreement.

B. If an employee is suspected of committing a criminal act, two separate investigations shall be conducted. One investigation shall be for administrative purposes and the other shall be for the potential filing of criminal charges. Criminal investigations will be conducted at the discretion of the Chief of Police. Upon completion of the criminal investigation, the criminal case may be presented to the State's Attorney's office for review and determination of action.

1. Criminal investigations will be referred to the Deputy Chief of Operational Support.

2. Investigations of alleged employee criminal misconduct will be conducted in coordination with the City Attorney's and/or State's Attorney's office and in accordance with constitutional and statutory criminal procedural rights of persons.

3. Completed investigations of alleged employee criminal misconduct may be reviewed by the City Attorney and/or the State's Attorney for a determination as to what, if any, criminal charges are to be filed and/or prosecuted.

4. The complainant, victim, and employee shall be advised of the decisions of the City Attorney and/or State's Attorney.

5. Upon completion of a criminal investigation and/or prosecution, the investigative report shall be turned over to Professional Standards for administrative review to determine whether or not there were Departmental violations.

C. 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.

D. 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 Chief of Police 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 Champaign police 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.

E. 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.

F. This policy shall not be construed to supersede in part or in whole any Municipal ordinance, City Administrative Policy, Rules of the Board of Fire and Police Commissioners, the Police Officer Bill of Rights, or any collective bargaining agreement in force. Failure to abide by this directive shall not preclude the Department from taking disciplinary action against any employee.

52.2.6 INVESTIGATIVE REQUIREMENTS

A. All employees are required to cooperate fully with internal affairs investigations. They are required to disclose all pertinent information known to them regarding the matter under investigation. Employees may be further required to submit to the gathering of non-testimonial evidence, including, but not limited to:

1. Medical and laboratory examinations, in accordance with Article 34 of the FOP Labor Contract.

2. Lineups.

3. Chemical tests, in accordance with Article 34 of the FOP Labor Contract.

4. Photographs or line-ups.

5. Firearms for inspection and examination.

6. Financial disclosure statements, handwriting samples and/or fingerprinting.

B. 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

C. During misconduct investigations in which the identity of the alleged officer is unknown, personnel records, employee jackets, employee photos, dispatch tickets, radio recordings, mobile video recordings, daily logs, vehicle assignment, and work schedules may be used in an effort to determine identity.

D. Employees have no expectation of privacy with regard to departmental lockers, desks, computers (as per AP 4.06), storage areas, offices, or vehicles.

E. 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, the labor agreement, and the Constitutional Rights of the employee.

F. Provisions of this section shall not conflict with any Labor Agreement presently in effect.

52.2.7 RELIEVING EMPLOYEES FROM DUTY

A. Violation of Rule 6(B)(2):

1. Champaign Police Department Rule 6(B)(2) states that “No employee shall report for scheduled duty when prior consumption or odor of alcohol or other behavior-modifying substance is apparent to a person of average sensibilities.”

2. When a Rule 6(B)(2) violation is suspected, a supervisor shall interview the employee about the suspicion. In accordance with the FOP Labor Contract, the employee may request that a Union Representative be present during this interview.

3. Two supervisors, with one being the rank of Lieutenant or above, must confer and agree on the appearance or the odor of alcohol or another behavior-modifying substance.

4. A supervisor of the rank of Lieutenant or above may place an employee on leave with pay in accordance with Rule 6(B)(2) if he believes that the employee is under the influence of alcohol and/or another behavior-modifying substance.

5. Any drug or alcohol testing of the employee shall comply with Article 34 of the FOP contract or Article 37 of the AFSCME contract.

6. The employee will be given written notice of the Rule 6(B)(2) violation prior to being sent home.

7. The employee will be sent home and not remain at work. Transportation shall be arranged if the employee is too “impaired” to drive or appears to be “under the influence”.

8. A supervisor shall make notification that the employee was sent home through that employee’s chain of command.

9. A supervisor shall complete a written report of the incident in a memo articulating their “reasonable suspicion” of the employee’s lack of fitness for duty and submit their report to the Lieutenant of Professional Standards prior to ending their shift. A copy of the memo shall immediately be forwarded to the Chief of Police.

B. An employee may also be relieved of duty during the investigation of misconduct when it is determined by the Chief of Police that such action is in the best

interest of the City, the department, the community, or the officer.

C. An employee placed on such leave shall have no Departmental authority and shall not engage in any duty-related functions. If deemed appropriate by the Chief of Police, the employee may also be required to surrender, all or in part, any Department-owned property such as badge, identification cards, clothing, and pistol.

52.2.8 CONCLUSION OF FACT

A. Conclusion of an investigation should be expected within forty-five (45) calendar days unless the Chief of Police grants an extension. The complainant shall be notified of any delay and the reason for the delay.

B. The assigned supervisor, investigator, or manager 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.

C. 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:

1. Unfounded: The allegation is false, not factual, or unwarranted.

2. Exonerated: The allegation is true, but the action of the agency or employee was consistent with law and/or City or departmental policy, procedure, or rule.

3. Not Sustained: There is insufficient evidence to prove or disprove the allegation.

4. Sustained: The allegation is true and the action of the agency or employee was inconsistent with law and/or City or departmental policy, procedure, or rule.

5. Misconduct Noted: There were no sustained findings pertaining to the original complaint, however other violations of law and/or departmental policy were discovered during the investigation.

D. For each finding related to an allegation of misconduct, specific actions shall be pursued. Actions can include:

1. No action to be taken.

2. Commendation.

3. Training.

4. Counseling.

5. Written reprimand.

6. Suspension from duty.

7. Transfer.

8. Demotion.

9. Resignation.

10. Discharge or dismissal.

11. Criminal charges to be pursued.

E. The recommended disposition shall be included with the written report summary completed by the supervisor or assigned investigator on each case.

F. Both the complainant and employee shall be informed of the disposition after the investigation is closed.

G. Both the complainant and the accused shall be afforded proper appeal channels.

1. The complainant may request review of the Chief's classification of the complaint and/or the disposition by the City Manager.

2. The employee may appeal through applicable grievance procedures or other appeal provisions pursuant to law.

H. When a complaint finding is unfounded, not sustained, or exonerated, the investigative report and related paperwork shall be forwarded to the Chief of Police via Professional Standards for review.

I. 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 the recommendation. Professional Standards can provide guidance as to corrective action taken in similar cases and the accused officer's discipline history.

1. 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.

J. A disposition letter will also be mailed to the complainant explaining that the complaint was sustained and that appropriate action will be taken.

K. The Chief of Police shall review all investigative reports and either:

1. Accept the report as submitted; or

2. Direct further action; or

3. Accept the report but change the disposition or recommendation for discipline; or

4. In complex sensitive cases, the Chief of Police may request a meeting with the complainant, appropriate staff, or City officials.

L. If an administrative review by Professional Standards reveals policy violations, an additional report will be generated. This report, along with all other information regarding the complaint, will be reviewed by the employee's chain of command.

M. Supervisors shall not reprimand or discipline employees on formal citizen complaints prior to final review and concurrence by the Chief of Police.

52.2.9 DISCIPLINARY ACTIONS

A. Counseling / Oral Reprimands.

1. The final disciplinary action for a citizen complaint or internal investigation must be approved by the Chief of Police or his designee. This does not preclude supervisors from counseling officers or employees for infractions or rule violations they observe or which are known to them.

2. The counseling will be conducted by the employee's immediate supervisor and noted in the employee's shift jacket.

3. Professional Standards will be notified after the counseling occurs in order to close the complaint or internal investigation and to document it in the discipline database.

B. Written Reprimands.

1. Must be approved by the Chief of Police or his designee.

2. The letter will be written on the Department approved template by a supervisor within the employee's chain of command.

3. Prior to distribution, the letter must be approved by either the Deputy Chief of the involved employee or by the Lieutenant of Professional Standards.

4. Following approval, the supervisor who wrote the letter will hand deliver and discuss the letter with the employee.

5. The employee and supervisor will sign and date the letter following this discussion and a notation will be made in the employee's shift jacket.

6. The supervisor will then distribute copies of the letter as noted on the template.

7. The letter containing the original signatures will be forwarded to Professional Standards where it will be entered and stored in the employee discipline index file and discipline database.

C. Suspension.

1. Must be approved by the Chief of Police or his designee.

2. A manager (lieutenant, deputy chief, or civilian equivalent) will write suspension letters.

3. Suspension letters will be written on the Department approved template.

4. Prior to distribution, the letter must be approved by the Deputy Chief of the involved employee or by the Lieutenant of Professional Standards.

5. Following approval, the manager who wrote the letter will hand deliver and discuss the letter with the employee. This should be well in advance of the suspension date(s).

6. The manager will also notify the employee of the suspension date(s) via e-mail.

7. The manager and the employee will date and sign the letter following their discussion and a notation will be made in the employee's shift jacket.

8. The manager will then distribute copies of the suspension letter as noted on the template.

9. The letter containing the original signatures will be forwarded to Professional Standards where it will be entered and stored in the employee discipline index file and the discipline database.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 52.3

SUBJECT: OFFICE OF PROFESSIONAL STANDARDS EFFECTIVE DATE: 10/01/09
REVISED DATE: 8/28/14

REFERENCE ILEAP: ADM.18.03
ADM.18.04

INDEX AS:

52.3.1 ORGANIZATION
52.3.2 DUTIES AND RESPONSIBILITIES
52.3.3 CONFIDENTIALITY OF FILES

PURPOSE:

The purpose of this policy is to establish the organization of the Office of Professional Standards, to delineate its duties and responsibilities, and to ensure the confidentiality of its files.

POLICY:

52.3.1 ORGANIZATION

A. Office of Professional Standards

1. The Office of Professional Standards shall consist of those members of the department who are assigned to that function by the Chief of Police. The Professional Standards Lieutenant shall serve at the pleasure of and be directly responsible to the Chief of Police.

2. The purpose of Professional Standards is to protect the interest of the department, departmental employees, and the public.

3. The goal of Professional Standards is to ensure that the integrity and credibility of the Police Department is maintained through a system of internal discipline where fairness and justice are ensured through objective, impartial investigations and reviews.

52.3.2 DUTIES AND RESPONSIBILITIES

A. Professional Standards is responsible for the investigation or review of all allegations of misconduct by members of the department.

B. In addition to investigations concerning allegations of misconduct, Professional Standards shall also be responsible for:

1. Maintaining files involving the discharge of firearms by departmental personnel.

2. Any other investigation of an administrative nature, as directed by the Chief of Police.

3. Recording, registering, and coordinating the investigation of all misconduct complaints lodged against departmental employees.

4. Conducting or coordinating internal investigations either of its' own initiative or at the direction of the Chief of Police. In all cases the Chief of Police will be made aware when an investigation has been initiated.

5. Referring complaints of misconduct of a minor nature, such as rudeness, profanity, tardiness, etc., to the employee's immediate supervisor for investigation. Professional Standards will act as a resource, provide guidance as needed during such investigations, and review finalized investigations.

6. Professional Standards members, or officers temporarily assigned to that function, shall have the authority to interview any member of the department and to review any records or reports relative to their assignment. Requests from Professional Standards personnel which are in furtherance of the duties and responsibilities shall be treated as if they came directly from the Chief of Police.

7. Maintaining a comprehensive file of all complaints received by the department. Professional Standards will also maintain a central file of all internal investigations.

8. Maintaining the confidentiality of all Professional Standards investigations and records.

9. Maintaining, reviewing, and distributing all policies, procedures, rules and regulations. All proposed changes will be coordinated through the Office of Professional Standards, and the Professional Standards Lieutenant will be responsible for ensuring that all written directives are consistent with existing authority, compliant with ILEAP standards, and properly formatted.

10. Maintaining files on employee awards, commendations, and compliments.

11. Preparing timely reports that summarize the nature and disposition of all misconduct complaints received by the department for submission to the Chief of Police. Recommendations shall be made for any developing patterns.

12. Analyzing complaints for possible developing or recurring patterns of misconduct and recommending corrective actions.

13. Preparing periodic reports summarizing the types of complaints received and the dispositions of the complaints. From this, the Chief of Police will generate an annual report for the City of Champaign Human Relations Commission. This report will include the information provided to the

Chief of Police as well as additional relevant demographic and geographic information. No names will appear in this report.

52.3.3 CONFIDENTIALITY OF FILES

A. The process of complaint and/or internal investigations and all supporting materials are considered confidential.

B. When a shift supervisor initiates a citizen complaint the packet should be forwarded to Professional Standards by one of the following methods:

   1. Hand delivered, or

   2. Placed in the designated area in one of the District storage areas. If the complaint is forwarded in this manner, then notification should be sent to the Lieutenant of Professional Standards by e-mail.

C. The Professional Standards Lieutenant will assign Citizen Complaint Investigations consistent with Policy 52.2.

D. Complaint and internal investigation packets will be treated as CONFIDENTIAL and should be handled as such. Any individual conducting an investigation should maintain the integrity of the investigation by keeping the packet and all associated materials in a secure area.

E. Personnel automatically authorized to review any complaint investigation include the Chief of Police, the Deputy Chief of the employee being investigated, the Professional Standards Lieutenant, and the chain of command of the employee being investigated. Reviewing supervisors may allow other command officers to review the packet at their discretion. Employees who do not follow these guidelines will be disciplined.

F. Records of receipt of the complaint, the investigation, and the disposition shall be maintained by Professional Standards. These records shall be kept in a secure storage area. Access will be limited to the Professional Standards Lieutenant, the Chief of Police, and any designee of the Chief of Police.

G. Only the Chief of Police or his designee is allowed to publicly release the details of an internal investigation or disciplinary matter.

H. If a subpoena or Freedom of Information Act (FOIA) request is issued for citizen complaint or internal investigations records, the City of Champaign Legal Department shall be contacted to determine whether or not the records will be released.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 53.1

SUBJECT: LINE INSPECTIONS EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.19.01

INDEX AS:

53.1.1 LINE INSPECTIONS

PURPOSE:

The purpose of this policy is to establish procedures for conducting line inspections within all components of the Department. The purpose of a line inspection is to identify deficiencies within organizational components, facilities, property, equipment, activities, and personnel and to provide measures to correct these deficiencies. Identifying and correcting deficiencies in the earliest stage ensures the highest level of service possible to the community.

DEFINITIONS:

Line Inspection: An inspection conducted by a supervisor in charge of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who are responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

POLICY:

53.1.1 LINE INSPECTIONS

A. Line Inspections.

1. All components of the Department shall conduct regular line inspections so that conditions, situations, and actions that contribute to the success or failure of police operations are exposed through careful review. The inspection process should compare the Department's formal expectations with actual performance. The inspection process is an essential mechanism for evaluating the quality of the Department's operations, ensuring that the Department's goals are being pursued, and identifying the need for additional resources.

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

   b. Buildings, facilities, equipment, vehicles, supplies, desks, etc will be examined to ensure that they are being utilized within Department guidelines, are in good condition, and are being adequately maintained.

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

B. Supervisory Responsibility.

1. 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.

2. When conducting line inspections, supervisors who discover an infraction will initiate immediate corrective or disciplinary action. Serious infractions will be documented on Departmental correspondence and forwarded via the chain of command to the appropriate Deputy Chief. 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.

3. 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.

4. Supervisors shall also document and commend Department members who regularly exceed standards.

C. Uniform Inspections.

1. 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.

2. Annually, the Deputy Chief of Operations will announce a formal roll call inspection for each shift. This inspection may include an inspection of personnel for grooming and uniforms, and may include the officer's firearm and other equipment to ensure that it is clean and serviceable and that the officer is carrying only authorized ammunition.

3. The inspection shall ensure that a departmentally issued protective vest is worn by all officers assigned to routine field duty.

D. Vehicle Inspections

1. It is the responsibility of all officers to keep City vehicles in good operating condition, to replace supplies as they are used, and to report deficiencies that are discovered during the course of use. Any damage sustained to the

vehicle will be immediately reported by the person operating or inspecting the vehicle. If the damage is minor, the damage may be logged in the squad damage book with the approval of a shift supervisor. Serious damage shall be documented on either the Damage to City Property Report and/or the State of Illinois Accident Report, as deemed appropriate by a supervisor.

2. All vehicles assigned to the Patrol Division will be inspected once per month. The Deputy Chief of Operations will designate a supervisor who will be responsible for completing and/or assigning inspections and ensuring that a proper vehicle inspection form (Attachment A) is completed for each inspection. Records of all vehicle inspections will be maintained for one year.

3. Prior to driving any City owned vehicle, all employees shall conduct a check of all emergency equipment and perform a basic visual inspection of the vehicle. Officers operating vehicles assigned for Patrol use will additionally search areas of the vehicle designed for prisoner transport for weapons and/or contraband and check the video system to ensure that both the audio and video functions are working properly. Damage, missing equipment, and/or nonfunctioning equipment is to be promptly reported to a shift supervisor.

4. At least once each quarter, an Investigations Supervisor shall conduct and document an inspection of all personnel, equipment, and vehicles assigned to the unit. Any deficiencies and/or corrective action shall be noted.

5. Inadequate, improper, or missing vehicle equipment shall immediately be reported to a shift supervisor who will make arrangements for repair or replacement.

E. Line inspection of personnel, equipment, and activities is a basic supervisory responsibility which will be conducted on an ongoing basis.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 53.2

SUBJECT: STAFF INSPECTIONS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.19.02
ADM.19.03

INDEX AS:

53.2.1 STAFF INSPECTIONS

PURPOSE:

The purpose of this policy is to establish guidelines for evaluating the quality of police operations, ensuring that the goals of the organization are being pursued, and ensuring that control is maintained throughout the department. It provides a means of assessing the department's effectiveness, efficiency, and ability to meet its commitments, and also provides a basis for adjusting existing policies, procedures, and directives to meet continually changing needs.

DEFINITIONS:

Staff Inspection: An inspection ordered by the Chief of Police, which is conducted by personnel who are not responsible to the Commander of the unit being inspected, nor are they responsible for the performance of the personnel in the inspected unit. The inspection will assist in correcting organizational weaknesses, eliminate duplication of effort, report new and innovative systems and procedures, and provide alternative methods for change and improvement.

POLICY:

53.2.1 STAFF INSPECTIONS

A. Staff inspections ensure an objective review of the agency, its facilities, property, equipment, and personnel, and both administrative and operational activities outside the normal supervisory and line inspection process. Staff inspections may be conducted periodically and accomplish the following:

   1. Determine whether or not duties are being performed in accordance with prescribed directives.

   2. Determine whether or not personnel are executing assigned tasks and adhering to polices, procedures, rules, and directives.

   3. Determine whether or not supplies and equipment are being used efficiently and effectively.

B. All organizational components, functions, facilities, equipment, personnel, and activities are subject to staff inspections.

C. Written notice of a staff inspection should be sent to the supervisor of the unit to be inspected at least thirty days prior to the inspection. This notice will include a listing of the areas, materials, files, facilities and equipment to be inspected.

D. The Chief of Police is responsible for the staff inspection process and will select the personnel who will participate in staff inspections. The Chief will meet with assigned inspectors prior to the inspection to identify specific areas of operation to be evaluated.

E. Staff inspection personnel typically will not issue directives, except under circumstances where failure to do so may jeopardize the Department's reputation or the accomplishment of its objectives.

F. All staff inspections require a written report that will document the following:

   1. Unit being inspected.

   2. Current status or condition.

   3. Any noted successes and accomplishments.

   4. Any noted deficiencies or conditions of non-compliance.

   5. Recommendations for improvements or corrections.

   6. Future plans.

G. The staff inspection report will be forwarded to the Chief of Police. A copy will be provided to the supervisor of the unit that was inspected.

H. Line supervisors responsible for the inspected unit are responsible for remediating any deficiencies noted in the staff inspection report. Their responses and plans for correction will be sent to the Chief of Police within thirty days following receipt of the report.

I. Line supervisors will also notify the Chief of Police, in writing, when the necessary corrections have been made.

J. Staff inspections of organizational components will be conducted as directed by the Chief of Police.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 54.1

SUBJECT: PUBLIC INFORMATION EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.22.01
ADM.22.02

INDEX AS:

54.1.1 PUBLIC INFORMATION PLAN
54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY
54.1.3 ON-SCENE ACCESS BY MEDIA

PURPOSE:

The purpose of this policy is to establish guidelines for the release of information to the community and to the news media. The Champaign Police Department recognizes the importance of public openness and is committed to informing the community of matters that are handled by and/or involve the Department or are of public interest. The release of records by employees of the Champaign Police Department to individuals not employed by a criminal justice agency shall be consistent with the Illinois Freedom of Information Act.

DEFINITIONS:

Non-Criminal Justice Agency: Refers to those persons who do not officially represent courts and governmental agencies or sub-units thereof which perform the administration of criminal justice pursuant to statute or executive order.

Criminal History Record/Information: Information collected on individuals consisting of identifiable descriptions and notations of arrest, detention, indictment, information, other formal charges and dispositions, sentencing, correctional supervision, and release.

POLICY:

54.1.1 PUBLIC INFORMATION FUNCTION

A. The Assistant to the Chief for Community Services is designated as the Department's Public Information Officer (PIO). The primary function of the Public Information Officer is to assist members of the media in gathering information about cases investigated by the Department, to handle publicity for special Department programs, and to serve as the primary liaison with the media. Other functions of the PIO shall include:

   1. Serving as the central source of information about the Department and responding to various requests by members of the news media (including an on-scene response when necessary).

   2. Being available for on-call response to the news media for major newsworthy incidents.

   3. Preparing and disseminating news releases.

   4. Arranging for and assisting at press conferences as directed by the Chief of Police.

   5. Coordinating and authorizing the release of information concerning crimes, events, suspects, arrested persons, victims, and witnesses as permissible by law.

   6. Serving as the media liaison during times of crisis.

   7. Coordinating the release of information concerning Department investigations and operations, as directed by the Chief of Police.

   8. Arranging interviews with Department members and releasing information regarding multi-jurisdictional efforts at the request of news media representatives or as directed by the Chief of Police.

   9. Assuming a proactive role, in consultation with the Chief of Police, in contacting the news media with information that might not otherwise come to their attention.

   10. Working closely with the Community Relations division of the City Manager's Office.

B. When a coordinated effort is made with other agencies, it shall generally be the responsibility of the agency having primary jurisdiction to release any information.

C. The Chief of Police or his designee will be solely responsible for the coordination and authorization of information concerning confidential investigations and operations.

D. Generally, the release of information to the news media shall be governed by the following:

   1. Members of the media are welcome at the Department at any time. Members of the media will be required to present identification as a representative of a public news service before gaining access to reports.

   2. Media personnel will have access to the on-line Media Report.

   3. Official written press releases will be also maintained at the Records Division and on-line.

   4. Dissemination of information to the news media will be accomplished in such a manner as to ensure its equal availability to all news media

members. In the event of a public news briefing or conference being held, all local news media representatives will be notified by the Public Information Officer.

5. In the absence of the PIO, only supervisory personnel are authorized to release specified information to the media.

6. The Department does not issue its own press credentials: however, access to the scene of an incident or to the Department may be limited for any of the following reasons:

   a. Inherent danger at a crime scene or other police operation.

   b. Failure to follow the reasonable directions of a police officer at a crime scene or other police operation.

   c. Interference with a police investigation.

   d. Obstruction of the criminal justice process.

   e. Violation of City, State, or Federal law.

   f. Unethical or unprofessional conduct, as determined by the Chief of Police.

6. The Department does not permit interviews by the media of persons in custody.

7. No information will be released which would logically interfere with or jeopardize the investigative process.

8. Exempt information <u>not to be released</u> either prior to or following an arrest, the issuance of an arrest warrant, or the filing of criminal charges <u>except in response to a court order or subpoena</u>:

   a. Information revealing the identity of any person who files a complaint with or provides information to this department.

   b. Information revealing the identity of the victim of a crime, witness to a crime, or juvenile associated with a criminal offense.

   c. Statements by and credibility of victims and witnesses.

   d. The existence or contents of any confession or admission, or a refusal by the accused to make a statement.

   e. The possibility of a guilty plea, reduced charges, or other dispositions.

   f. The prior criminal conduct of an accused individual which did not result in conviction.

   g. Observations about the character, reputation, or mental condition of the accused.

   h. Opinions concerning the merits of the case.

   i. The results of any test or examinations, or the refusal to submit to any test or examination.

   j. Information which would be inadmissible in court.

   k. Information which would logically:

      1) Deprive a person of a fair trial or impartial hearing;

      2) Disclose the identity of a confidential source or confidential information;

      3) Disclose unique or specialized investigative techniques;

      4) Constitute a clear invasion of privacy, absent the written consent of the person to whom the information pertains; or

      5) Endanger the life or physical safety of any person.

9. Only the following criminal history/record information may be released:

   a. Arrest log or blotter information;

   b. Names of persons in custody and the charge(s) for such persons;

   c. Public court records; or

   d. Criminal history/record information for which the requesting party is the individual identified in the record, except as prohibited by (k)(2), (3), and (5) of this section.

E. Generally, all news releases will be made at the Department. In the case of major fires, natural disasters, major crime scenes, etc., the Department will make every reasonable effort to allow the media safe access for photographs and video within limitations of public safety, civil rights, and crime scene integrity. In no case will the media be allowed to hinder or obstruct police or fire operations.

F. To relieve on-scene supervisors of the additional burden of dealing with the media, the PIO will respond to the scene of all major incidents during normal working hours. If the Department PIO is not available at the scene of such incidents, then it shall be the responsibility of the on-duty supervisor to respond to the media as the situation permits.

G. Following arrest, the issuance of an arrest warrant, or the filing of criminal charges, the following information may be released without a court order or subpoena:

   1. A factual statement as to the accused's name, age, and residence;

   2. Information which would aid in the apprehension of the person accused;

3. The facts and circumstances of the arrest, including the time and place of arrest, resistance, pursuit, and/or use of weapons;

4. The identity of the arresting and investigating officer(s) or agency, and the length of the investigation;

5. A brief description of physical evidence seized (exception: confessions, admissions, statements, or the results of tests or examinations);

6. The nature, substance, or text of the charge;

7. Announcement of the scheduling or result of any stage of the judicial process; or

8. To request assistance from the public in obtaining evidence.

H. Requests for Information on convictions, and arrests resulting in convictions, related to crimes investigated by this department shall be released only when such requests are written and name a specific individual.

I. This department will not release any information originating from another criminal justice agency.

J. The following procedural rules for release of information shall apply to all non-criminal justice agency personnel and shall be implemented in the following manner:

1. News Media.

a. Release of information to the news media may be made only by personnel in a supervisory or command position either by (1) making appropriate portions of copies of reports, arrest cards, offense reports, media reports, or dispatch ticket logs available to the news media, or (2) releasing press statements, or (3) answering a reporter's questions.

2. Non-Criminal Justice Agency (Includes News Media).

a. Release of non-exempt, arrest, and/or conviction information pertaining to an individual may be approved by the Records Manager or Supervisor or a designee in response to requests from non-criminal justice agency persons officially representing public or private agencies, organizations, or enterprises as per FOIA guidelines. Records personnel shall record all such information releases.

1) A copy of the signed FOIA request with a notation of the information released, the person to whom it was released, and the date of the release shall be filed in Records.

2) Requests for conviction information for other than employment and licensing purposes shall be given upon request.

3) Requests for conviction information for purposes of employment or licensing shall require the written consent of the person to whom the information pertains.

b. Investigative notes and memorandum will not be copied or released.

c. Prior to the release of information, an effort will be made to acquire the most recent status possible on file entries.

54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY

A. In developing public information policies, the Department will allow local media to provide input and suggestions. This should assist in maintaining effective mutual working relationships.

54.1.3 MEDIA ACCESS

A. Requests for information at the scene of a newsworthy incident including, but not limited to, major fires, natural disasters, catastrophic events, or major crime scenes shall be referred to the ranking officer in charge of the investigation.

1. The ranking officer may, at his discretion, refer the media to the Public Information Officer.

2. News media representatives shall not be permitted to photograph or televise a defendant while he is in police custody and in other than a public place. This prohibition extends to such instances as where he or she is being interrogated or booked following arrest. The defendant shall be escorted, properly clothed, through public places as expeditiously as possible. While the news media shall not be prevented from photographing or televising the defendant in a public place, the defendant shall not be halted or posed for their convenience.

3. Perimeters may be established to prevent persons from entering certain areas of a serious incident or crime. Upon displaying proper identification, and dependent upon the circumstances, media representatives may be permitted inside of police lines to take photographs; however, evidence gathering areas shall be restricted by the supervisor or officer in charge of the scene. When possible, media personnel should be restricted to public areas, and the private property of persons will be safeguarded. Whenever possible, the taking of photographs of injured or dead victims shall not be permitted.

4. No supervisor, officer, or employee shall release the name of a deceased person until identification has been verified and an earnest effort has been made to notify the nearest relative. In every instance, the release shall be coordinated with the Coroner's Office.

5. In the case of announced major events, such as demonstrations, or large scale catastrophes, the

Police Department will designate a specific area for the media. Either the PIO or another person designated by the Chief of Police will be available at the media site to answer questions and release statements.

6. Every reasonable effort will be made to allow media access and to release information without partiality, within the guidelines of these procedural rules. Such information for release shall not be delayed or withheld in order to favor any particular news media reporter or agency.

B. Nothing in this statement shall prohibit the release of statistical information by the Chief of Police or his designee so long as the information is in a format which contains no personal information.

C. Nothing in these guidelines precludes any Champaign Police Officer from replying to charges of misconduct that are publicly made against the officer, nor precludes any such officer from participating in a legislative, administrative, or investigative hearing, or supersedes any more restrictive rule governing the release of information concerning juveniles or other offenders.

D. Information subject to discovery and inspection under the provisions of Disclosure to the Accused (Illinois Supreme Court Rules, Section 412) will be released in accordance with Section 412 only by an officer of the court or a Deputy Chief. Such information will be recorded in the case report file.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 55.1

SUBJECT: VICTIM / WITNESS ASSISTANCE - ADMINISTRATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.23.01

INDEX AS:

55.1.1 RIGHTS OF VICTIMS AND WITNESSES
55.1.3 PROCEDURES FOR VICTIM/WITNESS ASSISTANCE

PURPOSE:

The purpose of this policy 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.

DEFINITIONS:

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

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; (5) any person who has suffered personal injury as a result of a violation of Illinois Compiled Statutes 720 ILCS 5/9-3 (or of a similar provision of a local ordinance).

Violent Crime: As defined in 725 ILCS 120/30.

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.

POLICY:

55.1.1 RIGHTS OF VICTIMS AND WITNESSES

A. 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.

55.1.3 PROCEDURES FOR VICTIM/WITNESS ASSISTANCE

A. The following procedures have been established to ensure that 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 Deputy Chief of Operations shall inform the media and public of the Department's victim/witness assistance program.

   1. The Department shall maintain a relationship with the Champaign 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. The Champaign-Urbana Emergency Services Support Team is available to assist victims and family members during times of crisis, such as in the event of a serious fire, homicide, or suicide. The team provides services 24 hours per day, 365 days per year.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 55.2

SUBJECT: VICTIM / WITNESS ASSISTANCE - OPERATIONS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.23.02
ADM.23.03

INDEX AS:

55.2.1 LEVELS OF VICTIM/WITNESS ASSISTANCE
55.2.2 ASSISTANCE TO THREATENED VICTIM/WITNESSES
55.2.3 VICTIM/WITNESS ASSISTANCE DURING PRELIMINARY INVESTIGATION
55.2.4 VICTIM/WITNESS ASSISTANCE IN FOLLOW-UP INVESTIGATIONS
55.2.5 ARREST/POST ARREST VICTIM/WITNESS ASSISTANCE
55.2.6 NEXT OF KIN NOTIFICATION

PURPOSE:

The purpose of this policy is to provide 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.

DEFINITIONS:

Victim: For the purposes 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 as a result of a violent crime perpetrated against the person killed; or the spouse, parent, child, or sibling of any person granted rights under the "Rights of Crime Victims and Witnesses Act" who is physically or mentally incapable of exercising such rights, except where the spouse, parent, child, or sibling is also the defendant or prisoner; (4) any person against whom a violent crime has been committed; (5) any person who has suffered personal injury as a result of a violation of Section 11-501 of the Illinois Vehicle Code, or of a similar provision of a local ordinance, or of Section 9-2 of the Criminal Code of 1961, as amended.

Witness: Any person who personally observes 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.

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

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.

POLICY:

55.2.1 LEVELS OF VICTIM WITNESS ASSISTANCE

A. The City of Champaign 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.

B. Callers shall be provided the appropriate services with telephone numbers for:

   1. The Victim and Witness Assistance division of the Champaign County State's Attorney Office.

   2. Crisis referral hot lines, including a 24-hour per day number for counseling and assistance.

   3. Local mental health services.

C. There are a wide variety of services for victim/witnesses available throughout the Champaign County area. The Department's role in providing victim/witness assistance is primarily accomplished through referral.

55.2.2 ASSISTANCE TO THREATENED VICTIMS AND WITNESSES

A. Employees, upon becoming aware that a threat has been made against a victim and/or witness, will obtain the information necessary to document the incident in a police report and notify a shift supervisor of the incident. Reports documenting threats to a victim or witness shall be forwarded to the Investigations Division. Appropriate follow-up assistance shall be determined depending upon the nature of the individual case and the resources available to the Department, and shall be commensurate with the danger faced by the victim/witness. Typically, an investigations supervisor will determine the type of assistance provided.

B. If the victim/witness is in another jurisdiction, the shift supervisor shall ensure that contact is immediately made with the appropriate department to advise them of the situation and request that reasonable precautions are taken. The results of this contact shall be confirmed by computer message during the same shift, if possible.

C. The State's Attorney's Office shall be advised of the threats received by victims/witnesses. The threat and notification to the State's Attorney's office shall be documented in the police report and a copy shall be forwarded to the State's Attorney's office.

55.2.3 VICTIM/WITNESS ASSISTANCE DURING PRELIMINARY INVESTIGATION

A. Officers shall render appropriate victim/witness services during the preliminary investigation, including:

1. Giving information to victims/witnesses about applicable services, including counseling, medical attention, compensation of emergency financial assistance, and victim advocacy.

2. Advising victims/witnesses what to do if the suspect, or someone acting on the suspect's behalf, threatens or otherwise intimidates them.

3. Providing victims/witnesses with the corresponding report number and explaining the steps involved in the subsequent processing of the case.

4. Providing a telephone number that victims/witnesses may call to report additional information about the case, or to receive information regarding the status of the case.

55.2.4 VICTIM/WITNESS ASSISTANCE IN FOLLOW-UP INVESTIGATIONS

A. Victim/witness assistance services to be provided during the follow-up investigation include, but are not limited to:

1. 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.

2. Explaining to the victim/witness the procedures involved in the prosecution of their case and their role in those procedures.

3. Scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness, and if necessary and reasonable, providing transportation.

4. 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.

5. Requesting that a victim/witness advocate, if available, assist the victim/witness during the follow-up investigation.

55.2.5 ARREST/POST ARREST VICTIM/WITNESS ASSISTANCE

A. When known, the investigating officer or arresting officer shall endeavor to promptly notify the victim/witness of the following:

1. When an arrest has been made.

2. What charges are pending against the person who was arrested.

3. Any known court dates.

B. The requirements of this section may be met by the victim/witness programs of other agencies including the Champaign County State's Attorney's Office.

C. Notification is not required on failure to appear warrants.

55.2.6 NEXT OF KIN NOTIFICATION

A. The Department is, at times, called upon to notify citizens of the death, injury, or serious illness of a family member. It is the Department's policy to honor such requests whether they come from a citizen or another law enforcement agency.

1. In the event of a death notification, such notification will be made in person. The officer assigned shall request assistance from either a supervisor or another officer.

   a. If the request is made by an outside agency, reasonable attempts to verify the information shall be made prior to any notification.

   b. The notifying officer will, whenever possible, attempt to obtain assistance from the clergy, a relative, or a close friend.

   c. Attempts to notify next of kin shall be exhausted prior to such information being released to the news media. Only sworn supervisors are authorized to release this information.

2. It is preferable that medical authorities that are better equipped to answer questions, which may arise, make notification of injury or serious illness.

   a. The next of kin shall be assisted in contacting the medical authorities or the requesting outside agency to obtain necessary information. The officer shall determine what, if any, additional assistance is necessary.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 61.1

SUBJECT: TRAFFIC ENFORCEMENT | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.06.01
OPR.06.02
OPR.06.03
OPR.06.04
OPR.06.10
OPR.06.12

INDEX AS:

61.1.1 SELECTIVE TRAFFIC ENFORCEMENT
61.1.2 UNIFORM ENFORCEMENT PROCEDURES
61.1.3 SPECIAL TRAFFIC VIOLATION PROCESSING
61.1.4 INFORMATION PROVIDED TO VIOLATORS
61.1.5 ENFORCEMENT OF VIOLATIONS
61.1.6 TRAFFIC ENFORCEMENT PRACTICES
61.1.7 STOPPING VIOLATORS
61.1.8 OFFICER/VIOLATOR CONTACT
61.1.9 SPEED MEASURING DEVICES
61.1.10 DUI ENFORCEMENT
61.1.11 DUI ARRESTEE HANDLING
61.1.12 REFERRAL OF DRIVERS FOR RE-EXAMINATION
61.1.13 PARKING ENFORCEMENT

PURPOSE:

The purpose of this policy is to establish procedures related to the Department's selective traffic enforcement efforts, the deployment of personnel, traffic stops, and enforcement practices.

DEFINITIONS:

Concealed Observation: Stationary observation in which the observer is not visible to persons from the roadway being observed.

Pacing – A method of speed timing in which an officer, driving a vehicle with a calibrated speedometer, maintains a constant speed for a minimum of two blocks without gaining any distance on a paced vehicle.

Preliminary Breath Screening Test Units: A portable breath testing unit (PBT) which meets the Illinois Department of State Police standards for such devices, and which has been certified as operationally accurate.

Roadside Safety Check: A temporary operation in which law enforcement or other authorized personnel stop some or all motorists to inspect individual vehicles or their contents, or to interview drivers.

Selective Traffic Enforcement: Conducting traffic enforcement activities at times and locations where hazardous or congested conditions exist.

Stationary Observation: Traffic observation at a selected location, typically with unfavorable crash statistics or traffic problems, for the traffic law enforcement purposes.

Traffic Law Enforcement: Law enforcement as it applies to statutes, ordinances, and regulations relating to the use of streets and highways, the ownership and operation of motor vehicles, and other road vehicles.

Visible Observation: Stationary observation by an observer in full view but so located, such as on a side street, that effort is required by those in the traffic to discover the observer.

POLICY:

61.1.1 SELECTIVE TRAFFIC ENFORCEMENT

The overall goal of the Department's Selective Traffic Enforcement Program is to reduce the frequency and severity of accidents through proactive traffic enforcement. Visible patrol and consistency of effort will serve to promote voluntary compliance with traffic laws and regulations.

A. The Department's Selective Traffic Enforcement Program activities shall be based upon review of traffic crash data, review of data collected through the deployment of radar trailers, officer observation, citizen concerns and complaints, and traffic volume. The deployment of personnel shall be directed towards addressing violations at times when illegal driving behavior is prevalent.

   1. The most appropriate traffic law enforcement method for modifying collision-causing behavior is to address the most common violations contributing to traffic collisions.

   2. The Selective Traffic Enforcement Program coordinator shall have primary responsibility for the review of traffic data, to include:

      a. Compilation and review of traffic crash data.

      b. Compilation and review of traffic enforcement data.

      c. Comparison of collision data and enforcement data.

      d. Selection of appropriate traffic enforcement measures.

      e. Annual evaluation of the outcomes of the Selective Traffic Enforcement Program.

      f. Review and revision of selective traffic enforcement objectives.

B. The Deputy Chief of Operations has overall responsibility for the Department's traffic enforcement functions. On an annual basis, the Deputy Chief of Operations or his designee shall prepare a

documented evaluation of the Department's Selective Traffic Enforcement Program. This evaluation will:

1. Examine the effectiveness of the Selective Traffic Enforcement Program.

2. Compare Selective Traffic Enforcement Program efforts and results against established goals and objectives.

61.1.2 UNIFORM ENFORCEMENT PROCEDURES

A. A primary objective of traffic enforcement is to reduce traffic crashes and injuries, and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The Champaign Police Department seeks to achieve this objective through a combination of education and enforcement. Enforcement actions include:

   1. Custodial Arrest – An officer may effect a custodial arrest of any person committing a serious offense, such as driving under the influence (DUI), fleeing and eluding, reckless driving, etc., when taking the offender into custody is warranted and best serves the safety of the community.

   2. Citation – A citation shall be issued to a violator when the officer believes that a written warning would be ineffective in gaining the future compliance of the violator.

   3. Warnings – A written warning shall be issued to a violator when the offense is minor and the officer believes that the warning will result in future voluntary compliance.

B. When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken. Enforcement measures shall be taken for the purpose of promoting the safe and efficient movement of traffic, not for the purpose of generating revenue. Multiple citations shall all have the same court date.

61.1.3 SPECIAL TRAFFIC VIOLATION PROCESSING

A. This policy establishes procedures for processing traffic law violations committed by the following:

   1. Non-residents - Officers shall follow the procedures as set forth in 625 ILCS 5/6-306.4. When a traffic violation is committed by a motorist from a member State of the non-resident violator compact and the person is going to receive a citation, the rules of the compact apply.

      Residents of a non-compact state will be allowed to post a cash bond as set forth in the Supreme Court practice rules. A resident of a non-compact state who is unable to post bond will be brought before a judge only if all other bonding options have been exhausted.

   2. Juvenile Violators - Juvenile traffic offenders are generally subject to the same requirements as adult traffic offenders. If, however, a custodial arrest is made on a juvenile traffic offender, the custody procedures set forth in Policy 44.2, Juvenile Operations, must be followed.

   3. State Legislators - Pursuant to 725 ILCS 5/107-7(b), "Senators and representatives shall, in all cases, except treason, felony, or breach of the peace, be privileged from arrest during the session of the General Assembly, and in going to and from the same." Additionally, members of Congress may not be detained for the issuance of a citation while in transit to or from the Congress of the United States.

   4. United States Legislators – Members of U.S. Congress may not be arrested or detained while in transit to or from the Congress of the United States.

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

      a. Officers shall comply with 625 ILCS 5/16-108, when a violator displays a driver's license issued by the U.S. Department of State or otherwise claims immunity under Title 22, Chapter 6 of the U.S. Code. The officer shall:

         1) As soon as practicable, contact the U.S. Department of State office in order to verify the driver's status and immunity. (Notify supervisor of findings.)

         2) Record all relevant information from any driver's license or I.D. card.

         3) Within five working days after the date of the stop, forward to the Illinois Secretary of State a copy of the citation(s) issued to the violator (and the traffic crash report if the person was involved in a collision). If a citation was not issued, then a written report of the incident will be forwarded.

         4) In serious cases, such as a DUI or personal injury crash, telephone notification of the U.S. Department of State is required as soon as practicable. Field sobriety investigation will follow Department guidelines. If the officer judges the individual too impaired to drive safely, the officer shall not permit the individual to continue to drive (even

in the case of diplomatic agents who have the highest level of immunity). A supervisor shall be notified when diplomatic personnel are stopped for a serious violation. Immune diplomatic personnel may be taken to the police station where further arrangements may be made to assure his safety and that of the community. If the personnel are not immune from arrest, according to the State Department, they are subject to arrest. Any search of their person or property, including vehicle (and including towing), must conform to their level of inviolability, according to the State Department.

b. Consular Notification and Access. See Policy 1.1.

6. Military Personnel - Pursuant to 725 ILCS 5/107-7(d), military members shall be privileged from arrest during their attendance at musters and elections and in going to and returning from same, except for treason, felony or breach of peace arrests.

61.1.4 INFORMATION PROVIDED TO VIOLATORS

A. At the time a motorist is charged with a violation, information relative to that specific charge will be provided. The officer will provide the motorist with the following information:

1. The specific violation alleged.

2. The date, time, and location of the court appearance.

3. Whether or not the court appearance is required.

4. The procedure for entering a plea and/or paying a fine by mail through the office of the Clerk of the Circuit Court, if appearance is not mandatory.

5. Options for posting bond.

61.1.5 ENFORCEMENT OF VIOLATIONS

A. A primary goal of traffic enforcement is voluntary compliance with traffic laws. The provisions of this policy are intended to encourage good judgment in deciding what enforcement action is appropriate, based upon the situation, prior training and experience, and common sense.

1. Driving Under the Influence (DUI) - Officers must be alert for signs of alcohol or drug impairment during all motorist contacts. Upon establishing that probable cause exists for a violation of DUI laws, an officer will effect a custodial arrest of the violator.

2. Driving Under Suspension (DUS), Driving Under Revocation (DUR), No Valid Driver's License - When an officer makes a custodial arrest of a person for driving with no valid driver's license (never obtained or expired over one year), driving under suspension (DUS), or driving under revocation (DUR), the officer may transport the violator to the Champaign County Jail. The violator's vehicle and property shall be handled according to Department procedures. The violator should be issued the appropriate citation(s) and processed according to arrest procedures.

a. Officers shall use discretion when determining whether or not to make a custodial arrest of a driver who has no valid license or whose driver's license is suspended or revoked. In determining whether or not to make a custodial arrest, officers should consider the following:

1) Whether or not the driver has been properly identified.

2) Whether or not the driver has valid proof of insurance for the vehicle.

3) Driving history.

b. When an officer elects not to make a custodial arrest of a driver, the officer must verify that the driver understands that he cannot drive.

1) Nothing prohibits the officer from towing the vehicle pursuant to Department policy.

2) When leaving a vehicle on private property, an officer should confirm that the property owner has granted permission to leave the vehicle at that location.

3. Speed violations - There is no affirmative defense for speeding or for driving faster than conditions permit. However, strict adherence to policy is not a substitute for common sense. In determining whether or not a citation should be issued, an officer should exercise sound discretion and consider factors such as traffic volume, weather conditions, and location.

a. Speeding violations may be issued based upon radar display or pacing.

4. Other hazardous violations - Officers are expected to take action upon observing hazardous violations. Sound judgment should be used to determine what type of enforcement action results. A violator may be issued either a warning or a citation based upon the specific circumstances of the violation.

5. Off-road vehicle enforcement.

a. Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles. Officers will take appropriate enforcement action for observed or reported violations. Any off-road recreational vehicle driven upon public roadways is subject to the traffic laws as specified in the Illinois Compiled Statutes Chapter 625, including:

1) Section 5/11-1426, Operation of All-Terrain Vehicles and Off-Highway Motorcycles on Streets, Roads and Highways.

2) Section 5/11-1427, Illegal Driving or Operation.

3) Sections 40/1 through 40/11, Snowmobile Registration and Safety Act.

6. Equipment violations - Equipment violations will be dealt with on an individual basis, and an officer should use sound judgment in determining what type of enforcement action is appropriate for a given situation.

7. Public carrier/commercial vehicle violations - Public carrier and commercial vehicle violations will be treated in the same manner as violations committed by the general public.

8. Non-hazardous violations – The enforcement of non-hazardous violations will be governed by officer discretion. Voluntary compliance is the goal of enforcement action for minor violations.

9. Multiple violations - When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken.

10. Newly enacted laws – In lieu of special orders to the contrary, officers of this department will, whenever practical, issue written warnings for minor violations for a minimum of fourteen (14) days after such law becomes effective.

11. Violations resulting in traffic crashes.

    a. Officers are generally expected to take enforcement action whenever their traffic crash investigation produces probable cause to believe that a violation of statute or ordinance has occurred.

    b. An officer's specific enforcement actions arising from traffic crashes will be consistent with the nature of the alleged violation and with the Department's written directives concerning traffic law enforcement. In taking any enforcement action, the officer must establish all elements of the violation. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include:

        1) Statements made to the officer by the alleged violator.

        2) Statements of witnesses.

        3) Crash scene measurements.

        4) Physical evidence.

    c. In traffic crashes involving life-threatening injuries or fatalities, the investigating officer or his supervisor may contact the State's Attorney's office before taking any enforcement action.

12. Pedestrian and bicycle enforcement – The enforcement of traffic laws pertaining to bicycles and pedestrians requires broad discretion on the part of officers. Consequently, prior to any substantial increase in enforcement efforts directed towards pedestrian or bicycle violations, awareness campaigns will be conducted by the Department.

    a. Pedestrian and bicycle enforcement shall be based on officer discretion with a focus on violations in areas where pedestrian and bicycle crashes have been frequent or severe.

61.1.6 TRAFFIC ENFORCEMENT PRACTICES

A. Marked patrol units shall generally be used for traffic enforcement. When authorized by a supervisor, unmarked units may be used in instances when necessary to accomplish a specific purpose.

    1. Officers shall drive police vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior.

    2. In situations or areas where stationary observation (either visible or concealed) is necessary to maximize the effectiveness of a selective enforcement effort, officers shall park in a location and in such a manner that traffic flow is not impeded.

    3. Roadside safety checks may be used when authorized by the Chief of Police. A designated supervisor shall be responsible for plan development and coordination of approved roadside safety checks.

        a. A supervisor must be assigned to the safety check.
        b. The safety check must be adequately staffed.

        c. Personnel assigned shall wear high-visibility reflective vests.

        d. The public must have prior notice of planned safety checks.

61.1.7 STOPPING VIOLATORS

A. The following guidelines are recommended to provide for officer safety when conducting traffic stops:

    1. The location of the stop should be chosen carefully. Every effort should be made to effect the traffic stop in a location that provides ample space and sufficient lighting. When possible, avoid making stops at hills, curves, and intersections.

    2. If possible, the location of the stop, vehicle registration information, and vehicle description shall be provided to METCAD prior to making contact with the driver.

3. Activate the emergency lights to signal the violator to stop. The horn or siren may be used if necessary. Officers shall also activate the Mobile Video Recording System in accordance with policy.

4. The patrol vehicle should be positioned behind the violator's vehicle and offset to the left.

5. Officers should observe the occupants of the stopped vehicle briefly before exiting the patrol vehicle.

6. While approaching the violator's vehicle, driver/passenger movement should be monitored and the officer should remain alert for actions that do not appear to be normal.

7. While speaking to the violator, the officer should stand as close to the vehicle as possible and to the rear of the driver. If traffic is heavy or tactics dictate, the officer may stand on the passenger side.

8. The violator's driver's license status and warrant status should be checked.

9. While completing the citation, warning, or FI card, the officer should remain alert to the actions of the driver and any passengers.

10. When returning to the violator's vehicle to issue the citation or written warning, the officer should continue to remain alert for any suspicious movements or actions inside the vehicle.

11. Allow the violator to depart and re-enter traffic before leaving.

12. If at any time during a stop an officer's perception of risk escalates, the officer may abandon the above procedures, retreat to a position of cover, and move to high-risk traffic stop procedures.

B. High-Risk Traffic Stops.

1. High risk traffic stops include stops of potential felony suspects and/or investigative stops where the officer believes that a threat to his safety exists.

2. All officers arriving at the scene of a high-risk stop shall activate their Mobile Video Recording Systems.

3. High-risk stops will typically involve two or more squad cars, and officers are discouraged from conducting high-risk stops when they are acting alone as one-officer units. An officer conducting a high-risk stop alone is at a distinct disadvantage.

   a. Officers shall notify METCAD of their intent to effect a high-risk traffic stop. METCAD will clear the air and dedicate the channel for the stop.

   b. Make radio contact with backup units and communicate the following:

      1) Location and direction of travel.

      2) Description of suspect vehicle.

      3) Description of suspects.

      4) High-risk factors.

   c. When a backup unit is in position to provide assistance, communicate to both the backup unit and METCAD the intended location for the high-risk stop.

   e. As the suspect vehicle comes to a stop, care should be exercised in positioning squads. Squads should be positioned in locations where both safety and tactical advantage is maximized.

   f. Spotlights and high beam headlights should be utilized to illuminate the suspect vehicle and protect the officers. When feasible, backup units positioned to the rear of the primary unit should turn off their headlights and spotlights to avoid the "silhouetting" of primary unit officers.

   g. Once primary and backup officers are in positions of cover, suspects should be controlled through the use of verbal commands. One officer should take control of the stop and give the commands.

   h. If justified, weapons may be drawn and pointed at the occupants of the suspect vehicle.

   i. Verbal commands should be given to the driver of the suspect vehicle. Order the driver to shut off the vehicle ignition, open the driver's door, and place the vehicle keys on the ground or on the roof of the vehicle. The driver should be ordered to put both hands out of the door into view, and to open the driver's side door from the outside with his left hand. Order the driver to exit the vehicle and face you with his hands and arms up. Order the driver to turn completely around with his hands up. Visually inspect the suspect for any weapons on his person. Give commands to the driver to step away from the vehicle and to a safe location. Choose a location based upon vehicle positioning and other environmental factors so that backup officers have a clear view of the suspects. Order the driver to assume a prone position.

   j. Continue clearing the vehicle of occupants in the same manner, one at a time, ordering them out from the front seat first and then from the rear seat. It is preferable that all passengers exit from the passenger side of the suspect vehicle.

k. All occupants of the vehicle are subject to search and temporary restraint, depending on the circumstances of the stop.

l. When all visible occupants have been removed, the primary officer should exercise great care in inspecting and clearing the suspect vehicle. Backup officers will provide cover and continue to observe the suspect(s). Officers should remain cognizant of the potential for crossfire between officers.

m. When the suspect vehicle has been cleared and the scene is secured, the primary officer should advise METCAD of the status of the stop. If normal radio traffic can be resumed, METCAD should be so advised.

n. At a minimum, all occupants of the vehicle shall be identified and the contacts documented on field interview cards.

o. If a weapon is pointed at the driver or an occupant of the vehicle, then a report shall be completed.

61.1.8 OFFICER/VIOLATOR CONTACT

A. Enforcement action shall be carried out in a fair, impartial, and courteous manner. An officer's actions should at all times demonstrate a positive and professional demeanor.

B. Unless exigent circumstances exist, officers should follow the procedures outlined below during traffic stops:

1. Introduction – Greet the violator, identify yourself, and, if the stop is being recorded, advise the motorist of that fact.

2. Reason for the Stop – As soon as possible inform the motorist of the reason for the stop.

3. Explanatory Request – Ask the motorist if there is any justifiable reason for the violation.

4. Request the motorist's driver's license and proof of insurance.

5. Inform the motorist of any actions you desire for safety reasons (i.e. remain in the car).

6. Take Action – Review all relevant information and take the most appropriate course of action based upon your investigation (DL status, warrant status, etc.). Write the citation or warning. To the best of your ability, complete your actions promptly.

7. Re-approach, Close, and Return – Re-approach the motorist, inform them as to what action you have taken, and advise them of any responsibilities they have (i.e. mandatory court date). Do not debate your actions. Explain the motorist's options for future actions (i.e. pay the fine or appear in court), and close the conversation with a concern for their safety, such as "Thank you for your cooperation. Please drive safely." If appropriate, offer to assist the motorist back into traffic.

61.1.9 SPEED MEASURING DEVICES

A. Radar and laser equipment used by the Department meets all standards established by the National Highway Traffic Safety Administration.

B. In selecting a location from which to operate radar or laser speed detection, officers should position their patrol vehicles so as not to impede traffic.

C. Officers must ensure that the radar or laser unit being used is functioning properly by testing it both before and after any enforcement contacts. This shall be done through the following procedures:

1. Check the internal circuitry through the use of the internal test function.

2. Check the readout lights through the use of the light test function.

3. External checks:

a. For radar, check the calibration of the unit externally through the use of a tuning fork.

b. For laser, follow the manufacturer's instruction for external calibration.

61.1.10 DUI ENFORCEMENT

A. Drivers impaired by alcohol or other drugs represent a serious threat to the safety of others. Therefore, the Department considers DUI enforcement one of its highest priorities. The overall objective is to remove impaired drivers from the road and reduce the loss of life and property from DUI-related accidents.

B. All officers receive training in DUI enforcement. This training includes:

1. Identifying DUI motorists by characteristic behavior.

2. Identifying the physiological and behavioral signs of intoxication.

3. The proper administration of field sobriety tests.

4. Completion of required DUI reports, complaints and citations.

5. Specialized training in the Horizontal Gaze Nystagmun test.

C. Officers who are trained as breath analyzer operators receive specialized training in the use of breath analysis instruments. These officers are trained and certified in accordance with specifications established by the Illinois Department of State Police.

D. The Department is responsible for several programs designed to increase the drug and alcohol awareness of community groups of all ages.

E. Roadside Safety Checks may be conducted as a part of DUI enforcement efforts.

61.1.11 DUI ARRESTEE HANDLING

A. Officers must be alert for signs of impairment during all contacts with motorists. When an officer determines that probable cause exists to make an arrest for violating DUI laws, a custodial arrest shall be made. After a custodial arrest is made, the offender shall be transported to the Champaign County Jail. If the arrestee requires immediate medical attention or hospitalization, the officer will so advise his supervisor and arrange for transport of the offender to the hospital.

B. An arrestee's vehicle may be released to an unimpaired person at the scene with the consent of the arrestee; otherwise, it will be towed according to policy. Under no circumstances shall the arrestee be allowed to operate the vehicle after being arrested.

C. After charging an arrestee with DUI, the arresting officer shall read the arrestee the "Warning to Motorist". The "Warning to Motorist" form shall be filled out completely. After giving the warning to motorist, the officer shall request that the arrestee to submit to a test (or tests) to determine the arrestee's blood alcohol concentration (BAC).

D. If the arrestee consents, the arresting officer shall make arrangements for the appropriate tests. If the arrestee refuses, no additional requests need be made.

E. The arresting officer has the discretion to determine whether a subject will be required to submit to a breath, blood, and/or urine sample for testing. DUI testing shall be conducted as follows:

1. Breath tests shall only be administered by breath analyzer operators licensed by the Illinois Department of State Police.

   a. If the arrestee submits to the test and the results show a level of 0.30 or higher, the officer shall immediately notify a supervisor and, if necessary, arrange for transport to a hospital.

   b. If the arrestee submits to the test and the results show a level of 0.08 or higher, the arrestee shall be charged with a second count of DUI for violation of Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/11-501(a)(1).

7. For an arrestee with a test result of 0.08 or higher, the officer shall complete the "Law Enforcement Sworn Report," which includes the "Notice of Summary Suspension".

8. If the arrestee's test result is below 0.08 the officer may request blood and/or urine samples. If the arrestee consents to a blood test or a blood and urine test, he will be taken to a local hospital. If the arresting officer requests a urine test only and the arrestee consents, the urine may be collected at the Champaign County Jail as outlined by this policy.

2. A blood sample may be requested if the breath test is inconclusive or unavailable, intoxication from other than alcohol is suspected, if some injury, possible injury, deformity, or medical condition prevents the arrestee from taking the breath test, or at the discretion of the arresting officer.

   a. Before being asked to submit to a blood test, the individual will be read the appropriate "Warning to Motorist".

   b. The arrestee shall be taken to a local hospital, where the blood sample will be taken.

   c. With the consent of the arrestee, the blood sample will be drawn by a licensed physician, a registered nurse, or other person authorized by the Illinois State Police. The hospital may require the arrestee to sign a waiver. This shall be explained to the arrestee before taking the test. Refusal to submit to the blood test will constitute a refusal under the statute. If the arrestee is not capable of refusal, Illinois statutes provide that the person be deemed not to have withdrawn consent and the blood sample will be drawn as indicated above.

   d. The arresting officer shall be present during the drawing of the blood sample. When available, the blood sample kits to be used are those provided to hospitals by the Illinois Department of State Police. In case there are no such kits available at the hospital, blood samples may be drawn and placed into two grey top vacuum tubes pursuant to Illinois State Police Rule (according to generally accepted industry standards, grey top tubes contain an anticoagulant and preservative). The officer will make sure that a disinfectant containing no alcohol or other volatile organic substance is used.

   e. The officer shall witness the blood samples being placed into the kit. The forms in the kit shall be filled out completely, the kit sealed with the supplied materials, and the kit will be submitted as evidence.

   f. In the case of blood or blood and urine tests, the officer shall wait until the test results have been returned to fill out the "Law Enforcement Sworn Report" and "Notice of Summary Suspension." If applicable, the officer shall then serve the violator with his copies, either in person or via the United States Postal Service Certified Mail.

3. Urine tests should be requested in addition to the blood test if drugs are suspected, or when a breath or blood test is not possible. A specimen of urine, when collected, shall be collected in a

manner to preserve the dignity of the individual and to ensure the integrity of the sample.

a. Urine samples shall be collected in the presence of the arresting officer, another law enforcement officer, an agency employee, or hospital nurse who can authenticate the sample. The officer, agency representative, or nurse shall be of the same sex as the subject undergoing testing.

b. A urine sample of approximately 60 ml should be collected.

c. The urine sample shall be collected from the arrestee's first emptying of the bladder in a clean, dry container.

d. Approximately equal volumes should be dispensed directly into two containers. No preservatives shall be used. The containers shall be closed with inert stoppers.

9. Each of the containers shall be labeled and provide the following information:

1) Name of accused.

2) Date and time of collection.

3) Collecting attendant.

4) Authorizing officer's signature of initials and agency identification.

10. The officer shall witness the samples being placed into the kit. The forms in the kit shall be filled out completely, the kit sealed with the supplied materials, and the kit will be submitted as evidence.

4. The "Notice of Summary Suspension" will be completed to indicate a refusal if the arrestee refuses or fails to complete any of the chemical tests.

F. A violation of the zero tolerance law is an administrative offense, not a criminal one. If, during the course of a traffic stop of an operator under the age of 21 years, it becomes apparent that the operator has been consuming alcoholic beverages, the following steps should be taken:

1. Field sobriety tests should be conducted.

2. If there is probable cause to believe that the driver is under the influence of alcohol, as defined in Illinois Compiled Statutes 625 ILCS 5/11-501, the enforcement of regular DUI statutes as specified in the preceding paragraphs is preferred to the use of zero tolerance law.

3. If there is evidence of the consumption of alcohol without impairment which meets the probable cause standards of DUI:

a. The offender can be taken into custody and transported to a holding facility. The appropriate alcohol related charges may be:

1) Unlawful possession of alcohol by a minor.

2) Unlawful consumption of alcohol by a minor.

3) Illegal transportation of an intoxicating beverage.

b. A report will be filed and the operator will be charged with the violation which prompted the initial stop in addition to the above cited violation.

c. The officer will read the Zero Tolerance "Warning to Motorist" Form to the driver.

d. The officer will complete and serve the driver with the Zero Tolerance Sworn Report form.

e. If the subject does not refuse, a breath, blood, and/or urine test will be conducted pursuant to rules set forth in this policy, depending upon which test is requested by the officer.

f. At the scene, the vehicle should be handled in accordance normal arrest procedures, as a DUI hold may not be placed on the vehicle for a violation of zero tolerance laws.

1. If there is evidence of consumption of alcohol in conjunction with other criminal or delinquent offenses, the driver should be processed as would normally be done for the criminal or delinquent offense, and the breath test can simply be completed incidentally to the other processing.

2. If a juvenile (as defined by Chapter 705 Act 405 of the Illinois Compiled Statutes) is taken to a holding facility, the juvenile shall be completely separated from any adult detainees, both by sight and sound, for the period of time they are in the holding facility. There should be no unnecessary delay in completing the breath test. Immediately upon completion, the minor is to be removed from the holding facility for further processing.

3. The officer is responsible for properly completing all necessary reports, as well as any and all citations and/or complaints.

61.1.12 REFERRAL OF DRIVERS FOR RE-EXAMINATION

A. Through routine enforcement, collision reporting, and investigation, officers may discover drivers who are unable to exercise reasonable and ordinary care in operating a motor vehicle.

B. Officers who identify a motorist who appears to be incompetent, physically or mentally disabled, or suffering from a disease or other condition that prevents that person from exercising reasonable and ordinary care over a motor vehicle may request a re-examination by the Illinois Secretary of State's Office, in accordance with the procedures set forth in the Illinois Compiled Statutes.

C. All re-examination requests shall be routed to the Illinois Secretary of State using the prescribed form.

61.1.13 PARKING ENFORCEMENT

A. While Parking Enforcement has the primary responsibility to enforce parking regulations, sworn officers of this department also have the authority to issue parking citations.

B. All existing parking regulations shall be enforced with reasonableness and impartiality in all areas of the City.

C. On street parking is restricted as posted, to ensure fair access to parking, to expedite the flow of traffic, and to facilitate snow plowing operations, etc.

D. Officers shall enforce parking violations with discretion, taking into account the seriousness of the violation.

E. Special attention shall be given to the following areas:

1. Handicapped parking violations.

2. Fire hydrant violations.

3. Fire Lanes.

4. Restricted or prohibited parking zones.

F. When vehicles are parked in such a manner as to necessitate their immediate removal, officers shall make a reasonable attempt to locate the owner prior to towing. If attempts to locate the owner are unsuccessful, the vehicle may be towed in accordance with departmental policy.

G. Permission to park illegally in certain situations may be granted by a supervisor. When a supervisor approves such a request, notice of that approval will be indicated in shift briefing notes and forwarded to all affected shifts.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 61.2

SUBJECT: TRAFFIC CRASH INVESTIGATION | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.06.05
OPR.06.06
OPR.06.07

INDEX AS:

61.2.1 TRAFFIC CRASH INVESTIGATION AND REPORTING
61.2.2 TRAFFIC CRASH OFFICER RESPONSE
61.2.3 CRASH SCENE RESPONSIBILITY
61.2.4 FOLLOW-UP PROCEDURES
61.2.5 ACCIDENTS INVOLVING POLICE VEHICLES
61.2.6 DAMAGE TO POLICE DEPARTMENT VEHICLES

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the reporting and investigation of traffic crashes.

DEFINITIONS:

Traffic Crash Reporting: The collection of data for the completion of an Illinois Traffic Crash Report. An Illinois Traffic Crash Report typically includes the identification and classification of the involved persons and vehicles, the time and location of the crash, and contributing factors such as traffic law violations.

Traffic Crash Investigation: The collection of factual information, which includes identifying and describing people, roads, and vehicles involved in a crash; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the roadway, and final positions of vehicles and bodies; interpretation of these facts in terms of the behavior of the motorists involved; and, sometimes, an attempt to specify the particular combination of factors required to produce the crash.

Traffic Crash Investigator: An officer who has been specially trained in the investigation and re-construction of traffic crashes.

POLICY:

61.2.1 TRAFFIC CRASH INVESTIGATION AND REPORTING

A. The Department will comply with all statutes requiring the reporting of traffic crashes. The primary Officer assigned to investigate a traffic crash shall investigate and/or report all crashes occurring on public roads or property that meet or exceed the state specified requirements for reporting. Officers will conduct an on-scene investigation of all traffic crashes involving the following, except where noted:

1. Death or injury crashes.

   a. A shift supervisor shall be notified in the event of a fatal, or probable fatal, crash.

   b. A Traffic Crash Investigator and/or an on-call detective will be called to assist with every fatal or potentially fatal traffic crash investigation, unless a Lieutenant, Deputy Chief, or Chief of Police directs otherwise.

   c. All other injury crashes will be investigated and reported by the initial assigned officer.

2. Property damage crashes meeting or exceeding statutory requirements.

3. Hit and run crashes.

4. Crashes involving driver impairment due to alcohol and/or drugs.

5. Crashes involving hazardous materials.

6. Crashes occurring on private property.

   a. Any private property crash which involves an injury, a DUI-related offense, reckless driving, drag racing, or which results in either driver leaving the scene shall be reported and/or investigated by the assigned officer.

   b. Provided that none of the above factors are present, the assigned officer will supply the driver(s) with the appropriate forms and explain how they are to be completed.

B. All traffic crashes requiring a report shall be reported on a State of Illinois Traffic Crash Report (SR1050).

61.2.2 TRAFFIC CRASH OFFICER RESPONSE

A. At least one officer shall respond to the scene of a reported traffic crash involving any of the following:

1. Death or injury.

2. Hit and run.

3. Driver impairment due to alcohol and/or drugs.

4. Damage of public vehicles or property.

5. Hazardous materials.

6. Disturbances between the parties involved.

7. Major traffic congestion as a result of the crash.

8. Damage to vehicles to the extent towing is required.

B. During severe weather conditions when there is a heavy demand for shift services, a shift supervisor, Division Head, or the Chief of Police may activate the Emergency Accident Procedure. When the Emergency Accident Procedure is in effect, accidents will be investigated only when:

1. There is an injury, **or**

2. One or more of the involved vehicles cannot be driven from the scene.

If an accident is not investigated, the driver(s) will be instructed to file a report with the Secretary of State's Office if damage to any involved vehicle exceeds $1,500. Report forms may be obtained at the Champaign Police Department or any other police agency in the state.

When the Emergency Accident Procedure is activated, METCAD will place in notes the time activated and a copy will be forwarded to the Chief of Police.

61.2.3 CRASH SCENE RESPONSIBILITIES

A. The primary officer at a crash scene shall be the officer assigned by METCAD, unless reassigned by a supervisor. Upon arrival, the primary officer shall maintain control of the scene until the investigation is complete or the scene is turned over to a Traffic Crash Investigator.

B. Upon arrival, the first responding officer shall:

1. Position the police vehicle, with emergency lights activated, in such a manner as to protect the crash scene while, if possible, still maintaining traffic flow through the area.

2. Determine if there are any injuries and, if appropriate, request that an ambulance respond to the scene. To the extent possible, first aid should be administered until the ambulance arrives.

3. Determine if additional officers are necessary for traffic control and, if so, request assistance.

4. If both vehicles can be driven and there are no injuries, the officer may instruct the drivers to relocate their vehicles safely off the roadway.

5. The officer shall advise a supervisor whenever there are life threatening injuries.

6. If an officer has determined that a crash involves life threatening injuries or death, a supervisor shall respond to the scene. The supervisor will then be responsible for requesting appropriate additional resources

7. In addition to those traffic accident scenes where the Fire Department is dispatched by METCAD, the Fire Department will also be notified under the following circumstances:

a. A person is trapped in or under a vehicle.

b. A vehicle is overturned or on its side.

c. A train is involved.

d. Hazardous materials are involved.

e. Aircraft is involved.

f. Medical response is requested for an injury.

g. Any fire hazard is identified or observed.

8. If hazardous materials are involved, the procedures outlined in Policy 61.4 shall be followed.

9. Officers shall not call off or terminate medical response to accident scenes, but they may provide updates through METCAD.

10. The officer shall interview all witnesses and involved parties.

11. The officer shall request tow truck(s) to remove disabled vehicles and debris from the roadway and scene.

12. Crash reports and any enforcement actions shall be completed by the assigned officer.

C. In the event of injury where the injured party cannot take possession or control of personal property, the officer shall provide for the safekeeping of all property by doing one of the following:

1. Turning property over to paramedics for transport with the victim.

2. Retaining control of the property and return it to the victim at the hospital.

3. Inventorying the property and place it in evidence for safekeeping at the Department.

4. When possible, securing it in the victim's vehicle.

61.2.4 FOLLOW-UP PROCEDURES

A. At times, follow-up crash investigations require special skills and technical assistance not available within the Department. In those instances, the Department may request assistance from outside certified crash reconstruction investigators, photographers, surveyors, mechanics, physicians, engineers, or other experts.

1. The request for outside technical assistance will be done only with the approval of the appropriate Deputy Chief.

61.2.5 ACCIDENTS INVOLVING POLICE VEHICLES (INCLUDING PRIVATE PROPERTY)

A. A command officer will investigate or be present to supervise the investigation of any accident involving a Police Department vehicle.

1. If the other driver is determined to be at fault, a citation shall be issued for the appropriate violation.

2. If the employee is at fault, the matter will typically be handled through internal discipline. However, under some circumstances an employee may be issued a citation.

B. The employee driving or responsible for a Department vehicle which is involved in an accident will complete the following forms, whenever possible, within 48 hours of an accident:

1. Vehicle Accident Report (5/2008).

2. City of Champaign Accident/Incident Report Form (7/26/07).

3. One (1) copy of the Illinois Motorist Report Form.

4. Accident notification from for Fleet Services and Human Resources.

5. An Illinois Traffic Crash Report.

6. The following information is to be included in the Illinois Traffic Crash Report: the name and phone number of the other driver, plus the name, address, and policy number of their insurance.

7. Once completed, each of the above forms will be forwarded to the appropriate command officer.

8. If the employee is unable to complete any of the required forms, a shift supervisor will assume that responsibility.

61.2.6 DAMAGE TO POLICE DEPARTMENT VEHICLES

A. An officer who discovers damage to a Department vehicle shall promptly notify a supervisor.

1. The supervisor will check the Squad Car Damage Book for a previous report of the damage.

2. If the damage is less than $500 and no previous report is found, then the supervisor will note the damage in the Squad Car Damage Book.

3. If no previous report is found and the damage is more than $500, the officer discovering the damage will complete a City of Champaign Accident/Incident Form detailing the damage and documenting any circumstances known. The supervisor will note the damage in the Squad Car Damage Book and forward a copy of the Accident/Incident Report Form to the Deputy Chief of Professional Standards.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 61.3

SUBJECT: TRAFFIC DIRECTION AND CONTROL | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.06.08
OPR.06.09

INDEX AS:

61.3.1 TRAFFIC ENGINEERING
61.3.2 TRAFFIC DIRECTION
61.3.3 ESCORTS

PURPOSE:

The purpose of this policy is to establish guidelines for the direction and control of traffic.

DEFINITIONS:

Traffic Survey: An examination of traffic characteristics such as volume, speed, delay, crashes, origin, destination, etc.

POLICY:

61.3.1 TRAFFIC ENGINEERING

A. Traffic engineering is the responsibility of the Traffic Control Division of the Champaign Public Works Department. The Chief of Police or his designee shall act as a liaison with appropriate components of Public Works to ensure coordination of traffic engineering functions. The Traffic Control Division responsibilities include but are not limited to:

1. Recommending the efficient use of traffic control devices, new and revised laws, or other engineering improvements.

2. Identifying physical conditions that contribute to traffic crashes.

3. Studying parking needs, restrictions, and improvements.

B. The Department will participate in the following activities:

1. Collecting and compiling traffic data.

2. Traffic surveys and studies.

3. Analyzing crash and enforcement data.

4. Preparing special reports and making recommendations concerning the efficient use of traffic control devices, new or revised laws or ordinances, and engineering improvements.

5. Participating in local and regional transportation systems management planning as necessary.

C. The Department has a website through which citizens can report traffic complaints and concerns. Incoming complaints and concerns will be evaluated by the Department's Selective Traffic Enforcement Program Coordinator and considered during the deployment of radar trailers and personnel.

D. The Records Division is responsible for transmitting motor vehicle crash data to the State of Illinois Department of Transportation pursuant to their reporting requirements.

61.3.2 TRAFFIC DIRECTION

A. The following procedures are specified for traffic direction and control:

1. Traffic crash direction and control.

a. Officers performing traffic direction at crash scenes shall allow for the safe ingress and egress of emergency vehicles and provide alternative routes for other traffic.

b. The following may be used by officers to aid in protecting crash scenes:

1) Police vehicles with activated overhead lights.

2) Flares.

3) Traffic cones.

4) Barricades.

2. Manual traffic direction procedures.

a. Personnel assigned or authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction.

1) <u>Stopping traffic</u>: To stop traffic, the officer should first extend the arm and index finger toward, and look directly at the driver to be stopped, until that driver is aware, or it can be reasonably inferred that the driver is aware, of the officer's gesture. The pointing hand is then raised at the wrist so that the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the previously stopped traffic.

2) <u>Starting traffic</u>: To start traffic, the officer should first stand with shoulder and side

toward the traffic to be started, extend the arm and index finger toward, and look directly at the driver to be started until that driver is aware of, or it can be reasonably inferred that the driver is aware of, the officer's gesture. With palm up, the pointing arm is swung from the elbow, through a vertical semicircle, until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions, the procedure is then repeated for traffic coming from the other direction.

3) Right or left turn: When directing a driver to make a turn, the extended arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the drivers intended turn.

4) Use of flashlight: A flashlight can be used to stop traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given with the vehicle headlights providing illumination.

3. Fire scene traffic direction.

a. The primary task of officers engaged in traffic direction at fire scenes is to restrict public access to fire scenes while maintaining access routes for emergency vehicles.

b. Officers will coordinate their efforts with the Fire Department's officer in charge at emergency scenes to provide crowd control and adequate safety measures for vehicular and pedestrian traffic.

4. Adverse weather and road conditions.

a. Adverse road and weather conditions may include:

1) Crash hazards, such as debris that has fallen onto the roadway.

2) Acts of nature, such as fog, snow storms, flooding, ice on roadways, etc.

3) Engineering hazards, such as an exposed guardrail, a downed power line, or the presence of other objects that might cause unnecessary additional damage or injury should a vehicle impact with such objects.

b. Upon discovering an adverse road or weather condition, Department personnel shall take appropriate action, to include:

1) Notifying an appropriate responding agency via METCAD.

2) Providing traffic control as needed.

3) Protecting the scene as appropriate.

4) Immediately rectifying the situation when feasible.

5. Operation of traffic control signals.

a. Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles. Traffic signals will not be manually controlled by an officer without the approval of a supervisor.

b. Officers may place signals on four-way flash in emergency situations to temporarily alleviate a traffic control problem. When this becomes necessary, the officer will request that proper notification be made for service or repair.

6. Temporary traffic control devices.

a. Temporary traffic control devices include movable barriers, portable signs, traffic cones, and other similar apparatus intended to assist in the safe and efficient movement of vehicular or pedestrian traffic.

1) The Department maintains a supply of barricades for use during emergency situations. Those barricades may be used by officers to provide for immediate and/or temporary traffic control as deemed appropriate by a supervisor.

2) When the need for portable barricades or signs exceeds the Department's on-hand supply, the City of Champaign Public Works Department will be contacted.

3). All marked police vehicles contain flares for use by officers as needed in emergency situations.

b. These temporary traffic control devices may be used for circumstances including:

1) Sustained power outages which render traffic control signals inoperative.

2) Special events.

3) Traffic crashes.

4) Other situations when supervisory personnel deem it to be necessary.

7. High-visibility clothing.

a. The Department provides high-visibility reflective vests to all personnel who may be assigned to perform manual traffic direction and control functions.

b. Personnel shall wear their high-visibility reflective vests in addition to the full uniform whenever performing traffic direction.

1) Some emergency situations may require an individual to assume traffic direction responsibilities without time to put on a reflective vest. When this occurs, the individual shall make every effort to obtain a reflective vest as soon as possible.

c. It is the responsibility of each field employee to have available to him the high visibility reflective vest during on-duty hours.

1) A yellow, orange, or green raincoat may be worn as high-visibility clothing during rainy weather.

61.3.3 ESCORTS

A. Escort services, both routine and emergency, can be provided under the following circumstances:

1. High speed escorts are not permitted under any circumstance. However, an escort for another vehicle may be provided on an expedited basis on while observing traffic control devices.

2. Under no circumstance will emergency escorts be provided for fire trucks or ambulances.

3. Requests for non-emergency police escorts, such as funeral escorts and escorts for public officials or other dignitaries, shall be referred to a District Commander for authorization and assignment.

4. The Deputy Chief of Operations or his designee may authorize non-emergency police escorts in special circumstances, such as heavy equipment moves on local roads or for hazardous material moves, provided that they comply with all provisions of federal, state and local statutes.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 61.4

SUBJECT: TRAFFIC – ANCILLARY SERVICES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.06.11
OPR.06.12

INDEX AS:

61.4.1 ASSISTANCE TO MOTORISTS
61.4.2 HAZARDOUS CONDITIONS
61.4.3 REMOVAL AND TOWING OF VEHICLES
61.4.4 TRAFFIC SAFETY EDUCATIONAL MATERIALS

PURPOSE:

The purpose of this policy is to establish guidelines for assisting motorists, handling hazardous traffic conditions, and distributing traffic safety information.

POLICY:

61.4.1 ASSISTANCE TO MOTORISTS

A. The Department shall respond to motorists' requests for assistance and offer assistance whenever a stranded motorist is observed. If an officer is unable to assist a stranded motorist, the officer shall report the location and description of the stranded motorist to METCAD so that another officer may respond to the scene.

B. Types of services rendered.

1. General assistance.

a. Information and directions: Officers shall provide information and directions when asked and shall remain familiar with various services and facilities available to help motorists.

b. Disabled vehicles: Disabled vehicles on the roadway present a hazard to the stranded motorists and to other roadway users. For this reason, officers will at al times offer reasonable assistance to motorists who appear to be in need of aid.

c. Department vehicles which are not equipped with "push bars" are prohibited from being used to push a disabled vehicle from the roadway.

d. Officers may transport stranded motorists to the nearest convenient location where assistance may be obtained.

2. Mechanical assistance and towing services.

a. Field personnel encountering motorists experiencing mechanical or other difficulties will make reasonable efforts to obtain appropriate assistance for the motorist.

b. Field personnel will assist motorists in obtaining tow services when requested. The tow company requested by the motorist will be utilized provided the company can respond within a reasonable period of time. If the motorist does not have a personal choice, an authorized towing agency will be requested from the Department's rotational tow list.

3. Protection for stranded motorists.

a. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists for factors that contribute to hazardous conditions, such as location, time of day or night, weather, and current priority of calls for service. When circumstances preclude an officer from remaining with a motorist's vehicle, the vehicle should be removed to a position of reasonable safety until the vehicle can be towed or the mechanical problem can be resolved.

b. Field personnel who assist stranded motorists will communicate this to METCAD so that a dispatch ticket can be generated.

c. When practical, motorists residing within the City of Champaign may be transported to their residence. Motorists residing outside of Champaign, but within reasonable distance, may be transported to their residence with the approval of a supervisor.

1) If the motorist to be transported is of the opposite gender, METCAD is to be advised of the destination and the beginning and ending mileage.

2) If assistance cannot be obtained for the motorist, he may be transported to the lobby of the Department where a telephone can be made available.

d. During adverse weather conditions, officers shall make an effort to transport or arrange for transportation for persons who are stranded.

4. Emergency assistance.

Officers will render all practical assistance to users of the roadway who are involved in emergency situations.

a. In medical emergencies:

1) Request the response of Emergency Medical Services (EMS) to the scene.

2) If possible, render first aid until the arrival of EMS personnel.

3) Officers shall not transport injured persons in a police vehicle.

b. In cases involving gas leaks, vehicle fires, overturned vehicles, hazardous materials, trains, or aircraft, the response of the Champaign Fire Department shall also be requested.

61.4.2 HAZARDOUS CONDITIONS

A. Officers locating unsafe or hazardous roadway conditions (roadway debris, large potholes, etc.) shall take immediate corrective action to prevent crashes and/or damage to vehicles. Such action shall include, but not be limited to:

1. Standing by at the scene whenever possible with emergency lights activated until additional assistance arrives.

2. Arranging for suitable barricades.

3. Removing hazards from the roadway.

4. Summoning the Public Works Department.

61.4.3 REMOVAL AND TOWING OF VEHICLES

A. A written directive governing the towing of vehicles is found in Policy 61.5 – Removal and Towing of Vehicles.

61.4.4 TRAFFIC SAFETY EDUCATIONAL MATERIALS

A. The Department distributes educational materials on traffic laws and regulations, drunken driving prevention, safety restraint information, and traffic safety programs to the public. The purpose of providing these traffic education materials is to enhance the public understanding of safety programs and to gain their support for the Department's traffic enforcement efforts.

B. Upon request and as a part of the Department's commitment to traffic safety, speakers will be made available to schools, community groups, and neighborhood groups to discuss traffic-related topics and provide training materials.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 61.5

SUBJECT: REMOVAL AND TOWING OF VEHICLES EFFECTIVE DATE: 10/01/09
REVISED DATE: 05/03/12

REFERENCE ILEAP: OPR.06.12

REFERENCE CALEA: 61.4.3

INDEX AS:

61.5.1 ABANDONED/INOPERABLE VEHICLES
61.5.2 TRAFFIC CRASH TOWS
61.5.3 EVIDENCE TOWS AND RECOVERED STOLEN VEHICLES
61.5.4 VEHCILE SEIZURES
61.5.5 MANDATORY TOWING
61.5.6 VEHICLE IMPOUNDMENT
61.5.7 TOWING OFF PRIVATE PROPERTY
61.5.8 TOW SHEETS AND INVENTORY REQUIREMENT
61.5.9 MAINTENANCE OF RECORDS

PURPOSE:

The purpose of this policy is to establish guidelines for the removal and towing of vehicles.

DEFINITIONS:

Abandoned Vehicle: An abandoned vehicle is any vehicle that remains parked in one location on a City street or alley for more than 72 consecutive hours; remains parked in a City parking lot or metered space 24 hours in excess of the parking limit for that lot or meter; remains parked on a City street, alley, or other public property and which lacks current, legal registration; remains parked on a City street, alley, or other public property and which has a removed, destroyed, or otherwise defaced VIN plate or identifier.

Arrest Tow: The towing of a vehicle belonging to or used by a lawfully arrested subject when conditions exist which prohibit the custodial transfer of the vehicle to a licensed driver at the scene or the legal relocation of the vehicle from the scene.

Emergency Tow: The towing of a vehicle which has been disabled in the roadway and which is causing a traffic hazard.

Evidence Tow: The towing of any vehicle for evidentiary purposes, i.e., for evidence processing, impoundment, forfeiture, or as a recovered vehicle.

Inoperable Vehicle: An inoperable vehicle is any vehicle that is not in working order. "Working order" shall mean that the vehicle is equipped and contains those parts in proper condition and adjustment necessary for its mechanical operation, and also equipped with and contains such tires, lamps, brakes, mirrors, windshields and other equipment in proper condition and adjustment as required by Chapter 12 of the Illinois Vehicle Code.

Impoundment: The seizure of a vehicle which has been used in the commission of certain criminal and/or traffic violations. Upon impoundment, the vehicle is not released back to the owner until the fees associated with the impoundment are paid. An impoundment is intended to serve as a deterrent to people who use, or allow their vehicles to be used, in the commission of certain crimes.

Inventory: An inventory is the search of a vehicle lawfully in the custody of the police. The purpose of an inventory is to protect or secure the property of the owner, to ensure that property seized is not dangerous, and to protect the Department against false claims that property was lost, damaged, or stolen while in police custody.

POLICY:

61.5.1 ABANDONED/INOPERABLE VEHICLES

A. There are two primary categories of abandoned vehicles; those that are considered abandoned because they have been parked beyond the time limits allowed by ordinance, and those that are considered abandoned because they lack valid registration, have altered or destroyed VIN plates, or constitute a hazard.

B. When an officer is dispatched to or locates an abandoned or inoperable vehicle, the officer shall:

1. Determine which category the vehicle fits into.

2. Run the vehicle registration and check the wanted/stolen status of the vehicle by making an inquiry through LEADS/NCIC.

a. If the vehicle is not stolen and considered "abandoned" solely because it has been parked in one location on a City street or alley for more than 72 hours or because it has been parked in a metered space or City lot for 24 hours beyond posted time limits, then the officer may only issue a parking citation. City ordinance does not provide for the towing of these vehicles.

1) When vehicles are cited under such circumstances, Traffic Services shall be notified. Traffic Services will then assume responsibility for notifying the registered owner of the violation and making arrangements to have the vehicle moved.

b. If the vehicle is not stolen, but classified as "abandoned" because it is inoperable, leaking fluids, lacks valid registration, has an altered or destroyed VIN plate, or is sitting on blocks and has the wheels removed, then the officer will issue a citation and tow the vehicle.

c. If the vehicle has been entered in LEADS/NCIC as stolen, the officer will have Front Desk staff contact the entering agency to determine how the vehicle needs to be handled.

61.5.2 TRAFFIC CRASH TOWS

A. Vehicles involved in traffic crashes which cannot be driven from the scene, cannot be properly secured, or constitute a traffic hazard are subject to towing at the discretion of the investigating officer.

1. If the driver of a vehicle requests a specific towing company, the officer will request that METCAD call that company.

   a. If the requested towing company cannot be contacted or cannot respond to the scene within a reasonable amount of time, then METCAD will contact the next available tow company off of the rotation list and notify the on-scene officer.

2. If the driver does not request a specific towing company, the officer will have METCAD contact the next available tow company off of the rotation list.

61.5.3 EVIDENCE TOWS AND RECOVERED STOLEN VEHICLES

A. Whenever any vehicle, including a recovered stolen vehicle, is to be towed for evidence processing, the investigating officer will:

1. Obtain supervisory approval and determine the location to be used for evidence processing.

2. Request that METCAD contact the next available towing company on the rotation list.

3. Complete a Vehicle Tow-In report.

4. Notify the Front Desk that the vehicle has been towed and, as soon as possible, deliver a copy of the tow sheet to the front desk.

5. Provide the tow truck operator with the appropriate copy of the tow sheet.

6. Keep the vehicle under continual observation during the tow in order to preserve the integrity of any evidence located within the vehicle.

7. Complete a police report.

8. If the vehicle is towed to the Department for processing, a copy of the tow sheet shall be placed in the box on the door of the Crime Scene bay and a Crime Scene Unit member shall be notified that the vehicle requires processing.

   a. The Crime Scene Technician who processes the vehicle shall be responsible for conducting an inventory of the vehicle.

B. After the vehicle has been processed, the following procedures will be followed:

1. The officer who processed the vehicle will notify the Front Desk that processing has been completed and advise them that the vehicle can be released.

2. The Front Desk will contact the registered owner and make arrangements for them to come in and pick up their vehicle.

3. If the owner can not be reached or can not pick the vehicle up within a reasonable period of time, the Front Desk will contact the original tow company and request that they pick the vehicle up and place it into storage.

4. If the vehicle is not claimed within ten days after authorization of release, disposal of the vehicle will be in accordance with the Illinois Compiled Statutes.

61.5.4 VEHICLE SEIZURES

A. The seizure of vehicles is authorized by Illinois law according to 720 ILCS 5/36-1, 720 ILCS 550/12, 720 ILCS 570/505, and 725 ILCS 150/6, which list the offenses for which vehicles may be seized for forfeiture.

B. The Chief of Police will designate a Deputy Chief to process each individual vehicle seizure.

C. Vehicle seizures will be coordinated with the appropriate State's Attorney's office or United State's Attorney's Office.

61.5.5 MANDATORY TOWING

A. Vehicles shall be towed whenever any of the following circumstances apply:

1. The driver of the vehicle has been arrested and taken into custody, the vehicle is not parked legally at the scene, and there is not a passenger or family member present and capable of immediately removing the vehicle.

2. The driver of the vehicle was arrested for a DUI-related offense. (Note that a 12-hour hold shall also be placed on the vehicle).

3. The driver of the vehicle was arrested and the vehicle has no valid registration.

4. The vehicle registration is suspended.

5. The driver of the vehicle was arrested and the vehicle does not have valid insurance.

6. The vehicle is a recovered stolen vehicle.

7. The vehicle is in itself a crime scene.

8. The vehicle is being seized for evidentiary purposes.

9. The vehicle is being seized for forfeiture.

B. An officer may elect not to tow a vehicle under any of the above circumstances only upon the approval of a supervisor.

61.5.6 VEHICLE IMPOUNDMENT

A. A motor vehicle used in violation of the statutes listed below shall be subject to seizure and impoundment under Section 33-189 of the Municipal Code of the City of Champaign.

1. Fleeing or attempting to elude a police officer (626 ILCS 5/11-204).

2. Aggravated fleeing or attempting to elude a police officer (625 ILCS 5/11-204.1).

3. Leaving the scene of an accident involving death, injury, or a felony "failure to report" violation (625 ILCS 5/11-401(a)).

4. Leaving the scene of an accident involving vehicle damage (625 ILCS 5/11-402(a)).

5. Driving under the influence (625 ILCS 5/11-501).

6. Reckless driving (625 ILCS 5/11-503).

7. Driving with a suspended or revoked driver's license (625 ILCS 5/6-303). (Note – A supervisor may authorize a release of the vehicle to a parent or guardian who is present at the scene and immediately capable of arranging for the removal of the vehicle).

8. Suspension of driver's license: person under age 21 (625 ILCS 5/11-501.8). (Note – A supervisor may authorize a release of the vehicle to a parent or guardian who is present at the scene and immediately capable of arranging for the removal of the vehicle).

9. Driving with no valid license (625 ILCS 5/6-101). (Note - This does not include cases where the driver has a valid license but does not have the license on his person, cases where the driver's license has been expired for less than 12 months, or cases where the driver's license is invalid due to a violation of graduated driving privileges).

10. Suspended or revoked registration plate (625 ILCS 5/3-702).

11. Operation of an uninsured motor vehicle (625 ILCS 5/3-707). (Note – This does not include cases where the insurance card is expired or the driver is unable to show proof of insurance. In order for an officer to impound the vehicle, the officer must have proof that the vehicle is not insured).

12. Any violation of Article IV of the Controlled Substances Act (720 ILCS 570 Article IV).

13. Any felony violation of the Illinois Cannabis Control Act (720 ILCS 550).

14. Any violation of Article 24 (deadly weapons) of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/25-1 et. sec.).

15. Any violation of the Illinois Criminal Code of 1961, 5/11-14 (720 ILCS 5/11-14; Prostitution).

16. Any violation of the Illinois Criminal Code of 1961, 5/11-14.1 (720 ILCS 5/11-14.1; Solicitation of a Sexual Act).

17. Any violation of the Illinois Criminal Code of 1961, 5/11-15 (720 ILCS 5/11-15; Solicitation of a Prostitute).

18. Any felony for which seizure is authorized under the Illinois Criminal Code of 1961, 5/36-1 (720 ILCS 5/36-1).

19. Operation of motor vehicle when registration suspended for noninsurance. (625 ILCS 5/3-708)

B. When probable cause exists for an officer to impound a vehicle under Section 33-189 of the Municipal Code, the officer shall impound the vehicle and remove it to a secure location. If an officer finds reason to believe an impound is not appropriate, that officer shall consult a supervisor and obtain permission to deviate from this policy.

1. When a vehicle is impounded, the officer shall tell the owner or, if the owner is not present, the person in control of the vehicle of the owner's right to a prompt probable cause hearing.

2. Within 48 hours of the impoundment of the vehicle, the police department shall also send notice by first class U.S. mail to all record owners and lien holders of the vehicle of their right to a prompt probable cause hearing.

61.5.7 TOWING OFF PRIVATE PROPERTY

A. Officers may tow vehicles off of private property <u>ONLY</u> under the following circumstances:

1. When the vehicle is being seized as evidence of a crime.

2. When the vehicle is being temporarily seized for evidence processing.

3. When the vehicle is being seized for forfeiture, pursuant to applicable statutes.

4. When the driver of the vehicle has been arrested for a violation of DUI laws and a 12-hour hold has been placed on the vehicle.

5. When the driver of the vehicle has been placed under arrest for Driving Under Suspension (DUS) or Driving Under Revocation (DUR), the owner of the vehicle does not have valid insurance, and a corresponding hold has been placed on the vehicle.

6. When a search warrant has been issued for the vehicle.

61.5.8 TOW SHEETS AND INVENTORY REQUIREMENT

A. Whenever an officer tows a vehicle, that officer shall:

1. Immediately upon taking legal control of the vehicle conduct an inventory of the passenger

compartment and trunk of the vehicle. Each item of property having a value of more than one-hundred dollars ($100.00) shall be noted on the tow sheet.

a. All closed and/or locked containers shall be opened and inventoried when the content(s) of the container are not immediately apparent to the officer conducting the inventory.

2. Request a tow truck off of the rotation list through METCAD.

3. Complete a tow sheet and place any applicable hold on the vehicle.

4. Notify the Front Desk that the vehicle is being towed and, as soon as possible, deliver a copy of the tow sheet to the Front Desk.

5. Provide the tow truck operator with the appropriate copy of the tow sheet.

B. The only exception to the requirement for an immediate inventory is when a vehicle is being towed for processing by a Crime Scene Technician. In such instances, the Crime Scene Technician who processes the vehicle shall be responsible for completing the inventory.

61.5.9 MAINTENANCE OF RECORDS

A. The Front Desk will maintain records of vehicles towed, including those towed:

1. At the direction of an officer.

2. At the direction of a Parking Enforcement officer.

3. At the direction of the Neighborhood Services Department.

4. As a result of relocation off of private property or leased space at the direction of the property owner.

B. The records will include, at a minimum, the following information:

1. The date, time, and location of the tow.

2. The name of the person who requested/authorized the tow.

3. The name of the towing company.

4. The location where the vehicle is being stored.

5. The vehicle description, including make, model, color, VIN, license plate number, and license state.

6. A list of any hold(s) that may have been placed on the vehicle.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 70.1

SUBJECT: PRISONER TRANSPORT EFFECTIVE DATE: 10/01/09
REVISED DATE: 3/26/12

REFERENCE ILEAP: OPR.07.01
OPR.07.09

INDEX AS:

70.1.1 PRISONER SEARCHES
70.1.2 VEHICLE INSPECTIONS
70.1.3 TRANSPORTING PRISONERS IN VEHICLES
70.1.4 VISUAL SCRUTINY OF PRISONERS
70.1.5 PRISONER COMMUNICATION
70.1.6 PRISONER TRANSPORT TO ANOTHER FACILITY
70.1.7 PRISONER ESCAPE DURING TRANSPORT
70.1.8 PRISONER SECURITY RISKS

PURPOSE:

The purpose of this policy is to establish guidelines for the transportation of persons in the custody of the Champaign Police Department.

POLICY:

70.1.1 PRISONER SEARCHES

A. An officer making a full-custody arrest shall transport the prisoner, or cause the prisoner to be transported, to a place of confinement safely and without delay. In most cases, this will be the Champaign County Correctional Center. In all cases, the prisoner shall be thoroughly searched prior to transport.

B. If the transporting officer is not the arresting officer, it should never be assumed that the prisoner has already been searched. Even if the prisoner has previously been searched by another officer at the scene, the transporting officer will conduct a second search.

70.1.2 VEHICLE INSPECTIONS

A. At the beginning of each tour of duty, every officer driving a marked squad car shall inspect their vehicle for operational readiness. Such inspection shall include:

1. Searching the prisoner transport area to ensure that it is free of weapons and/or contraband.

2. Checking the Mobile Video Recording System (MVR) to ensure that it is functioning properly and fully operational.

3. Examining the exterior of the vehicle and checking for any new damage.

B. Whenever a prisoner is transported in a police vehicle, a thorough search of the vehicle must be completed both prior to and following transport.

C. If at any time a weapon and/or contraband is located during the search of the prisoner transport area of a vehicle it shall be immediately be reported to a supervisor.

70.1.3 TRANSPORTING PRISONERS IN VEHICLES

A. Police vehicles with a designated transport area.

1. Prisoners who are transported in vehicles which have designated transport areas shall be secured in the transport area and safely separated from the driver.

2. No more than two prisoners shall be transported in the back seat of any police vehicle equipped with a designated transport area.

3. Prisoner shall be secured by a seat belt for safety purposes.

B. Police Vehicles without a designated transport area.

1. Prisoners who are transported in police vehicles which do not have designated transport areas shall be placed in the rear passenger compartment and secured by a seat belt for safety purposes. When a prisoner transport is conducted in a vehicle without a designated transport area, two officers shall be present for the transport.

2. Vehicles without designated transport area will not be used to transport more than one prisoner at a time without the permission of a command officer.

70.1.4 VISUAL SCRUTINY OF PRISONERS

A. Prisoners are to be kept under observation at all times during transport. An officer transporting a prisoner shall maintain periodic visual contact during transportation. In the event that a prisoner in custody must leave the transport vehicle during transportation, the transporting officer(s) will maintain physical control and visual observation of the prisoner at all times.

B. Any officer driving a police vehicle which is equipped with a mobile video recorder and a rear seat camera and who is responsible for transporting a prisoner, or other subject lawfully taken into custody, shall audio and video record the transport. This will be accomplished by activating both the rear seat camera and the rear seat microphone (“Audio 2”).

C. No stops should typically be made during the transportation of a prisoner. Except in the case of a medical emergency or a life-threatening situation, an officer shall not stop during prisoner transport without the permission of a command officer.

D. Long distance transports shall be done with at least two officers, one of which shall be the same sex as the prisoner.

E. During a long distance transport, reasonable care shall be taken when stopping for fuel and/or meals, and in allowing prisoners to use the restroom

F. In all cases, the primary responsibility of the transporting officer(s) shall always be the custody and safety of the prisoner(s).

70.1.5 PRISONER COMMUNICATION

A. While in transport, a prisoner shall not be permitted to communicate with non-law enforcement personnel.

70.1.6 PRISONER TRANSPORT TO ANOTHER FACILITY

A. An officer transporting a prisoner to a correctional facility will:

1. Secure any firearms in compliance with that facility's policies. (At a facility with no provisions for firearm storage or no firearm storage policy, officers are to lock their firearms in the trunk of the police vehicle).

2. Remove prisoner restraints at the direction of the personnel at the facility.

3. Provide all necessary paperwork and documentation to the receiving facility.

70.1.7 PRISONER ESCAPE DURING TRANSPORT

A. If a prisoner escapes from the custody of a Champaign Police Officer, the officer shall immediately notify METCAD. If the escape occurs outside of City limits, the officer shall immediately initiate an ISPERN broadcast and notify the local jurisdiction where the escape occurred. In either case, the following information should be provided:

1. The location of the escape.

2. The escapee's direction and mode of travel.

3. The escapee's physical and clothing description.

4. Whether or not the escapee is armed.

5. The charges pending against the escapee.

6. Apprehension efforts that have been undertaken.

7. Any other information that may be of assistance.

B. A shift supervisor shall be immediately notified of the escape.

C. If the prisoner is subsequently apprehended, the transporting officer shall pursue appropriate criminal charges and ensure the cancellation of any local or LEADS/ISPERN messages.

D. Regardless of whether or not the prisoner is subsequently apprehended, a written report documenting the escape and surrounding circumstances is to be submitted prior to the end of the officer's tour of duty.

70.1.8 PRISONER SECURITY RISKS

A. Known conditions involving the prisoner's welfare shall be communicated to correctional personnel upon arrival at the correctional facility.

B. Information relative to any potential or existing medical hazards or security risks shall also be communicated to correctional personnel upon arrival at the correctional facility.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 70.2

SUBJECT: RESTRAINING DEVICES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.07.01
OPR.08.01

INDEX AS:

70.2.1 PRISONER RESTRAINT DURING TRANSPORT

PURPOSE:

The purpose of this policy is to provide guidelines for the use of restraining devices during transport of arrested persons and for the use of restraining devices when transporting mentally disturbed prisoners.

DEFINITIONS:

Handcuffs: Commercially produced chain link or hinged-type cuffs, capable of being double locked, which are designed for restraining the arms of a prisoner.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with a one-way locking system.

Hobbles: Commercially produced nylon restraints which are designed for restraining the feet, legs, or arms of a prisoner.

POLICY:

70.2.1 PRISONER RESTRAINT DURING TRANSPORT

A. An officer making a full-custody arrest shall handcuff the person arrested, so long as necessary, to ensure continued custody and the safety of others.

B. Whenever possible, prisoners should be handcuffed behind their back with their palms pointed out.

C. Whenever reasonable, once a prisoner has been subdued and handcuffed the handcuffs shall be checked to ensure that they are not too tight around the wrists and are double-locked.

D. Restraint devices may be applied to the wrists with hands positioned in the front of the arrestee in some circumstances, such as when the arrestee is:

   1. Physically incapable of placing his hands behind his back, or

   2. Physically handicapped, or

   3. Sick or injured to the extent that placing his hands behind his back would be impractical.

   4. Being transported long distance.

E. Hobbles or disposable flex cuffs may be used in conjunction with other restraining devices in instances involving high risk or combative prisoners.

F. Prisoners are to be kept under observation at all times during transport. Prisoners shall not be hog-tied (hands and feet handcuffed separately but joined together behind the back), except for the purpose of temporary restraint during extreme circumstance. Whenever a hog-tie restraint is necessary, the prisoner will be turned on his side and his breathing closely monitored.

G. Prisoners are not to be transported in a prone position. If a prisoner is so out of control as to make transport in a seated position impossible, then a medical transport with leather restraints shall be used.

H. If force is used during an arrest, attention should be given to the possible medical needs of the subject.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 70.3

SUBJECT: SPECIAL TRANSPORTS | EFFECTIVE DATE: 10/01/09
REVISED DATE: 08/10/11

REFERENCE ILEAP: OPR.07.02
OPR.07.03
OPR.07.04
OPR.07.05

INDEX AS:

70.3.1 TRANSPORTING SICK, INJURED OR DISABLED PRISONERS
70.3.2 TRANSPORTING PRISONERS TO MEDICAL FACILITIES
70.3.3 SPECIAL TRANSPORTS

PURPOSE:

The purpose of this policy is to establish procedures for special transportation situations that will provide for the safety and security of the prisoner, the transporting officer(s), and the general public.

POLICY:

70.3.1 TRANSPORTING SICK, INJURED, MENTALLY ILL OR DISABLED PRISONERS

A. If a person who has been placed under arrest in the field requires immediate medical attention due to injury or illness, the arresting officer shall promptly request that METCAD dispatch EMS personnel to the scene.

B. As in the transport of any prisoner, the safety of the transporting officer and the prisoner is of primary concern. In transporting a disabled prisoner, special accommodations for transport may be required.

1. Depending on the type of disability and the special needs of the prisoner, the transporting officer may, as approved or directed by a supervisor, utilize a vehicle other than a police vehicle for transport.

70.3.2 TRANSPORTING PRISONERS TO MEDICAL FACILITIES

A. Prisoners who require medical treatment for minor injuries may be transported to the hospital by squad. In such cases, the officer conducting the transport shall notify a shift supervisor of the transport to the hospital.

B. Prisoners who have significant injuries, who are likely to contaminate the transport area with blood or other bodily fluids, or who request an ambulance will be transported to the hospital by ambulance.

1. When a prisoner is being transported to the hospital by ambulance, the prisoner will be handcuffed or restrained by an authorized method, unless prevented due to medical reasons.

2. Unless otherwise directed by a supervisor, an officer will ride in the ambulance with the prisoner. If an officer does not ride in the ambulance, an officer will follow the ambulance to the hospital.

3. Officers will remain with prisoners during medical treatment unless the attending physician requests the officer(s) leave the treatment area. When this occurs, the officer(s) will position themselves in a location so as to prevent escape.

4. The use of restraints on a prisoner receiving medical care shall be at the discretion of the officer. The officer should base his decision on the circumstances at hand, the requests of medical personnel, and the medical needs of the prisoner. Generally, restraints should not be used when they will interfere with treatment or otherwise aggravate the prisoner's condition.

5. After treatment has been provided and the prisoner has been released from the hospital, the transporting officer will obtain a written medical release and transport the prisoner to the appropriate correctional facility.

6. If a prisoner is admitted to the hospital, the transporting officer shall advise a shift supervisor of that fact. The supervisor will then determine the most appropriate course of action. In deciding the most appropriate course of action, the supervisor shall weigh the seriousness of any charges against the seriousness of the prisoner's illness or injury. The supervisor has the latitude to:

a. Leave the prisoner in the custody of hospital security and request that the police department be notified prior to the prisoner's release; or

b. Authorize the issuance of a Notice to Appear (NTA) in court and release the prisoner to the hospital; or

c. Post an officer at the hospital to guard and maintain custody of the prisoner until the prisoner can be released.

70.3.3 SPECIAL TRANSPORTS

A. Juvenile prisoners will be transported in the same manner as adults. However, adult and juvenile prisoners shall not be transported together in any vehicle.

1. Individuals age 10-16 are classified as juveniles.

2. Age 17 misdemeanants may be transported with other juvenile arrestees since they would be transported to and confined at the Youth Detention Center if not released.

3. Age 17 felons may be transported with other adult arrestees since they would be transported to and confined at the Champaign County Correctional Center upon being taken into custody.

B. Prisoners of the opposite sex shall not be transported together in any vehicle.

C. Any officer transporting a prisoner of the opposite sex shall provide the following information to METCAD by radio prior to transport:

1. The starting location and destination.

2. The beginning and ending mileage.

D. Officers are permitted to provide transportation to citizens (non-prisoners) at their own discretion.

1. Officers should be mindful of the risk involved in transporting an individual who has not been searched or patted down.

2. Whenever an officer feels that it is necessary to search an individual prior to transport in order to ensure their safety, the officer may require that the individual consent to a search of their person and any bags or container in their possession.

3. An officer may decline to provide transportation to any individual if that individual refuses consent to search their person or any bags or containers in their possession.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 70.4

SUBJECT: PRISONER TRANSPORTATION EQUIPMENT | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

70.4.1 VEHICLE SAFETY SHIELD
70.4.2 VEHICLES MODIFIED TO PREVENT ESCAPE

PURPOSE:

The purpose of this policy is to provide for special equipment and proper modification of all vehicles used for prisoner transportation.

POLICY:

70.4.1 VEHICLE SAFETY SHIELD

A. All marked Department vehicles used primarily for patrol purposes prisoners and designed for transporting prisoners shall be equipped with a shield or partition designed to separate the rear passenger compartment from the driver's compartment of the vehicle. Communication between the front and rear compartments shall not be precluded by the installation and use of the protective partition.

   1. Non-partitioned vehicles should not be used for prisoner transportation unless authorized by a supervisor.

70.4.2 VEHICLE MODIFIED TO PREVENT ESCAPE

A. All marked Department vehicles shall be so designed or modified as to prevent the occupants of the rear compartment from opening the rear doors or windows without the aid of the vehicle operator.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 70.5

SUBJECT: PRISONER DOCUMENTATION

EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

70.5.1 TRANSPORTED PRISONER DOCUMENTED

PURPOSE:

The purpose of this policy is to ensure the identification of each prisoner transported, to establish procedures for the documentation of prisoner transportation, and to establish procedures for documenting a prisoner's high risk traits.

POLICY:

70.5.1 TRANSPORTED PRISONER DOCUMENTATION

A. It is the responsibility of the officer transporting a prisoner to a correctional facility to:

   1. Verify the identity of the prisoner to be transported through the use of arrest reports, signatures, photographs, or any other official documentation that may be used to aid in identification.

B. Documentation of the transportation of a prisoner to a correctional center may include, but is not limited to, the following:

   1. Complaints.

   2. Warrants.

   3. Citations.

   4. Sworn affidavits, sworn reports.

   5. Arrest reports.

   6. Criminal histories.

   7. LEADS printouts.

   8. Copies of police reports.

   9. Warning to motorist.

C. In situations where a prisoner has exhibited behavior which might indicate the potential for violence, suicide, or escape, or if the prisoner has a contagious or unusual illness, that information shall immediately be brought to the attention of the receiving correctional officers, deputies, or other employees.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 74.1

SUBJECT: LEGAL PROCESS - RECORDS EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.25.10
OPR.11.02
OPR.11.05

ALSO REFERENCE CALEA: 74.2.1

INDEX AS:

74.1.1 LEGAL PROCESS RECORDS
74.1.2 RECORD OF LEGAL PROCESS SERVED/ATTEMPTED SERVICE
74.1.3 WARRANT FILE

PURPOSE:

The purpose of this policy is to ensure access to criminal warrants, to ensure the proper recording of all legal process, to ensure the maintenance of records of service (or attempted service) of legal process, and to describe the procedures for serving legal process outside the City of Champaign.

POLICY:

74.1.1 LEGAL PROCESS RECORDS

A. The execution of all civil and criminal process shall be in compliance with State and Federal Statutes.

B. Criminal Process: Upon completion of service of criminal process (summons, etc.), the officer executing such process shall complete the "Return of Service". For criminal process (warrant) resulting in arrest, the officer shall forward a copy of the warrant, along with the following information, to the Records Division:

1. Date and time the legal service was received.
2. Type of process (i.e. civil or criminal).
3. Nature of the document (i.e. search warrant).
4. Source of the document.
5. Name of complainant/plaintiff and/or defendant/respondent.
6. Officer assigned for service.
7. Method of service or reason for non-service.
8. Date of assignment.
9. Court docket number.
10. File number, when appropriate.
11. Date service due (if any).
12. Location of service or attempted service.
13. Date of service and return.

C. Civil Process: The Champaign County Sheriff's Office is primarily responsible for service of civil process. However, there may be times when members of the Champaign Police Department assist with the service of civil process. In such instances, the following guidelines will apply:

1. All requests for civil process service must be reviewed and approved by a shift supervisor.
2. Employees shall not serve documents of civil process (subpoenas, summons, etc.) unless specifically ordered by a court of competent authority.
3. Civil process documents that do not mandate service by Department employees are to be referred to the Champaign County Sheriff's Office for service.
4. Civil process documents which name employees in legal proceedings arising out of their employment are to be referred to the Chief of Police for review.
5. Employees may occasionally receive court issued subpoenas to appear at civil proceedings. These subpoenas typically include a check made payable to the employee for travel time. In these instances the employee is to endorse the back of the check, write "Pay to the order of the City of Champaign", and forward the check to Fiscal Administration. Employees will be compensated for their attendance at such proceedings in accordance with the labor agreement.
6. Nothing in this directive shall be construed to limit the authority of a police supervisor to direct the service of documents of civil process when, in his professional judgment, it is the reasonable and proper course of action.

D. Orders for Civil Arrest: All civil arrest warrants shall be handled in a manner similar to criminal arrest warrants. Civil arrest warrants shall only be served by sworn employees of the Department.

E. Writs of Seizure: Seizures of property are not normally performed by officers of this Department. All seizures of property pursuant to court order will be transferred to the Champaign County Sheriff's Office and coordinated with the Champaign County State's Attorney's Office. Any employee required to perform a property seizure pursuant to court order must be a sworn employee of this Department.

F. If possible, this department will assist when asked to stand by for safety reasons while another agency's officer(s) serve civil process.

74.1.2 RECORD OF LEGAL PROCESS SERVED/ATTEMPTED SERVICE

A. Records on the service or attempted service of legal process documents shall include the following:

1. Type of document, source of document, and date received.

2. File number, when appropriate.

3. Date and time of service (or attempt) and return.

4. Name of officer executing/attempting service.

5. Name of person on whom legal process was served.

6. Method of service/reason for non-service.

7. Location of service/attempt.

B. As a courtesy and for informational and safety purposes, prior to serving arrest warrants outside of the City limits officers should notify the agency having jurisdiction over the location where the arrest is to occur. A supervisor may decide to forego the notification if, in his opinion, it would jeopardize the arrest procedure.

1. Copies of arrest warrants may be forwarded to outside jurisdictions with a request for service when the individual named resides in that jurisdiction.

2. All other legal processes, i.e., subpoenas, civil seizures, etc., shall be forwarded to the appropriate jurisdiction for service or to the Champaign County Sheriff's Office.

C. When receiving information from other jurisdictions about an arrest warrant, all information shall be verified prior to service.

74.1.3 WARRANT FILE

A. The Records Division Manager shall be responsible for the accurate and up-to-date maintenance of the Department's "City" warrant file.

1. Entry, maintenance, and cancellation of "City" warrants will be conducted in such a manner as to ensure, with the highest reasonable degree of accuracy, that warrant entry is based upon possession of a valid warrant on file and that removal is based upon proper service or cancellation.
2. "City" warrants are not entered into LEADS or NCIC. "City" warrant files are, however, entered into the ARMS database and may be accessed 24 hours per day by both members of this Department and by other local participating departments.

   a. Original "City" warrants are stored at the Front Desk, where they may be accessed 24 hours per day.

3. When an individual with a City of Champaign arrest warrant is encountered or sought out, the warrant will be confirmed with Front Desk staff prior to arrest.

4. The Champaign Police Department participates in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC), and both contain computerized Wanted Persons Files that can be accessed 24 hours per day. These Wanted Persons Files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Criteria for entry in the Illinois LEADS Wanted Persons File are outlined in the LEADS reference manual.

5. Warrants that are received by the Champaign Police Department from other law enforcement agencies for service will verified either through LEADS, NCIC, or ARMS, whichever is applicable, and served only when verified.

6. The LEADS Reference Manual guidelines will be followed when verifying wanted person information.

7. The LEADS Reference Manual guidelines will be followed when canceling wanted person entries.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 74.3

SUBJECT: CRIMINAL PROCESS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: OPR.11.04

INDEX AS:

74.3.1 EXECUTION OF CRIMINAL PROCESS
74.3.2 EXECUTION BY SWORN OFFICERS

PURPOSE:

The purpose of this policy is to establish guidelines for use by officers serving warrants.

POLICY:

74.3.1 EXECUTION OF CRIMINAL PROCESS

A. Arrest Warrants.

1. Officers may make an arrest if they are in possession of a warrant or if they have reasonable grounds to believe that a warrant for the person's arrest has been issued in this State or in another jurisdiction (725 ILCS 5/107-2). Whenever possible, officers shall verify the validity of a warrant by contacting the originating agency prior to attempting to execute a warrant.

   a. Officers are expected to maintain a working knowledge of the Illinois Compiled Statutes and Judicial decisions relating to arrest procedures and prisoner rights. Training will be provided when changes in procedure result from new Statutes or judicial decisions.

2. The Champaign County Sheriff's Department maintains all criminal warrants issued through the Champaign County State's Attorney's Office.

3. The Champaign Police Department maintains only "City" warrants, which are warrants issued through the City Attorney's Office pursuant to ordinance violations.

   a. "City" warrants are not entered into LEADS or NCIC. "City" warrants files are, however, entered into the ARMS database, and may be accessed 24 hours per day by both members of this department and by other local participating departments.

   b. When notified that a defendant has been arrested on an outstanding City warrant, whether by an officer of either this department or another agency, the following steps shall be taken:

      1) The warrant will be confirmed by accessing a hard copy of the warrant from warrant files.

      2) The bond amount will be provided to the arresting officer.

      3) An original copy of the warrant will be provided to the arresting officer.

      4) The warrant will be removed from the ARMS database by an on-duty Front Desk staff member.

      5) The arresting officer will transport the prisoner to the Champaign County Correctional Center.

      6) Champaign County Correctional personnel will accept the prisoner upon completion of intake procedures.

      7) Correctional personnel will house the prisoner until bond can be posted or a court appearance can be set.

      8) Correctional personnel will designate a court appearance date if and when the defendant posts bond on the warrant.

4. When an officer of this Department learns there is an active warrant issued by another agency, the originating agency shall be contacted to confirm that the warrant is still active and the subject is within the geographical limits of the warrant. Upon confirmation, the subject shall be placed under arrest, transported to the Champaign County Correctional Center, and left in the custody of correctional officers upon completion of intake procedures.

   a. It will be the responsibility of the originating agency to clear the warrant from LEADS.

B. Search Warrants.

1. Officers executing search warrants will do so in compliance with Illinois Compiled Statutes, 725 ILCS 5/108, Search and Seizure.

2. Search warrants are valid for 96 hours from the time of issuance, and may be executed any time of day or night.

3. Officers executing a search warrant may use only that force which is necessary and reasonable to effect entry into a building for the execution of the warrant.

4. When executing a search warrant, officers may detain anyone at the place of execution to protect

themselves from attack and/or to prevent the disposal or concealment of items described in the warrant.

5. When a search warrant is executed, a copy of the warrant will be left with anyone from whom items are seized. If no one is available at the place where the warrant is executed, a copy of the warrant will be left at the place from where any items were seized.

6. If a search warrant is not executed within statutory time limits, it shall be returned to the issuing judge as “not served”.

7. When a search warrant is executed, a list of items seized will be returned without unnecessary delay to the issuing judge or any court of competent jurisdiction. An inventory of the items seized will be filed with the return and signed under oath by the officer executing the search warrant.

8. The item or items which are the object of the search will determine the scope of the search. For example, a search warrant which authorizes officers to search for and seize narcotics provides authority for a wider search since narcotics are small enough to be hidden any place. In such a case, looking into desks, clothing, and other personal effects would be reasonable. However, if a 25-inch color television is the object of the search, then looking into desks, clothing and personal effects would be unreasonable.

9. Except for contraband, only items which are listed on the search warrant may be seized. If contraband is seized, it will also be listed on the search warrant inventory.

10. Arrested persons should typically be removed from the scene as soon as possible and transported to the Champaign County Correctional Center.

11. If the property or evidence of another crime is observed while executing the search warrant and those items are not listed on the search warrant, they will not be taken. In such cases the supervisor in charge will post an officer to prevent the removal of those items and apply for another search warrant which authorizes the seizure of those items.

12. As a courtesy and for informational and safety purposes, prior to serving a search warrant outside of City limits officers should notify the agency having jurisdiction over the location where the warrant is to be served. A supervisor may decide to forego the notification if, in his opinion, it would jeopardize the service of the warrant. In such cases, notification will be made immediately after the warrant has been served.

13. A supervisor must be present to supervise the execution of all search warrants.

C. Notice to Appear (NTA) or Summons in lieu of arrest.

1. When an arrest is made without a warrant, the use of a Notice to Appear (NTA) or summons is not routinely permitted.

2. A Notice to Appear (NTA) or summons may only be issued only with the approval of a supervisor.

3. When a Notice to Appear (NTA) or summons is issue, the reason for its issuance shall be documented in the corresponding police report.

74.3.2 EXECUTION BY SWORN OFFICERS

A. All arrest warrants, whether criminal or civil, and search warrants will be executed only by sworn police officers of this department, and execution will be in conformance with applicable state, federal, and local laws and court rulings.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 74.4

SUBJECT: LEGAL PROCESS - PROCEDURES | EFFECTIVE DATE: 10/01/09
REVISED DATE: 12/22/14

REFERENCE ILEAP: OPR.02.03

REFERENCE CALEA:

INDEX AS:

74.4.1 ARREST WARRANTS
74.4.2 COURT APPEARANCE WITHOUT UNNECESSARY DELAY
74.4.3 EMPLOYEES REQUIRED TO APPEAR IN COURT
74.4.4 UNIFORM TRAFFIC TICKETS (UTT)
74.4.5 BAIL
74.4.6 PROCESSING
74.4.7 LINE-UP GUIDELINES
74.4.8 RELEASE OF ARRESTED PERSON
74.4.9 SIGN LANGUAGE INTERPRETATION FOR HEARING-IMPAIRED PERSONS
74.4.10 LANGUAGE INTERPRETATION

PURPOSE:

The purpose of this policy and procedure statement is to provide direction and guidance regarding various legal processes associated with law enforcement, statutory bail provisions for release from custody, officer discretion to release from custody on a notice to appear, personal identification of offender, and release from full-custody arrest when there are no grounds for criminal complaint.

POLICY:

74.4.1 ARREST WARRANTS

A. A "Warrant of Arrest" is a written order from a court directed to a peace officer, or to some other person specifically named, commanding the police to arrest a person.

B. Warrant Arrest / Orders to Appear.

1. The improper filing and general lack of control of a City of Champaign arrest warrant (a legal document) could result in the arresting officer being held civilly liable for damages. These considerations require:

a. All arrest warrants for quasi-criminal offenses and orders to appear which this department receives for execution will be delivered by City Legal or the court to the front desk of the police department. The designated PSR will be responsible for maintaining the warrant/order files. All valid information on warrants/orders will be made available to all officers of the department.

b. The warrants and orders will be kept on file at the front desk for at least one (1) year. Periodically, the information from the warrants will be forwarded to City Legal to review. City Legal will make the determination as to whether to update or quash the warrant.

c. After an arrest is made on a valid warrant the warrant will be deleted from the list of active warrants in ARMS

d. No original copies of warrants will ever be removed from the files until such time that the warrant needs to be served. If information is needed from the warrant then the desk person will provide a photocopy of the warrant to the officer needing the information.

e. Any person arrested on a warrant will immediately be transported to the Champaign County Correctional Center (CCCC). After arrival at the CCCC, the arrested person will be processed according to their normal booking procedures and requirements.

74.4.2 COURT APPEARANCE WITHOUT UNECESSARY DELAY

A. A person arrested without warrant shall be taken without unnecessary delay before the most accessible judge in the county and a charge filed. If it should appear that an arrestee in custody will not be able to be brought before a judge within 48 hours of his arrest, a supervisor shall be notified and guidance sought from the State's Attorney. (725 ILCS 5/109-1).

B. A person arrested on a warrant must be taken without unnecessary delay before the issuing judge, or in his absence the most accessible judge in the county. (725 ILCS 5/109-1). Upon arrest the person will be taken to the Champaign County Correctional Center (CCCC). An individual may first be brought to CPD for an interview with the authorization of a supervisor.

74.4.3 EMPLOYEES REQUIRED TO APPEAR IN COURT

A. Any employee demanded to appear, either by subpoena or official notification, is required to make such appearance. Any employee failing to appear without explicit consent of the court, the State's Attorney's office, or City Legal is subject to disciplinary action.

B. When testifying in court, all employees shall wear either their duty uniform or other proper suit or dress as is appropriate for the occasion.

74.4.4 UNIFORM TRAFFIC TICKET (UTT)

A. The arresting officer shall complete the Uniform Traffic Ticket and the Departmental copy shall be submitted to a supervisor and then forwarded to Records. Completed UTT's will be turned into shift command prior to the end of the shift. Within 48 hours after the arrest, the court officer shall deliver the UTT copies entitled Complaint, Disposition Record and Report of Conviction to the Clerk of the Circuit Court. (Supreme Court Rule 552)

B. Any minor alleged to have committed a traffic violation, whether the violation is punishable by imprisonment or fine only, may be prosecuted therefore and if found guilty, punished under the statute or ordinance relating thereto, without reference to the procedures set forth in the Juvenile Court Act. (705 ILCS 405/5-4(2))

C. Mandatory court appearance traffic offenses are indicated by an asterisk (*) in the section column of the Bond and Offense Classification Schedule.

   1. Court appearances are also required for all traffic offenses which result in a fatality to any person or injury to any person other than the accused.

   2. An officer may not require a court appearance for a non-mandatory appearance violation.

C. Bail for traffic offenses is governed by Supreme Court Rule 526.

D. Release from custody options available to persons cited for traffic offenses who reside in Illinois include:

   1. Valid Illinois driver's license.

   2. Valid bond certificate.

   3. Cash bail.

   4. Notice to appear.

   5. Individual signature bond (I-bond).

   6. Take violator before a court without unnecessary delay.

E. Release from custody options available to cited persons who reside in other states include:

   1. Valid bond certificate.

   2. Cash bail.

   3. Notice to appear.

   4. Take violator before a court without unnecessary delay.

   5. Written promise to comply for residents of Non-Resident Violator Compact States for specified offense.

F. Statutory bail provisions do not limit a peace officer's discretion to issue a notice to appear. <u>If a defendant does not have the means to post bail, a Notice to Appear or I-Bond will be issued in lieu of a full custody arrest for all minor traffic violations</u>.

74.4.5 BAIL

A. It is the policy of this department to provide officer discretion for appropriate release of arrested persons as provided by statutory bail provisions.

B. A Bond and Offense Classification Schedule is available for guidance in use of this discretion for criminal, quasi-criminal, and traffic offenses.

C. If bail is taken, the officer shall comply with statutory bail provisions for the release of arrested persons from custody as specified by Supreme Court Rules 553, 526, 528, and 530. If a violator does not wish to post his/her driver's license, another option would be the use of an I-Bond.

   1. However, nothing in these Supreme Court Rules is intended to limit a peace officer's discretion to issue a notice to appear as provided by 725 ILCS 5/107-12.

   2. The bail provisions of Supreme Court Rules 526 and 528 do not apply to warrant arrests.

D. Alternative methods of posting bail are specified in Supreme Court Rule 553 and authorize law enforcement officers designated by name or office by the chief judge of the circuit to let to bail any person arrested for traffic offenses covered by Supreme Court Rule 526, ordinance offenses, petty offenses, business offenses, and certain misdemeanors other than traffic offenses as specified by Rule 528. All Champaign Police Officers have been designated by the Chief Judge of the local circuit court.

   1. Where bond may be taken - Such bail may be taken in any county or municipal building, police station, or jail.

   2. Copy of bond and receipt - A carbon copy of the bond or an official receipt showing the amount of cash bail posted and specifying the time and place of court appearance shall be furnished to the accused and shall constitute a receipt for bail. The "violators copy" of the traffic citation shall be used for this purpose. The bond, cash bail, or other shall be delivered to the office of the circuit clerk of the county in which the violation occurred within 48 hours of receipt.

   3. Driver's license or bond certificate - If an accused person deposits a driver's license with the arresting officer in lieu of bail or in addition to bail, or deposits a bond certificate, the arresting officer shall note that fact on the violator's copy of the ticket and transmit the driver's license or bond certificate to the clerk within 48 hours of receipt.

   4. Mail drop - In any case in which the bail specified by Rule 526, 527, or 528 does not exceed $105, an accused may place cash bail (in the amount required by such rule) in a stamped envelope (to be provided by the arresting officer) addressed to the Clerk of the Circuit Court of the county in which the violation occurred and, in the presence

of the arresting officer, deposit that envelope in a United States Government mail box. The accused shall then be released from custody. The appropriate portion(s) of the ticket shall be enclosed with the cash bail.

C. When bail has been set by a judge for a particular offense or offender any peace officer may take bail as specified in 725 ILCS 5/110-7 or 110-9 and release the offender to appear in court as specified in the bail bond, notice to appear, or summons. The officer shall give a receipt to the offender for the bail and within a reasonable time deposit such bail with the Clerk of the Circuit Court. (725 ILCS 5/110-9).

D. Supreme Court Rule 530 specifies that the 10% cash deposit provision Section 110-7 applies in every case that bail is $500 or more except truck violations.

74.4.6 PROCESSING

A. All arrested persons 18 years of age or older arrested for violation of any penal statute of this State and not released will be taken to the Champaign County Correctional Center for processing.

B. Photographs, fingerprints, palm prints, a handwriting sample, and identification information may be taken for delinquent minors who are taken into custody for felony offenses, theft, or who are habitual runaways.

1. Photographs and/or fingerprints of a minor arrested or taken into custody before the minor's 18th birthday shall not be transmitted to the Adult Division of the Department of Corrections, the Department of State Police, or the Federal Bureau of Investigation except by court order, unless the court authorizes the transmission or enters an order under Section 5-4 of the Juvenile Court Act permitting or requiring the institution of criminal proceedings (705 ILCS 405/1-7(B)(1)) or when otherwise allowed or required by law.

2. Personal identification records (and other records) of minors under 18 years of age must be maintained separate from records of arrests, disclosed to the public except by court order. (705 ILCS 405/1-7(C)).

74.4.7 LINE-UP GUIDELINES

A. 725 ILCS 5/107(A) imposes procedures for conducting live line-ups and photo line-ups, either sequentially or simultaneously.

B. 725 ILCS 5/107(A) requires that all line-ups, either live or photo, be conducted using one of the following four (4) methods:

1. By an Independent Administrator, unless impractical. An "Independent Administrator" is defined as an individual who is not participating in the investigation of the offense involved <u>and</u> who is unaware of which person in the line-up is the suspected offender;

2. By use of an automated computer program which automatically displays a photo line-up, either sequentially or simultaneously, to the witness but prevents the line-up Administrator from seeing which photographs the witness is viewing until after the line-up has been completed;

3. By placing photographs in randomly numbered folders, shuffling them, and presenting them to the witness in a manner that prevents the Administrator from seeing the photographs or knowing which photographs are being viewed by the witness until after the line-up has been completed; or

4. By any other procedure which prevents the Administrator from knowing the identity of the suspected offender or seeing or knowing the persons or photographs being viewed by the witness until after the line-up has been completed.

a. The use of an "Independent Administrator" is required only if/when one of the other alternatives is not utilized.

b. These requirements allow for the use of a traditional photo line-up which includes a photograph of the suspect and five (5) "filler" photographs when the traditional photo line-up is presented by an "Independent Administrator."

C. The following rules apply to every line-up, whether live, photo, sequential, or simultaneous:

1. When practical, the Administrator shall separate all of the witnesses to prevent them from conferring before or during the presentation of the line-up;

a. If it is not practical to separate the witnesses they must be monitored to ensure that they do not confer either while waiting to view or viewing the line-up.

2. Each witness shall be given the required instructions and then view the line-up without any other witness(es) present;

3. Only one (1) suspect shall be included in any single line-up;

4. The suspect must not appear substantially different from the fillers;

5. At least five (5) fillers should be used in either a live or photo line-up, but under no circumstances shall less than three (3) fillers be used in a live line-up;

6. If a witness has previously viewed a line-up (live or photo) in connection with another suspect in the same offense, different fillers must be used;

7. If there are multiple witnesses, the suspect must be placed in a different position in the line-up (live or photo) shown to each witness;

8. Nothing can be communicated to the witness concerning the suspect's position in the line-up, nor may any other information which might influence identification be communicated;

9. No writing or other information concerning any previous arrest, indictment, or conviction shall be visible or made known to a witness;

10. If a photo line-up is used, the photograph of the suspect shall be contemporary in relation to the fillers and shall, if practical, resemble the suspect's appearance at the time of the offense;

11. If a live line-up is used, any identifying actions must be performed by all participants;

12. If a live line-up is used, all participants must be out of view of the witness before the line-up begins;

13. The Administrator must document any statements made by a witness during the line-up;

14. If a witness identifies a person as the offender, they cannot be provided with any information about that person until the line-up is completed;

D. The following rules apply to sequential line-ups:

1. If the witness identifies a person or photograph prior to completing the entire line-up, the Administrator shall continue to present persons or photographs sequentially until the witness has viewed all of them; and

2. The witness may only view a particular person or photograph once, unless the witness requests to do so a second time; and

3. If the witness requests to view a person or photograph a second time, they may do so only after first viewing all of the persons or photographs once.

E. Prior to conducting any line-up (live or photo), the witness must be told the following:

1. An audio and video recording of the line-up will be made for the purpose of accurately documenting all statements made by the witness, unless the witness refuses the recording, and that the recording will be of the persons in the line-up and of the witness;

2. The perpetrator may or may not be in the line-up;

3. If an Independent Administrator <u>is</u> used, that the Independent Administrator does not know the suspected perpetrator's identity;

4. If an Independent Administrator <u>is not</u> used, that the witness should not assume that the Administrator knows which person in the line-up is the perpetrator;

5. The witness should not feel compelled to make an identification;

6. It is just as important to exclude innocent persons as it is to identify the perpetrator; and

7. The investigation will continue regardless of whether or not identification is made.

F. All line-ups must be video recorded. The only exceptions to video recording are if it is "not practical" to make a video recording or the witness refuses to allow it. If video recording is "not practical," an audio recording must be made unless it is also "not practical."

1. If no video recording is made, the reasons which made the recording "not practical" must be documented in an official police report.

2. If no audio recording is made, the reasons which made the recording "not practical" must be documented in an official police report.

3. If the witness refuses to be video recorded, the reason for the refusal must be documented in an official police report.

4. If a live line-up is not recorded, it must be photographed.

G. For all line-ups (live or photo), the Administrator must prepare an official police report. The official police report must include the following:

1. Any identification or lack of identification by the witness and any statements made by the witness concerning the identity of the offender. These shall be signed by the witness unless he or she refuses to do so;

2. The names of all persons who viewed the line-up;

3. The names of all law enforcement officers and attorneys who were present for the line-up;

4. The date, time, and location of the line-up;

5. Whether a live or photo line-up was used and how many persons or photographs were used;

6. The source of all photographs or persons used;

7. If a photo line-up is conducted, then the actual photographs shall be included with the official police report;

8. If a live line-up is conducted, then a photograph or video recording shall be included with the official police report;

9. The refusal of a(ny) witness to be recorded, if applicable; and

10. The reason(s) for the impracticability of strict compliance, if applicable.

H. 725 ILCS 5/107(A) does not distinctly address the issue of presenting a witness with a single suspect photograph or using an individual in-person suspect in cases in which the victim or witness has indicated that they already know the suspect. It does, however, define "Photo Line-up" as "a procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime." Given this definition, officers are required to follow all line-up procedures even when showing a victim or witness a

single photograph of a suspect previously known to that person. This will include requirements pertaining to recording, admonition, and reporting.

I. 725 ILCS 5/107(A) specifically distinguishes and excludes a “show-up” from the definition of a live line-up.

1. The statute defines “show-up” as a “procedure in which the suspected perpetrator is presented to an eyewitness at or near a crimes scene for the purpose of obtaining an immediate identification.”

2. Accordingly, 725 ILCS 5/107(A) does not apply to the use of a “show-up.”

74.4.8 RELEASE OF ARRESTED PERSON

A. An officer may release from custody a person whom he has arrested without warrant if, after arresting him, the officer determines there were no grounds for filing a criminal complaint against the person. 725ILCS 5/107(6).

B. No entry of such released persons shall be entered on to an arrest card, the arrest log, or the arrest files. However, a complete incident report shall be submitted by the arresting officer to document the probable cause for the arrest, the time and location of arrest, the additional information which established no grounds for criminal complaint, and the time and location of release from custody.

74.4.9 SIGN LANGUAGE INTERPRETATION FOR HEARING-IMPAIRED PERSONS

A. The requirements for this standard are delineated in Policy **41.16.**

74.4.10 LANGUAGE INTERPRETATION

A. During any police contact with a non-English speaking person in which the non-English speaking person is entitled to an advisement of rights, those rights shall be communicated to that individual in such a manner that makes it clear that the individual understands their rights.

1. Many of the forms that the Department utilizes to provide citizens with written notice of their rights are available in Spanish.

B. The Front Desk also maintains a list of foreign language interpreters who are available 24 hours per day and can be called upon to assist during police contacts with non-English speaking persons.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 81.1

SUBJECT: COMMUNICATIONS ADMINISTRATION EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP ADM.24.03

INDEX AS:

81.1.1 COMMUNICATIONS COMPONENT
81.1.2 LICENSING AND OPERATIONAL REQUIREMENTS

PURPOSE:

The purpose of this policy is to establish responsibilities and procedures of the Champaign Police Department communications function.

POLICY:

81.1.1 COMMUNICATIONS COMPONENT

A. The primary communications function and responsibility for the Champaign Police Department is delegated to Metropolitan Computer-Aided Dispatch (METCAD).

B. The Chief of Police serves on the Policy Board for METCAD, which has responsibility for oversight of the policies and operational procedures for the organization.

C. METCAD shall establish and maintain a Policy and Procedure Manual, and it is to be made available to all employees and member agencies. Nothing contained in the METCAD Policy and Procedure manual will be in conflict with these directives.

D. On a periodic basis, designated persons from METCAD and the Police Department will meet to discuss any operational issues which need to be addressed.

D. METCAD shall be responsible for functions including but not limited to:

1. Radio communications.

2. Operation of automated data systems.

3. Citizen contacts on the telephone.

4. Dispatching officers to burglar and fire alarms reported by call centers.

5. Recording incident data.

6. Relaying messages received by radio, telephone, FAX, in person, or otherwise coming to their attention.

7. Other duties as assigned.

E. Front Desk staff of the Champaign Police Department will be responsible for the use and monitoring of both LEADS and NCIC.

81.1.2 LICENSING AND OPERATIONAL REQUIREMENTS

A. All communications operations and activities undertaken by METCAD and its employees shall be in accordance with the Rules and Regulations of the Federal Communications Commission, LEADS, and NCIC.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 81.2

SUBJECT: COMMUNICATIONS OPERATIONS | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.24.01
ADM.24.02
ADM.24.03
ADM.24.05
ADM.24.06
ADM.24.07
ADM.24.09
OPR.01.02

INDEX AS:

81.2.1 EMERGENCY TELEPHONE NUMBER
81.2.2 CONTINUOUS COMMUNICATION
81.2.3 CONTROL SYSTEM
81.2.4 RADIO COMMUNICATION PROCEDURES
81.2.5 RESOURCE DIRECTORIES
81.2.6 CALLS FOR INFORMATION OR SERVICES
81.2.7 VICTIM/WITNESS ASSISTANCE
81.2.8 RECORDING
81.2.9 LEADS and NCIC
81.2.10 ALTERNATIVE METHODS OF COMMUNICATIONS
81.2.11 EMERGENCY NOTIFICATION
81.2.12 MISDIRECTED EMERGENCY CALLS
81.2.13 ALARM MONITORING AND RESPONSE
81.2.14 ALTERNATE CALL RECEIPT PROCEDURES
81.2.15 EMERGENCY MEDICAL DISPATCH

PURPOSE:

The purpose of this policy is to describe the communications system utilized by the Champaign Police Department during routine and emergency activities.

DEFINITIONS:

CAD: Computer Aided Dispatch, which is a computer system designed to aid telecommunicators in routine operations by providing rapid access to operational and historical data, to support both dispatching and operational analysis.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system which is interfaced with several other information/data systems and designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the state of Illinois.

NCIC: National Crime Information Center. The Federal Bureau of Investigation operates the NCIC. The NCIC computer located in Washington, D.C., is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

POLICY:

81.2.1 EMERGENCY TELEPHONE NUMBER

A. In order to allow the public to contact the police at all times, Metropolitan Computer-Aided Dispatch (METCAD) provides 24-hour, toll-free telephone and TDD access for emergency calls for service via the 9-1-1 system, or transfer by the operator.

B. The Department also provides telephone access for non-emergency and informational purposes 24-hours a day, 7 days a week.

C. The Department utilizes 9-1-1 as an emergency telephone number. This emergency telephone number is displayed to the public in the following ways:

1. Inside area telephone books.

2. Listed in various crime prevention and community publications.

3. Posted in various public places.

81.2.2 CONTINUOUS COMMUNICATION

A. All Department personnel engaged in field duties shall have continuous 24-hour radio communications access to METCAD by means of portable radios.

B. METCAD shall be staffed 24-hours each day with competent, trained individuals. The assigned telecommunications personnel will be responsible for maintaining radio communications between field units and the base, and between police and fire agencies and personnel as needed.

81.2.3 CONTROL SYSTEM

A. METCAD shall utilize a control system based upon Incident Records, with each dispatch ticket being assigned a unique, sequential number to log all incoming and assigned calls for service. Incident numbers are automatically generated by the Computer Aided Dispatch (CAD) system. Telecommunicators shall be responsible for including all obtainable information for the incident record as indicated in the procedures manual, to include the following:

1. Incident number (if needed).

2. Date and time of the request for service.

3. Name, address, and telephone number of the complainant, if available.

4. The nature of the incident.

5. The location of the incident.

6. Badge number and/or unit numbers assigned.

7. Time of dispatch.

8. Time of officer arrival.

9. Time of officer return to service, or completion of call.

10. Disposition or status of the incident.

B. Dispatch tickets created through the Computer Aided Dispatch (CAD) system will be retained for seven (7) years.

81.2.4 RADIO COMMUNICATION PROCEDURES

A. The Department recognizes the importance of having an efficient and organized way of determining officers' status and facilitating the exchange of information between field personnel and those assigned to METCAD. The following shall serve as guidance for METCAD and patrol personnel in performing their duties:

1. Officers shall at all times keep METCAD advised of their status: available for calls, busy unless urgent, or out of service. When an officer initiates a traffic stop, field contact, etc., the officer will advise the Telecommunicator of the location, nature of call, status, and whether a backup is necessary.

2. Communications personnel shall log the status of field units who are unavailable or assigned to a call.

3. All personnel shall use the full call indicator for each unit when referring to the specific unit number.

   a. When contacting another agency by radio, use of the full call indicator will serve to identify the unit as a Champaign unit.

4. Department units shall be assigned to calls based upon their beat or zone of assignment and their availability, as recommended by the Computer Aided Dispatch (CAD) system. Supervisors may respond on any call, or direct other personnel to respond as required, though it is advisable to coordinate with communications to avoid resource conflicts.

5. The CAD system is pre-programmed to recommend units based upon call type and availability by beat. However, METCAD personnel must remember that CAD is simply a communications tool, and therefore not an excuse to knowingly dispatch inappropriate personnel. If and/or when there is a question as to which unit should be dispatched to a call, a supervisor should be consulted. In determining the number of personnel to assign to a particular call, the telecommunicator shall consider the nature of the call, its relative danger or significance, the use or likelihood of the use of weapons, whether or not the call is "in progress", and any prior history of calls at the same location.

6. Patrol shift supervisors shall monitor radio traffic to determine if and/or when additional personnel are required, and to then make assignments as necessary. Shift supervisors shall in all cases respond to the scene of serious violent crimes. It is METCAD's responsibility to ensure a supervisor is aware of such instances.

7. All METCAD telecommunicators shall be familiar with the procedures for responding to officer emergency requests for assistance and for the activation of an emergency alarm on an officer radio or in-car mobile computer including but not limited to:

   a. Attempt to contact the officer 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.

   d. When necessary, switch units not involved in the emergency to another frequency.

81.2.5 RESOURCE DIRECTORIES

A. The Department recognizes the importance of having an efficient and organized way of determining officer status and facilitating the exchange of information between field personnel and METCAD. Telecommunicators shall have immediate access to the following resources:

1. Daily worksheets prepared by the shift supervisor which identifies on-duty personnel, including shift supervisors, and including shift assignments and unit numbers.

2. Home and departmental cellular telephone numbers for all Department personnel (via Champaign Police Department Front Desk staff).

   a. Telecommunicators are not authorized to give out Department employees' home telephone numbers, cellular telephone numbers, or residential addresses to the public or non-employees.

3. A map of the Department's jurisdiction and beat structure.

4. Visual officer status indicators as denoted in the CAD system by color, or acronym.

5. Telecommunicators may have to contact special services not available within the Department. METCAD will maintain current information for emergency resources including but not limited to:

   a. Fire fighting services.

   b. Emergency medical services.

   c. Environmental/hazardous services.

   d. Helicopter services.

e. Towing services.

f. Other public utilities.

g. Taxi cabs.

6. Telecommunicators shall have immediate access to tactical dispatch plans. These plans include, but are not limited to, procedures to be followed in directing resources and obtaining information on crimes in progress such as bank robberies, pursuits, etc.

81.2.6 CALLS FOR INFORMATION OR SERVICES

A. Telecommunicators occasionally receive calls requesting information or services. It is important for telecommunicators to first ascertain if the call is of an urgent nature, or requires referral to an informational entity or service organization. Proper interview techniques shall be employed to ensure appropriate assessment of the response needed. At the very least telecommunicators shall determine:

1. The nature of the problem/inquiry.

2. Agency or entity best suited to meet their need/s.

3. The victim/witness should be advised of the response to be expected, which may include:

a. The identity of the agency or department which will be responding.

b. The identity of the agency or jurisdiction to whom the information is being referred, and what assistance can be reasonably expected of them.

81.2.7 VICTIM / WITNESS ASSISTANCE

A. Telecommunicators may be called upon to answer requests for services from victims/witnesses of crimes who require immediate attention to their needs. This may occur after normal business hours thereby requiring the telecommunicator to refer the caller to the appropriate resource.

B. Telecommunicators will have immediate access to resources in the Champaign County area which are available for victims/witness requests, including but not limited to:

1. Champaign County State's Attorney Office Victim/Witness Units.

2. Crisis referral hot lines, including 24-hour per day numbers for counseling and assistance.
3. Local mental health services.

C. Callers may be referred to a shift supervisor, who will make a determination as to the immediacy of a police response or of the type of service required.

D. See Policy 55.2, Victim / Witness Assistance Operations.

81.2.8 RECORDING

A. METCAD is equipped with a recording system allowing for the recording of all incoming and outgoing telephone calls, as well as radio transmissions between METCAD personnel and field units and officers communicating car-to-car.

B. Communication recordings are routinely held for a maximum of 180 days.

C. The recordings shall be preserved on a secure hard drive. Maintenance of the recordings shall be the responsibility of the METCAD Director or his designee.

D. Access to these recordings is limited to Communications Supervisors and Police Supervisors. Recordings will be forwarded to Police Supervisors upon written request

E. A Communications Supervisor must approve all requests for copies or preservation requests.

F. METCAD is equipped with a digital data recorder at each workstation, which allows for immediate playback of 9-1-1, radio communications, and telephone conversations. This system may be utilized at any time for Official Purposes Only without obtaining prior approval.

81.2.9 LEADS and NCIC

A. As a vital service to the communications operation, the Department has entered into certain agreements with other law enforcement information services. These systems shall be monitored at all times for incoming information and messages, and consist of the Law Enforcement Agencies Data System (LEADS) administered by the Illinois State Police, and the National Crime Information Center (NCIC) administered by the Federal Bureau of Investigation.

B. All METCAD and Police Department employees shall be required to adhere to all LEADS and NCIC guidelines, and use these systems for official law enforcement purposes only.

C. Any employee who is uncertain of the appropriate use of these systems shall consult with a supervisor or LEADS Coordinator prior to entering information, sending messages, or conducting inquiries.

81.2.10 ALTERNATIVE METHODS OF COMMUNICATION

A. Cellular phones.

1. Selected Department vehicles and individuals are issued cellular phones. Employees may utilize cell phones when on duty as a method for alternative communication to carry out official duties.

2. A roster of assigned cell phones is available to METCAD, through the Front Desk. Mobile phone numbers shall not be published or given out to the public unless operationally necessary.

3. Employees are accountable for ensuring that cell phone use is consistent with City Administrative policy governing the use of cell phones.

4. Personnel who are issued a Departmental cell phone are required to maintain the phone and report any problems and/or defects.

B. E-mail and Internet Access.

1. Employees may utilize e-mail as an alternative method of communication. All employees are assigned an e-mail address.

2. E-mail may be used in the normal day-to-day business operation of the Department to carry out directives and communicate with employees.

3. Employees are expected, at a minimum, to check their Departmental e-mail account at the beginning and conclusion of each day of work.

4. The City of Champaign has established rules and procedures governing the use of Departmental computers and Internet access.

C. Desktop computers and Mobile Data Computers (MDCs)

1. The Department encourages the use of desktop computers and mobile data terminal devices whenever it is necessary and appropriate to carry out official duties. Accessing or transmitting messages other than for official duties or unauthorized personal messages is not permitted.

2. The Deputy Chief of Professional Standards may conduct periodic audits of MDC messages to ensure compliance with this and other City directives.

3. With the exception of Windows updates and anti-virus software updates, only software and/or programs loaded by City of Champaign IT personnel or the department's IT administrator or their designee are allowed. Unauthorized software or other files may not be downloaded to any computer provided to employees by the Department.

81.2.11 EMERGENCY NOTIFICATION

A. Delivering emergency notifications is a legitimate law enforcement function. Requests for emergency notifications may come from sources such as citizens, hospitals, medical examiners, and other law enforcement agencies.

B. All requests for emergency notification shall result in the creation of a dispatch ticket.

C. If there is any doubt as to the legitimacy of a request, the telecommunicator shall confirm the request with the originating agency.

81.2.12 MISDIRECTED EMERGENCY CALLS

A. The Department responds to emergency calls on a priority basis. This sometimes includes responding to emergency calls where proper jurisdiction cannot immediately be determined.

B. Occasionally, METCAD receives emergency telephone calls which are obviously intended for, or under the jurisdiction of, another law enforcement agency or public service agency. In those cases of emergency situations or need for prompt police assistance, the Telecommunicator involved will:

1. Preferably, transfer the call to the appropriate agency while staying on the telephone line with the caller until the request for assistance has been processed by the other agency, or

2. If necessary, obtain all pertinent information from the caller and relay the information immediately to the appropriate agency via telephone or radio.

81.2.13 ALARM MONITORING AND RESPONSE

A. Alarms, which are either telephoned or transmitted electronically to control locations other than the Department and are subsequently telephoned to METCAD, shall be dispatched accordingly.

B. Department personnel will respond to all security alarms within the City limits as outlined below.

1. Customarily, upon receipt of a security alarm, unless on the do-not-respond list, METCAD will dispatch an officer to the location of the alarm. Unless advised otherwise by the primary responding officer, a back-up officer shall also be assigned to the alarm.

2. When dispatching an alarm, METCAD will give the type of alarm, the address, the business or resident name, and any other pertinent information.

3. At the direction of the responding officers, METCAD shall advise a key holder of the status of the alarm and any action needed.

4. A police shift supervisor or METCAD supervisor may, in the event of severe weather or other extreme or unusual circumstances, alter established procedures for the dispatch and response to security alarms.

81.2.14 ALTERNATE CALL RECEIPT PROCEDURES

A. On occasion, calls are received which do not require the dispatch of a patrol officer and can be effectively handled by telephone.

B. Whenever extreme weather conditions exist or call volume exceeds the number of available field units, a field supervisor may direct certain non-emergency reports be forwarded to an officer assigned to the police facility who will take the reports in person or over the telephone.

1. In cases which could be reported by telephone, but a citizen requests that a police officer respond to the scene, a shift supervisor shall make the determination as to whether or not a police officer will respond to the scene to take the report.

C. Reports taken by telephone will generally be restricted to non-crime reports and property crimes where the suspect is not known or is no longer at the scene.

D. When a report is taken by teleserve which requires follow-up investigation, the officer taking the report is responsible for delivering the report to a shift supervisor and communicating the need for another officer to be assigned to complete the follow-up investigation.

E. In cases where a teleserve report is taken and either a subject or vehicle involved in the offense expected to be found locally, the officer taking the report will cause the description to be transmitted in a timely manner, by radio or MDC, to appropriate patrol units.

F. In cases where there is physical evidence to be seized or processed, the officer taking the telephone report will request that either an officer or Crime Scene Technician, whichever is appropriate, respond and process the physical evidence in accordance with Chapters 83 and 84 of Champaign Police Department Policy and Procedure.

81.2.15 EMERGENCY MEDICAL DISPATCH

A. METCAD authorizes the use of emergency first aid instructions over the telephone.

B. METCAD telecommunicators receive initial certification training as authorized by the Illinois Department of Public Health.

C. Telecommunicators utilize computer-based medical protocol cards approved by the authorizing agencies. Protocol cards are available to telecommunications personnel at each dispatch position.

D. Re-certification training of all telecommunications personnel is conducted every 24 months.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 81.3

SUBJECT: COMMUNICATIONS FACILITIES | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.24.08
ADM.24.10

INDEX AS:

81.3.1 SECURITY MEASURES
81.3.2 ALTERNATE ELECTRICAL POWER SOURCE
81.3.3 EMERGENCY CALL SEPARATION
81.3.4 MULTI-CHANNEL RADIO EQUIPMENT

PURPOSE:

The purpose of this policy is to establish guidelines for the management of communication facilities and equipment.

POLICY:

81.3.1 SECURITY MEASURES

A. Access to the METCAD Communications Center shall be limited to only to authorized personnel on official business. Others shall be admitted only upon approval of a METCAD supervisor. Allowable exceptions are:

   1. Service personnel or technicians who are engaged in the performance of their duties.

   2. Citizens, interns, or prospective employees who have been authorized to observe communications operations.

B. Equipment not located in the actual Communications Center but used in its operation shall have limited access to protect the integrity of the equipment and to guard it against vandalism, theft, etc. Security measures including locks, alarms, and audio or video monitoring may be used to accomplish this purpose.

C. In the event that METCAD is rendered inoperable or inaccessible for any reason, METCAD shall have a plan in place to transfer its functions to a backup facility.

D. The antennas for communications devices are located in various locations throughout Champaign County with limited access. Security features shall be installed at these locations to ensure that access is limited only to authorized persons.

81.3.2 ALTERNATE ELECTRICAL POWER SOURCE

A. The METCAD Communications Center has adequately secured alternate sources of electrical power that are sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.

   1. A diesel generator, as well as an Uninterrupted Power Supply (UPS) System supplies back-up electrical power.

   2. Documented inspections and testing of back-up power sources are completed weekly.

   3. In conformance with manufacturer recommendations, back-up power sources will be tested or operated under full load at least once per year.

81.3.3 EMERGENCY CALL SEPARATION

A. METCAD is equipped with both emergency 9-1-1 and administrative telephone systems. Additionally, METCAD staffs and monitors a non-emergency administrative number 24-hours a day. In the event that a non-emergency call is received on the 9-1-1 system, METCAD will handle the call but tactfully instruct the caller to use the non-emergency administrative number in the future.

81.3.4 MULTI-CHANNEL RADIO EQUIPMENT

A. The Department has multi-channel mobile and portable radio equipment capable of two-way communications with other law enforcement and public service agencies.

   1. Communication with various other departments is possible via positioning the radio selector switch to available programmed talk groups/frequencies.

   2. Each police vehicle is equipped with a radio that is capable of transmitting on the Illinois State Police Emergency Radio Network (ISPERN) and the Illinois Radio Emergency Assist Channel (IREACH).

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 82.1

SUBJECT: RECORDS ADMINISTRATION | EFFECTIVE DATE: 10/01/09
REVISED DATE: 4/02/15

REFERENCE ILEAP: ADM.22.03
ADM.25.02
ADM.25.03
ADM.25.11

INDEX AS:

82.1.1 PRIVACY AND SECURITY PRECAUTIONS
82.1.2 JUVENILE RECORD ADMINISTRATION
82.1.3 RECORDS RETENTION SCHEDULE
82.1.4 UNIFORM CRIME REPORTING SYSTEM
82.1.5 RECORDS ACCOUNTABILITY
82.1.6 COMPUTER FILE SECURITY
82.1.7 COMPUTERIZED CRIMINAL HISTORIES

PURPOSE:

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

DEFINITIONS:

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).

Freedom of Information Act (FOIA): Title for Illinois Compiled Statutes 5 ILCS 140, et seq.

POLICY:

82.1.1 PRIVACY AND SECURITY PRECAUTIONS

A. The privacy and security regulations of the Department's Records Division are in accordance with the following:

1. Local Records Act (Illinois Compiled Statutes 50 ILCS 205).

2. Illinois Uniform Conviction Act (Illinois Compiled Statutes 20 ILCS 2635).

3. Freedom of Information Act (Illinois Compiled Statutes 5 ILCS 140).

4. Open Records Act (Illinois Compiled Statutes 820 ILCS 40).

5. The privacy and security of criminal history record information (CHRI) is in accordance with the US Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois Law Enforcement Agencies Data System (LEADS) User's Agreement.

B. The Deputy Chief of Operational Support shall be responsible for the overall operation and security of the Records Division, and shall delegate certain responsibilities to the Administrative Services Lieutenant.

C. Privacy and security of records are ensured through the following:

1. Departmental personnel 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.

2. 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.

3. Archived records are physically maintained in a locked storage room on the third floor of the police department. Access to archived records is limited to Records personnel and sworn supervisors.

4. Additionally, officers and authorized departmental personnel shall have at all times the ability to access both current and archived records through the Area-Wide Records Management System (ARMS) database.

   a. Computer access is controlled through the use of passwords and related technology.

5. 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 mail.

   a. Requests will typically be processed by the Administrative Services Lieutenant or Records Supervisor within 5 days of receipt of the request, unless the department requests an extension.

   b. The department will respond to such a request in one of three ways;

      1) Approve the request,

      2) Deny the request in part, or

      3) Deny the request.

         i. Requests will be denied only for the reasons stated in the FOIA.

         ii. Denials may be appealed to the Attorney General Public Access Counselor.

c. The City AP has further direction interpreting the FOIA.

6. Requests for police records/reports from outside sources;

a. Requests for police records/reports from outside criminal justice agencies and branches will be granted at the discretion of either a Records supervisor or Police 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. Requests for police records/reports from other external sources will require the submission of a written request and will be granted at the discretion of either a Records supervisor or Police Supervisor. When such requests are granted, the released records/reports will have to be redacted.

c. Requests for police/records from external sources for background purposes will only be released when a signed waiver has been submitted by the person to whom the records pertain.

7. Copies of Traffic Crash reports will be provided upon payment of copy fees.

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.

82.1.2 JUVENILE RECORD ADMINISTRATION

A. The following guidelines and statutes will be followed regarding the collection, dissemination, and retention of fingerprints, photographs, and other forms of identification relating to juveniles.

1. Every juvenile taken into custody for a violation that would be a felony if committed by an adult shall be photographed and fingerprinted

a. All juvenile photographs and fingerprints, whether resulting from arrest or placement on station adjustment, will be taken at the youth Detention Center.

2. All juvenile arrest information including booking reports, photographs, and fingerprints shall be maintained in locked file cabinets by the Investigations Division. All juvenile records, whether written or computerized, shall be kept separate and distinct from adult offender records.

B. 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.

C. The release and transmittal of fingerprints, photographs or digital images are governed by the Illinois Compiled Statutes (705 ILCS 405/1-7).

1. 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.

2. Juvenile records will be made available to all Champaign Police officers for purposes of criminal investigation and/or background information.

3. Juvenile records may be viewed by police officers from other jurisdictions who are conducting a criminal investigation.

D. The Investigations Division is responsible for purging the file of each juvenile who has reached the age of 18. The Investigations Commander or his designee shall purge all juvenile files within one year of the juvenile's eighteenth birthday.

E. It is the responsibility of the Administrative Services Lieutenant to fully comply with all Court Orders of Expungement, including both juvenile and adult records.

1. 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.

2. The Records Division, under the directions of the Administrative Services Lieutenant, shall forward a copy of the court order to the Illinois Bureau of Identification (Illinois State Police).

3. All records shall be returned to the defendant or the attorney representing him in accordance with the court ordered Expungement.

82.1.3 RECORDS RETENTION SCHEDULE

A. 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 Department's computerized arrest data system and also by the Champaign County Circuit Clerk's office.

2. The Circuit Clerk also sends disposition records from all felony and misdemeanor cases to the Illinois State Police and the FBI.

82.1.4 UNIFORM CRIME REPORTING SYSTEM

A. All reportable incidents shall be submitted to the State and National Uniform Crime Reporting System based upon an established reporting schedule.

B. The Administrative Services Lieutenant or his designee is responsible for transmitting this information.

82.1.5 RECORDS ACCOUNTABILITY

A. 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.

B. 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 he has read the report and verified that it has been completed in accordance with departmental policy and proper reporting practices.

C. 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.

1. 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.

2. 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.

D. 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.

82.1.6 COMPUTER FILE SECURITY

A. Computer files that reside on the local network, the Area-Wide Records Management System (ARMS), and Field Reporting are backed up on a daily basis.

B. All backup computer files are stored offsite by either the City of Champaign IT Department or the Area-Wide Records management System (ARMS) administrator. The files are kept in a secure, fireproof area.

C. Microcomputer users shall be permitted physical access to hardware, software, and data as authorized by their position. Access to Department owned microcomputers or mainframe computers requires that users possess access codes and passwords. All access codes and passwords are treated as confidential, and knowledge of them shall be restricted to the person to whom they have been assigned.

1. All City of Champaign computerized records functions contain an automated system for verifying passwords and access security.

D. It shall be the responsibility of the Deputy Chief of Operational Support to ensure that access codes and passwords remain operable until the authorization status of the user has been changed.

1. On an annual basis, either the Deputy Chief of Operational Support or his designee shall conduct an audit of the central records computer system for verification of access codes and passwords.

2. The Deputy Chief of Operational Support or his designee is responsible for deleting the access codes and passwords of personnel who have ended their employment with the Department and for maintaining integrity of the password system. Any misuse of access codes or passwords will be reported to the Chief of Police.

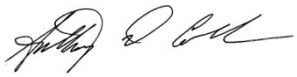
3. Access to LEADS requires system prompted password changes on a regular basis.

82.1.7 COMPUTERIZED CRIMINAL HISTORIES

A. Computerized criminal history record access is controlled through the use of passwords and related technology.

B. The dissemination of computerized criminal history information will conform to the rules and regulations outlined in the Illinois Law Enforcement Agencies Data Systems (LEADS) user's agreement.

ISSUING AUTHORITY



Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 82.2

SUBJECT: FIELD REPORTING AND MANAGEMENT EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: ADM.25.01
ADM.25.06
ADM.25.07

INDEX AS:

82.2.1 REPORTING REQUIREMENTS
82.2.2 INCIDENT REPORTING
82.2.3 CASE NUMBERING SYSTEM
82.2.4 REPORT DISTRIBUTION

PURPOSE:

The purpose of this policy is to establish the field reporting system, the report numbering system, supervisory review of reports, and the report distribution process.

POLICY:

82.2.1 REPORTING REQUIREMENTS

A. Employees shall use appropriate field reports to document incidents and investigations reported to and conducted by this Department.

1. Employees shall make a prompt official written report of any offense investigated, observed, or known.

2. The documentation of police activity may be accomplished in the form of a completed:

a. Field Report.

b. Traffic citation or written warning.

c. City ordinance arrest or written warning.

d. METCAD dispatch incident.

e. IDOT traffic crash (MCR) report.

f. Field Interview card.

g. Parking ticket.

3. Reports shall only be written on appropriate field reports. As a matter of routine, the computerized ARMS Field Reporting system shall be utilized. The ARMS Field Reporting manual provides guidance for the completion of field reports.

a. In the event that ARMS Field Reporting is out of service for more than eight (8) hours, officers may use hard copies of field reports or Microsoft Word report templates used previously to document other incidents.

B. Field reports used to document police activity shall include the following information:

1. Date and time of the incident.

2. Names of responding officers.

3. A listing of applicable offenses, along with corresponding uniform crime reporting (UCR) codes.

4. When applicable, the names of victims, witnesses, suspects, arrestees, and/or involved parties. Officers will obtain and list as much identifying and personal information as possible for each person. The relationship matrix must also be filled out as completely as possible.

5. All information related to any property, including but NOT limited to:

a. Vehicles stopped, searched, towed, impounded, or otherwise involved.

b. Property damaged, defaced, or vandalized.

c. Property seized as evidence.

d. Property lost or found.

e. Property stolen and/or recovered.

D. Employees shall refer to the ARMS Field Report Manual for procedures on the proper use of forms and their completion.

E. Every completed report submitted by an employee of the Department will be reviewed by a supervisor. Shift supervisors shall be responsible for reviewing all submitted reports. The supervisor will either approve or return for correction all reports that have been submitted. Inaccurate and/or incomplete reports shall be returned to the employee for revision.

1. All incident reports submitted will be carefully reviewed by the approving supervisor to ensure that:

a. The elements of any listed offense are properly detailed.

b. Criminal procedures are documented.

c. Departmental polices, procedures, directives, and rules and regulations have been followed.

d. All necessary investigative steps have been both taken and documented.

e. All necessary field reporting information is included.

f. The report is free of spelling, grammatical, and other errors.

2. When a supervisor reviews a report and notes the need for corrections and/or revisions, the supervisor will place the report in the "pending" box and notify the authoring officer that the report requires correction. Corrections shall be made as soon as possible without un-necessary delay.

82.2.2 INCIDENT REPORTING

A. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Champaign Police Department, is to be reported:

1. Citizens' reports of crime.

2. Complaints filed by citizens which may lead to criminal charges.

3. Citizen requests for service when:

a. An officer is dispatched.

b. An officer is assigned to investigate.

c. An officer is required to take action at a later time.

4. Criminal and non-criminal cases initiated by officers.

5. Incidents resulting in arrest, citation, or the issuance of a summons.

6. Traffic Crashes.

7. Any other incident as directed by a supervisor.

B. In the event that a resident of the City of Champaign contacts the police department to report a crime in which the jurisdiction of the offense can not be determined, then the responding officer shall document the incident in a field report.

C. Delayed Reporting - Reports To Follow (RTF) procedures.

1. In order to ensure the timely documentation of incidents and police actions, officers shall be responsible for completing reports by the end of their shift. On occasion, activity levels or other extenuating circumstances may prevent an officer from completing a report prior to the end of his shift. When this occurs, a shift supervisor may authorize an officer to delay completion of a report. However, unless the report requires extensive follow-up it shall be completed during the officer's next tour of duty.

2. If the report concerns a major crime or unusual circumstance then the completion of the report may not be delayed.

3. When an officer is not expected to be at work on the following day, whether due to regularly scheduled days off, authorized leave, or departmental training, reports will not be delayed unless there are special circumstances AND a shift supervisor has approved the delay.

4. When delayed completion of a report is authorized, the officer will place a copy of the dispatch ticket in the "pending" box and indicate which supervisor authorized the delay and the date that the report is to be completed.

D. Reports written by detectives and other investigative personnel will be submitted through the appropriate chain of command in a timely manner.

82.2.3 CASE NUMBERING SYSTEM

A. A case numbering system is designed to ensure that all activities are appropriately numbered, that no numbers are omitted, and that no numbers are duplicated. All incidents requiring reports shall be assigned a unique incident number issued in sequential order as follows:

1. Agency designator – one (1) digit

2. Year of report - two (2) digits.

3. Sequential report number – five (5) digits.

B. Incident numbers are typically assigned by METCAD, but Front Desk staff also have the authority and the ability to assign incident numbers.

C. The incident numbering system will reset to zero on January 1st of each year.

82.2.4 REPORT DISTRIBUTION

A. Approved reports will be forwarded to the Records Division for data entry and filing.

B. The Records Division shall be responsible for the release and distribution of all police reports and records.

1. The Records Manager will ensure that police reports are properly distributed.

C. Original documents submitted to the Records Division are typically entered into ARMS and filed within 24 hours of receipt.

D. All Records Clerks have authorization to release reports to Department personnel.

F. Release of case reports and dispositions to the public and/or any other agencies will be in accordance with Policy 82.1.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 82.3

SUBJECT: RECORDS MAINTENANCE | EFFECTIVE DATE: 10/01/09
REVISED DATE: 04/02/15

REFERENCE ILEAP: ADM.25.04
ADM.25.05
ADM.25.08
ADM.25.09

INDEX AS:

82.3.1 MASTER NAME INDEX
82.3.2 INDEX FILES
82.3.3 TRAFFIC RECORDS
82.3.4 CITATION RECORDS
82.3.5 RECORDS MAINENANCE BY OTHER COMPONENTS
82.3.6 CRIMINAL IDENTIFICATION NUMBERS

PURPOSE:

The purpose of this policy is to establish filing and maintenance procedures of all department reports and citations within the Records Unit.

DEFINITIONS:

I-UCR: Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC. National Crime Information Center. The Federal Bureau of Investigation operates the NCIC. The NCIC computer, located in Washington, DC, is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

POLICY:

82.3.1 MASTER NAME INDEX

A. The following persons will be listed in the Area-Wide Records Management System (ARMS) master name index:

1. Any person listed on a traffic crash or incident report as a victim, witness, reporting party, complainant, suspect, offender, arrestee, or other party.

2. Any person receiving a traffic citation or written warning.

3. Any person arrested or receiving a written warning for a City Ordinance violation.

4. Any person who has their vehicle towed by the Police Department.

5. Any person arrested on a warrant.

6. Any person who provided their identity to an officer during a field interview.

7. Officers or employees involved in any incident or accident.

B. The master name index shall include an alphabetical listing of all such parties.

82.3.2 INDEX FILES

A. The Records Division shall make entries into and maintain the Area-Wide Records Management System (ARMS) database. The ARMS database will include:

1. Incidents by type/classification.

2. Incidents by location.

3. Found, stolen, and recovered property, as well as property seized as evidence.

a. A key component in recovering stolen property is the acquisition of serial numbers and the entry of unique serial numbers into the LEADS and NCIC systems.

82.3.3 TRAFFIC RECORDS

A. The ARMS database will include the following:

1. Traffic accident data consisting of reports, investigations, and locations.

2. Traffic enforcement data consisting of citations, warnings, arrests, locations, and dispositions.

3. Traffic crash and enforcement activity reports.

B. Roadway hazard reports may be handled either by the Police Department or Public Works, depending upon the nature of the hazard, the location of the hazard, the time of day, etc.

1. When a member of the Police Department is assigned to handle a roadway hazard a dispatch ticket will be created so that a record of the incident exists.

2. Requests for assistance with non-emergency roadway hazards made after hours or during weekends will be referred to the Public Works department in writing. Public Works will be responsible for maintaining a log of such incidents.

C. Both the ARMS and Tiburon (dispatch system) computerized databases computer databases allow

for the compilation of data for administrative and supervisory review and analysis. Such data will be made available so that patterns of accidents, violations, or enforcement may be periodically reviewed.

82.3.4 CITATION RECORDS

A. It is each officer's responsibility to maintain an adequate supply of written warnings, uniform traffic citations, traffic crash reports, and parking citations.

B. The Operations Division shall be responsible for the secure storage and issuance of citation books and parking citations. Citation books and parking ticket books will only be issued to officers by supervisors.

C. The Records Division will be responsible for the filing of all voided and issued traffic citations.

D. The Parking Division will be responsible for the filing of all issued and voided parking citations.

82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS

A. The Records Division is the central repository for original copies of all offense and incident reports, arrest reports, citations, written warnings, and other field reports and other official records. However, other components of the Department also maintain various records. Records maintained by other components of the Department include, but are not limited to, the following:

1. Office of the Chief of Police.
    a. Department personnel records.
    b. Internal affairs records.
    c. Other administrative files.
2. Investigations Division.
    a. Criminal intelligence records.
    b. Informant records.
    c. Investigative files.
    d. Juvenile records.
    e. Other administrative files.
3. Professional Standards.
    a. Complaint records.
    b. Accreditation files.
    c. Training Records.
    d. Other administrative files.

B. Release of any information from these files shall be in accordance with the law or pursuant to court order.

82.3.6 CRIMINAL IDENTIFICATION NUMBERS

A. All custodial arrests shall be assigned a unique internal identification number, as well as a State arrest number which is issued by the State of Illinois upon fingerprinting.

1. Juveniles age 10-17 will be assigned an internal juvenile arrest number.

B. Once the number is issued, it shall be included on all arrest documents.

C. The arrest identification number shall be cross-referenced to the incident number and easily interpreted.

D. Arrest identification numbers are maintained by the Illinois Department of State Police and are not duplicated.

E. If a criminal history check reveals that an arrested individual has been previously assigned a State of Illinois and/or FBI number, those numbers shall be included on all arrest reports, to ensure positive identification and verification of the arrestee.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 82.4

SUBJECT: MEDIA DISPOSAL | EFFECTIVE DATE: 4/02/15
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

82.4.1 SCOPE
82.4.2 POLICY
82.4.3 ENFORCEMENT

PURPOSE:

The purpose of this policy is to outline the proper disposal of both physical and electronic media at the Champaign Police Department. This policy has been developed to protect sensitive and classified information, employees, and the Champaign Police Department.

DEFINITIONS:

Overwriting: As the name implies, overwriting uses a program to write onto the location of the media where the file to be sanitized is located.

Degaussing: A method of magnetically erasing data from magnetic media, either through the use of a strong magnet or an electric degausser.

Destruction: As the name implies, destruction of magnetic media involves crushing, disassembling, or otherwise physically destroying the platters so that media can no longer be pulled from it.

82.4.1 SCOPE

A. This policy applies to all Champaign Police Department employees, IT staff, outside contractors and others who have been allowed access to FBI CJIS systems, data, and/or media.

B. This policy also applies to all equipment that is used to process, store, transmit, or receive FBI CJIS data.

82.4.2 POLICY

A. When no longer usable, hard drives, diskettes, CDs, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI CJIS and classified and sensitive data shall be properly disposed of in accordance with procedures established by the Champaign Police Department.

B. Physical media shall be disposed of through one of the following approved methods:

   1. Shredding, using an agency-owned shredder.

   2. Shredding, by placing the items in a locked shredding bin owned by an outside contractor.

      a. If FBI CJIS physical media has been placed in one or more of the locked shredding bins placed throughout the Department then the entire shredding process must be directly witnessed by a Champaign Police Department employee.

C. Electronic media shall be disposed of through one of the following approved methods:

   1. Overwriting (minimum of three times).

   2. Degaussing.

   3. Destruction.

D. It systems that have been used to process, store, transmit, and/or receive FBI CJIS data or information shall not be released from the control of the Champaign Police Department until the equipment has been sanitized and all stored information has been cleared using one of the methods described above.

82.4.3 ENFORCEMENT

A. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 82.5

SUBJECT: PHYSICAL PROTECTION OF CRIMINAL JUSTICE INFORMATION | EFFECTIVE DATE: 04/15/15
REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

82.5.1 PHYSICALLY SECURE LOCATION
82.5.2 VISITOR ACCESS
82.5.3 AUTHROIZED PHYSICAL ACCESS
82.5.4 ROLES AND RESPONSIBILITIES
82.5.5 PENALTIES

PURPOSE:

The purpose of this policy is to provide guidance for Department personnel, private vendors, and outside contractors for the physical, logical, and electronic protection of Criminal Justice Information (CJI).

All physical, logical, and electronic access to devices which store, process, or transmit encrypted Criminal Justice Information (CJI) must be properly authorized, controlled, and documented. This policy focuses on the access control methods necessary to protect the full lifecycle of Criminal Justice Information (CJI) from both inside and outside threats and was developed in compliance with the Federal Bureau of Investigation Criminal Justice Information Security Policy (5.1).

DEFINITIONS:

POLICY:

82.5.1 PHYSICALLY SECURE LOCATION

A. A physically secure location is a facility or an area, room, or group of rooms within a facility with both physical and personnel security controls sufficient to protect Criminal Justice Information (CJI) and associated information systems.

B. The perimeter of a physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

C. Restricted access areas within the Department shall be identified by a sign at the entrance.

82.5.2 VISITOR ACCESS

A. A visitor is defined as an individual who is not an employee but visits the Department on an occasional basis and has no unescorted access to physically secure locations within the Champaign Police Department where Criminal Justice Information (CJI) and associated information systems are located.

B. Visitors shall check in before entering a physically secure location by signing the visitor access log. The visitor's log shall include the name of the visitor, visitor's agency, purpose of visit, date of visit, time of arrival and departure, and name and agency of person visited.

   1. Each visitor shall be issued and prominently display at all times a Department issued visitor badge.

C. Visitors, including contractors, vendors, and delivery personnel, shall be escorted at all times unless they have successfully passed a national fingerprint-based background check and established a Security Addendum.

D. Visitors shall not be permitted to view screen information.

   1. The Department has purchased and installed security screens to minimize the potential for access to screen information.

E. Visitors not having legitimate business within restricted areas of the building will remain in public areas of the building.

F. Requests by groups for tours of the facility may only be granted by a supervisor.

82.5.3 AUTHORIZED PHYSICAL ACCESS

A. Only authorized personnel will have access to physically secure locations.

B. The Champaign Police Department will maintain a current list of authorized personnel.

C. The Champaign Police Department has implemented access and monitoring controls to ensure that only authorized personnel have access to Criminal Justice Information (CJI) and display mediums.

D. Authorized personnel will take all necessary steps to prevent and protect physical, logical, and electronic breaches from occurring.

E. All authorized personnel with physical and logical access to Criminal Justice Information (CJI) must:

   1. Meet minimum personnel screening requirements prior to being granted access to Criminal Justice Information.

      a. To verify identification, a state of residency and national fingerprint-based records checks shall be conducted within 30 days of assignment for all personnel who have direct access to Criminal Justice Information (CJI) or direct responsibility for maintaining or configuring computer systems or networks with direct access to Criminal Justice Information (CJI).
      b. Unless escorted at all times, support personnel, private contractors, and custodial personnel with access to physically secure

locations or controlled areas shall also be subject to state of residency and national fingerprint-based records checks. If conducted, these records checks shall be completed prior to granting access.

2. Complete security awareness training.

   a. Security awareness training shall be completed within six (6) months of access and every two (2) years thereafter.

3. Remain aware of others who are or may be present in secure areas before accessing confidential data or information and take appropriate steps to protect all confidential data or information.

4. Properly protect and not share any individually issued keys or computer passwords.

   a. Lost or compromised keys or passwords shall be reported immediately so that appropriate de-activation measures can be taken.

5. Properly protect Criminal Justice Information (CJI) from viruses, worms, Trojan horses, and other malicious code.

6. Appropriately monitor their internet and website usage.

7. Refrain from using personally owned devices to access Criminal Justice Information (CJI).

8. Take appropriate measures to protect electronic media and printed Criminal Justice Information (CJI) records when physically removed from secure areas.

9. Encrypt emails when electronic mail is used to transmit Criminal Justice Information (CJI).

10. Promptly report compromises in physical security or loss of Criminal Justice Information (CJI), laptop, thumb drive, etc.

11. Release Criminal Justice Information (CJI) only to properly vetted personnel.

12. Properly dispose of Criminal Justice Information (CJI) when no longer needed.

82.5.4 ROLES AND RESPONSIBILITIES

A. Terminal Agency Coordinator (TAC).

   1. The Terminal Agency Coordinator (TAC) serves as the point of contact at the Champaign Police Department for matters relating to access to Criminal Justice Information (CJI). The Terminal Agency Coordinator administers Criminal Justice Information Systems programs within the agency and oversees the agency's compliance with FBI and State Criminal Justice Information Systems policies.

B. Local Agency Security Officer (LASO).

   1. The Local Agency Security Officer shall:

      a. Identify who is using state approved hardware, software, and firmware and ensure that no unauthorized individuals or processes are allowed access to same.

      b. Identify and document how the equipment is connected to the state system.

      c. Ensure that personnel security screening procedures are being followed as stated in this policy.

      d. Ensure that the approved security measures are in place and working as expected.

      e. Support policy compliance and ensure that the CJIS System Agency Information Security Officer (CSA ISO) is promptly informed of any security incident.

C. Agency Coordinator (AC).

   1. An Agency Coordinator (AC) is a staff member of the Contracting Government Agency (CGA) who manages the agreement between private contractors and the Champaign Police Department. When the Champaign Police Department contracts with a private contractor, the Agency Coordinator (AC) shall be responsible for the supervision and integrity of the system, the training and continuing education of private contractor employees, the scheduling of initial training and testing, certification testing, and all reports required by the National Crime Information Center (NCIC).

D. CJIS System Agency Information Security Officer (CSA ISO).

   1. The CJIS System Agency Information Security Officer (CSA ISO) shall:

      a. Serve as the security point of contact to the FBI CJIS Division ISO.

      b. Document technical compliance with the CJIS Security Policy with the goal of ensuring the confidentiality, integrity, and availability of criminal justice information to authorized personnel.

      c. Document and provide assistance in implementing security-related controls.

      d. Establish procedures sufficient to discover, investigate, document, and report incidents which may endanger the security or integrity of Criminal Justice Information (CJI).

      e. Ensure that the Local Agency Security Officer (LASO) institutes appropriate incident response and reporting procedures at the local level.

E. Information Technology (IT) Support.

   1. In coordination with each of the above described roles, all vetted IT support staff will protect

Criminal Justice Information (CJI) from compromise by performing the following:

a. Know where Criminal Justice Information (CJI) is stored, printed, and copied, and protect information subject to confidentiality concerns (whether in systems, archived, or on back-up media) until destroyed.

b. Be knowledgeable of Champaign Police Department technical requirements and policies, and take appropriate preventive measures and corrective actions to protect Criminal Justice Information (CJI).

c. Take appropriate actions to ensure maximum uptime of Criminal Justice Information (CJI) and expedited back-up restores by using agency approved practices for power back-up.

d. Protect the Champaign Police Department's Criminal Justice Information Systems from viruses, worms, Trojan horses, and other malicious code by installing and maintaining antivirus programs and scanning outside CDs, DVDs, and thumb drives prior to use.

e. Perform data back-ups and take appropriate measures to protect all stored Criminal Justice Information (CJI).

f. Ensure that only authorized and vetted personnel transport or have access to off-site back-ups or other media storage.

g. Ensure that all media released by the agency is properly sanitized or destroyed.

h. Identify applications, services, and information systems containing software or components by recently announced software flaws and potential vulnerabilities resulting from those flaws.

i. Implement access control measures and enable event logging for successful and unsuccessful: log-on attempts; password changes; attempts to access, create, write, delete, or change permissions; attempts to access, modify, or destroy audit log files.

j. Prevent authorized users from utilizing publicly accessible computers to access, process, store, or transmit Criminal Justice Information (CJI).

k. Manage and monitor all user accounts in coordination with the Terminal Agency Coordinator (TAC) and restrict passwords as required.

l. Take appropriate actions to protect Criminal Justice Information (CJI) and related data from unauthorized public access.

m. Control access and monitor, enable, and update configurations of boundary protection firewalls.

n. Enable and update personal firewall on mobile devices.

o. Ensure that confidential data is only transmitted on secure network channels using encryption and advanced authentication.

p. Ensure that any media which is removed from a physically secure location is encrypted in transit.

q. Refrain from using default accounts on network equipment that passes Criminal Justice Information (CJI).

r. Ensure that law enforcement networks with Criminal Justice Information (CJI) are on their own network and accessible only by authorized personnel who have been vetted by the Champaign Police Department.

s. Keep the Champaign Police Department informed as to all scheduled and unscheduled maintenance and./or downtimes.

F. Front Desk and Visitor Sponsoring Personnel.

1. The administration of visitor check-in / check-out procedures is the responsibility of Front Desk staff.

82.5.5 PENALTIES

A. A violation of any term of this policy may result in:

1. Loss of access privileges;

2. Discipline, up to and including termination;

3. Criminal prosecution; and

4. Civil liability.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 83.4

SUBJECT: DIGITAL IMAGING | EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA:

INDEX AS:

83.4.1 IMAGE CAPTURE
83.4.2 IMAGE TRANSFER AND ARCHIVING
83.4.3 IMAGE PROCESSING

PURPOSE:

These procedural rules are established for the use of digital photography and other types of digital imaging. They are established to ensure the secure transmittal, storage, and archiving of primary digital images in order to maintain chain of custody and evidentiary value. They are also established to ensure proper methods and documentation of digital image processing. These procedural rules shall apply only to evidentiary images. Images captured for intelligence gathering or record keeping will be captured, stored, and archived at the direction of the Chief of Police or his designee.

DEFINITIONS:

Archival Storage Media: Storage media suited to long-term storage of archive images.

Archive Image: Either the primary or original image stored on media intended for long-term storage.

Capture: The process of recording an image.

Compression: The process of reducing the size of a data file.

Digital Image: An image that is stored in numerical form.

Digital Image File: A record that includes image data and related data objects.

File Format: The structure by which data is organized in a file.

Hybrid Imaging: The method or process of creating a digital image file from an analog picture, negative, slide or any type of scanned image.

Image Enhancement: Any process intended to improve the visual appearance of an image.

Image Output: The means by which an image is presented for examination or observation.

Image Processing: Any activity that transforms an input image into an output image.

Image Processing Log: A record of the steps used in the processing of an image.

Native File Format: The file format of the primary image.

Original Image: An accurate and complete replica of the primary image, irrespective of media.

Primary Image: The first instance in which an image that is a separate, identifiable object is recorded onto any media.

Processed Image: An image output (see Image Processing)

Removable Storage Media: Storage media that is capable of being removed and replaced from a camera or other digital device.

Storage: The act of preserving an image.

Storage Media: Any object on which an image is preserved.

Working Image: Any image subject to processing.

POLICY:

83.4.1 IMAGE CAPTURE

A. Only designated personnel who have been trained in the use of digital imaging shall be authorized to use digital image capture and storage equipment.

B. The Deputy Chiefs of Operations and Operational Support shall select personnel to be trained and the makes and models of digital cameras to be used.

C. The first photograph in all cases shall be of an identification form. This form shall include, but not be limited to, the case number, the date and time of photographs, the type of offense, the location of the offense, and the photographer's name and badge number.

D. Guidelines for use of digital cameras:

1. The file format and compression ratio should be appropriate to ensure high visual quality when the image is viewed or printed.

2. After images are captured and stored as primary images on the removable storage media, the primary images shall not be opened and/or viewed with a device that enables editing of digital images.

3. It shall be acceptable to review images on the camera's internal viewing screen to ensure proper exposure and composition.

4. Images shall not be deleted from the removable storage media until all images are transferred to archival storage.

5. Personnel will operate the digital camera according to the manufacture's guidelines.

83.4.2 IMAGE TRANSFER AND ARCHIVING

A. Primary images shall be transferred from the removable storage media onto a recordable compact disc (CD-R/DVD) without the use of image editing software.

B. Primary images shall be transferred to a CD-R/DVD as soon as practicable after the photographs are taken and cataloged by case number.

C. After the primary images are written onto a CD-R/DVD, the original images, now contained on the CD-R/DVD, shall be opened to ensure successful data transfer to the archival storage media.

D. After successful transfer to the CD-R/DVD is confirmed, the images on the removable storage media can be erased and the removable storage media reused.

E. Primary images from a patrol shift camera shall be transferred to the digital photography computer hard drive and backed up to the external hard drive on a weekly basis. Images shall be transferred to a CD-R/DVD on a monthly basis.

F. The case number and the name and badge number of the officer who transferred the file shall be written on the CD-R/DVD in a permanent CD marker.

G. A CD-R/DVD shall contain images from only one case number, except for the patrol shift cameras which shall contain images for the entire month. It is acceptable to place subsequent images from the same case number on the CD-R/DVD.

H. The original CD-R/DVD to which the primary images were transferred shall be archived in Property and Evidence under the direction of the Deputy Chief of Professional Standards. Should new digital image storage technology become available which would increase the shelf life of the images, they can be transferred to the new archival storage media.

I. The original archival CD-R/DVD shall not be released from Property and Evidence except under the issuance of a subpoena. Under such circumstances a duplicate CD-R/DVD shall be created and placed in the file.

J. If working images are created, those images shall not be written to the CD-R/DVD containing the original images. Working images may be stored on an additional CD-R/DVD.

83.4.3 IMAGE PROCESSING

A. Images can be output as a contact sheet or larger images as requested. Images may be copied onto a CD-R/DVD if requested.

B. Photographic images shall not be incorporated into the body of any official police report. A contact sheet displaying all photographs taken can be attached to the report for review by police personnel and prosecuting authorities.

C. Enhancement techniques such as cropping, contrast adjustments, dodging and/or burning, un-sharp mask, and color balance are acceptable and synonymous with existing darkroom techniques. Specific digital techniques, including resizing (with or without interpolation), may be utilized to improve the image quality and accommodate the processed image's printed size. Prior to processing any image where changes will be made from the original digital image, an image-processing log will be started. This log will be printed out and retained with the original report.

D. It is acceptable to scan negatives and other analog images, thus creating a digital image file, which can be processed and output. The negatives will be retained as the original images.

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 83.5

SUBJECT: USE OF SOCIAL MEDIA | EFFECTIVE DATE: 10/17/12
REVISED DATE:

REFERENCE ILEAP:

REFERENCE CALEA:

INDEX AS:

83.5.1 ON-THE-JOB USE
83.5.2 PERSONAL USE

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the use of social media. The Champaign Police Department endorses the secure use of social media to enhance communication, collaboration, and information exchange; to streamline processes; and to foster productivity. This policy establishes the Champaign Police Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools will emerge.

DEFINITIONS:

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

Post: Content an individual shares on a social media site, or the act of publishing content on a site.

Profile: Information that a user provides about himself on a social networking site.

Social Media: A category of Internet-based resources that integrates user-generated content and user participation. This includes, but is not limited to: social networking sites (i.e. Facebook); micro-blogging sites (i.e. Twitter, Nixle); photo- and video-sharing sites (i.e. Flickr, YouTube, Wikipedia, and/or blogs); and news sites (i.e. Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, or through symbolism, photographs, videotape, and/or related forms of communication.

Web 2.0: The second generation of the World Wide Web, which is focused on shareable, user-generated content rather than static web pages. Some use this term interchangeably with social media.

Wiki: Web page(s) that can be edited collaboratively.

POLICY:

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature and prohibitions on the use of social media by department personnel.

83.5.1 ON-THE-JOB USE

A. Sanctioned Presence.

1. Strategy.

   a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.

   b. Where possible, the page(s) should link to the Champaign Police Department's official website.

   c. Social media page(s) shall be designed for the target audience(s), such as youth or potential police recruits.

2. Procedures.

   a. All Champaign Police Department social media sites or pages shall be approved by the Chief of Police or his designee and shall be administered by authorized personnel.

   b. Where possible, social media pages shall clearly indicate that they are maintained by the Champaign Police Department. Department contact information shall also be prominently displayed.

   c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

d. Content is subject to public records laws. Relevant records retention schedules apply to social media content.

e. Content must be managed, stored, and retrieved in compliance with open records laws, e-discovery laws, and policies.

f. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.

g. Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, hate speech, off-topic comments, and personal attacks.

h. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

B. Sanctioned Use.

1. Champaign Police Department personnel representing the department via social media outlets shall do the following:

a. Conduct oneself at all times as a representative of the department, adhere to all department standards of conduct, and observe conventionally accepted protocols and proper decorum.

b. Identify themselves as a member of the department.

c. Refrain from making statements about the guilt or innocence of any suspect or arrestee; refrain from comments concerning pending prosecutions; refrain from posting, transmitting, or otherwise disseminating confidential information, including photographs or videos related to department training, activities, or work-related assignments without express written permission.

d. Refrain from conducting political activities or private business.

e. Refrain from using department computers to access social media without authorization.

f. Refrain from the use of personally owned devices to manage the department's social media activities without express written permission.

g. Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

C. Potential Uses.

1. Social media is a valuable investigative tool when seeking evidence or information about:

a. Missing persons;

b. Wanted persons;

c. Gang participation;

d. Crimes perpetrated online (i.e., cyberbullying, cyberstalking); and

e. Photos or videos of a crime posted by a participant or observer.

2. Social media can be used for community outreach and engagement by:

a. Providing crime prevention tips;

b. Offering online-reporting opportunities;

c. Sharing crime maps and data; and

d. Soliciting tips about unsolved crimes (i.e. Crimestoppers).

3. Social media can be used to make time-sensitive notifications related to:

a. Road closures;

b. Special events;

c. Weather emergencies; and

d. Missing or endangered persons.

4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.

5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.

a. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.

b. Search methods shall not involve techniques that are a violation of existing law.

c. Vetting techniques shall be applied uniformly to all candidates.

d. Every effort must be made to validate Internet-based information considered during the hiring process.

83.5.2 PERSONAL USE

A. Precautions.

1. Barring state law or binding employment contracts to the contrary, Champaign Police Department personnel shall abide by the following when using social media.

a. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair the working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the department.

b. As public employees, department personnel are cautioned that any speech, whether on- or off-duty, made pursuant to their official duties - that is, speech that owes its existence to the employee's professional duties and responsibilities - is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Champaign Police Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.

c. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief of Police or his designee.

d. For safety and security reasons, department personnel are cautioned not to disclose their employment with this department, nor shall they post information pertaining to any other member of the department without their permission. Department personnel are also cautioned not to do the following:

i. Display department logos, uniforms, or similar identifying items on personal web pages.

ii. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

e. When using social media, department personnel should be mindful that speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's policies, procedures, rules, and regulations is required in the use of social media.

f. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization. This includes:

i. Publishing or posting private facts or personal information without permission when that information that has not previously been released to the public, is not of legitimate public concern, and/or would be offensive to a reasonable person;

ii. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

iii. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

g. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

h. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

B. Prohibitions.

1. Department personnel are specifically prohibited from the following:

a. Speech containing obscene or sexually explicit language, images, or acts.

b. Statements or other forms of speech that disparage or otherwise express bias against any race, religion, or protected class of individuals.

c. Speech or behavior involving themselves or other department personnel that could reasonably be considered reckless or irresponsible.

d. Engaging in prohibited speech noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.

e. Divulging any information gained by reason of their authority.

f. Making any statements, speeches, appearances, or endorsements, or publishing any materials that could reasonably be considered to represent the views or positions of this department without express authorization.

C. Reporting violations.

a. Any employee becoming aware of or having knowledge of a posting, website, or web

page in violation of the provision of this policy shall notify his or her supervisor immediately.

ISSUING AUTHORITY

Anthony D. Cobb
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE | POLICY NUMBER: 84.1

SUBJECT: EVIDENCE AND IN-CUSTODY PROPERTY CONTROL | EFFECTIVE DATE: 10/01/09
REVISED DATE: 9/27/11

REFERENCE ILEAP: ADM.16.01
ADM.16.02
ADM.16.03
ADM.16.04
OPR.02.08
OPR.11.03

INDEX AS:

84.1.1 EVIDENCE AND IN-CUSTODY PROPERTY PROCEDURE
84.1.2 SECURE STORAGE AREA
84.1.3 AFTER-HOURS SECURITY
84.1.4 CONTROLLED SUBSTANCES FOR TRAINING
84.1.5 RECORDS
84.1.6 INSPECTIONS
84.1.7 FINAL DISPOSITION OF PROPERTY
84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS

PURPOSE:

The purpose of this policy is to establish guidelines for property and evidence taken into custody by the Champaign Police Department. This policy is intended to guarantee the rights of property owners, provide for the proper identification of evidence, and define guidelines for the security of evidence, contraband, property for safekeeping, and recovered property. This policy also establishes procedures for the recording, processing, and disposal of property that comes into the possession of employees of this department, and it protects the integrity of the Department.

DEFINITIONS:

Chain of Custody: A record of persons having charge, control, or possession of evidence from the time it is received until the time it is disposed of.

Evidence: Property which may be related to a criminal or quasi-criminal offense, or which may implicate or clear a person of a criminal charge.

Contraband: Any property which is in and of itself illegal to possess.

Property for Safekeeping: Property to be held until its rightful owner can be contacted or identified.

Recovered Property: Anything held in police custody that has been found, turned in, abandoned, or held for safekeeping, and that is not believed to be connected to or a part of a criminal or quasi-criminal offense.

POLICY:

84.1.1 EVIDENCE AND RECOVERED PROPERTY PROCEDURES

A. Each item of evidence, contraband, and property for safekeeping that comes into the possession of any Department employee will be listed separately on a computerized Champaign Police Evidence Form. Unless otherwise authorized by a supervisor, the employee will label, package, and mark the property according to Departmental guidelines and complete the computerized Evidence Form prior to the end of their tour of duty. The following information will be included, whenever applicable:

1. Type of property, color, size, weight and/or other identifying characteristics.

2. Unique numbers and model numbers.

3. The circumstances by which the property came into the Department's possession.

4. Firearms will be described by make, caliber or gauge, serial number, and identifying characteristics.

5. Drug exhibits will include color, physical state (liquid, powder, rock, etc.), size, shape, quantity, and identifying marks, if any.

6. Exhibits containing U.S. Currency will include a cash denomination sheet which has been signed and initialed by a supervisor.

7. Where practical, photos are to be taken of recovered property in cases where the property is perishable and cannot be stored for a lengthy period of time.

B. When an officer takes possession of an item (or items) of recovered property, or recovers an abandoned bicycle or bike frame which has no evidentiary value, that officer shall:

1. In cases of recovered property, place the item or items into an evidence locker. In the case of an abandoned bicycle, secure the bicycle in the designated storage area at the City Garage.

2. Complete a separate Champaign Police Department Recovered Property Intake Form for each individual item.

3. Submit the Champaign Police Department Recovered Property Intake form to Front Desk and Records staff.

With regard to Recovered Property and abandoned bicycles, it is the responsibility of the receiving evidence custodian to log those items, enter them into evidence, and, when appropriate, contact the owner of the property to arrange for its return.

C. Motor vehicles seized for processing, as evidence, or for purposes of forfeiture will be documented through the completion of a Champaign Police Vehicle Tow-In Form. Such seizures will also be documented in corresponding police reports.

D. Under no circumstances will evidence, contraband, property for safekeeping, or recovered property be subject to personal use or stored in employees' personal desks, lockers, vehicles, homes, or other places that would permit the chain of custody to be interrupted.

E. Unless otherwise authorized by a supervisor, all evidence, contraband, property for safekeeping, and recovered property that comes into the possession of the Department will be placed into the appropriate secure storage location before the employee ends his tour of duty. Any property that cannot be stored in accordance with this directive by virtue of its size, rate of decomposition, or other consideration will be secured in the best possible manner as determined by a Shift Supervisor or District Commander.

F. Any item of evidence, contraband, or property for safekeeping taken into the possession of the Department will be placed into an appropriately sized container (an envelope, box, or evidence bag), sealed, and labeled with a fully completed evidence tag.

G. Items will be packaged in a manner to protect or contain the property. The following items, when taken as evidence, will be packaged separately:

1. Narcotics.

2. Firearms.

3. U.S. Currency.

4. Other valuable items, such as jewelry.

H. ALL FIREARMS MUST BE UNLOADED PRIOR TO PLACEMENT IN AN EVIDENCE LOCKER AND/OR ENTRY INTO EVIDENCE. If a firearm cannot be unloaded, then the on-duty Evidence Technician will take direct possession of the firearm from the officer. It will not be packaged or placed into a locker until it can be made safe.

I. When any of the items listed in subsection "G" are received by the Evidence Technician, they will be maintained in separate locations with extra security, and not be combined with general property. The Evidence Technician will determine these particular locations.

J. When an item that has been entered into evidence requires processing, that item will be transferred from an Evidence Technician to a Crime Scene Technician for processing and then returned directly to evidence. Records will be kept to document such transfers.

K. Once property for safekeeping or recovered property has been officially placed under Departmental control, procedures for release or removal will be followed in accordance with the guidelines specified in **Section 84.1.7**.

L. Upon the completion of legal proceedings, every reasonable effort will be made to identify the owners of property which is eligible for release and to ensure that the property is safely returned to them as described in **Section 84.1.7**.

M. When evidence is needed for court, an Evidence Technician will be responsible for transferring items needed to the appropriate person at the State's Attorney's Office. The Evidence Technician will appropriately document all such transfers.

84.1.2 SECURE STORAGE AREA

A. Access to the secure storage areas for evidence, contraband, property for safekeeping, and recovered property shall be limited to:

1. Evidence Technicians.

2. The Records Manager.

3. The Deputy Chief of Professional Standards.

B. Bicycles not having any evidentiary value will be secured in the designated secure storage area at the City Garage.

C. Perishable items will be stored in the secure refrigerator located in the evidence processing room.

D. Deviation from the use of the prescribed secure storage areas, when necessary, shall only be authorized by the Deputy Chief of Professional Standards or the Deputy Chief of Operations.

84.1.3 AFTER-HOURS SECURITY

A. The Department provides evidence lockers to be used to secure evidence, contraband, property for safekeeping, and recovered property during periods when an Evidence Technician is not on duty. Officers submitting such property are responsible for labeling the evidence, placing it in an evidence locker or in the secured bulk storage area, and completing either the computerized Evidence Form or the Champaign Police Department Recovered Property Intake Form (whichever is applicable).

B. Whenever an item(s), due to size or quantity, cannot be easily secured in one of the areas provided, an Evidence Technician or the Records Supervisor will be contacted by a supervisor to make arrangements for securing the item(s).

84.1.4 CONTROLLED SUBSTANCES FOR TRAINING

A. In addition to the minimum canine skills required for street deployment, police canines may be trained in other facets of police work such as narcotics scent detection. To maintain a high level of proficiency and credibility, narcotic scent training is a constant endeavor which must be performed on both a daily and weekly basis.

B. To ensure proper training, the narcotics training aids should be rotated on a regular basis, preferably every six months, dependent upon the availability of narcotics. The District Commander responsible for supervising the canine officers will assist in identifying and locating cases from which narcotics can be

transferred for training purposes. Only controlled substances which have been released by the courts or are designated for destruction will be used as training aids.

C. Prior to the issuance of controlled substance training aids, a memorandum requesting the release of the controlled substance(s) will be signed by the District Commander. The memorandum will detail the case number, type of substance(s), and purpose of the released substances. The form will be submitted to the Evidence Technician.

D. Cannabis and controlled substances to be issued to canine handlers for training purposes will be weighed and recorded by the Evidence Technician in the presence of the Deputy Chief of Professional Standards.

E. Both the Evidence Technician and the District Commander requesting the release of the cannabis or controlled substance will maintain copies of all paperwork associated with its release. This paperwork will be used to document the movement of the controlled substance(s) until such time that they are returned to the Evidence Technician.

F. When the cannabis or controlled substances are no longer viable for use during canine training, they will be returned to the Evidence Technician by the canine handler. Each package will be weighed again, and any discrepancies in appearance or weight will be noted.

G. The Evidence Technician, the District Commander, and the canine handler will separately maintain a list of each item of cannabis or controlled substance issued and the weight of each package. The training aids will not exceed approximately one gram of each narcotic aid without the prior, written approval of the Deputy Chief of Operations. The District Commander will visually inspect each package periodically to ensure the integrity of the packaging. No canine handler will retrieve cannabis or controlled substance training aids without the presence of the District Commander to serve as a witness.

H. If a canine handler notices a defect in cannabis or controlled substance packaging during training or when opening the storage container, that discrepancy will be brought to the District Commander's attention immediately. The aid will not be utilized for training until it has been weighed, resealed, and any discrepancies addressed by the District Commander.

I. During training there is a potential risk that a canine may destroy the packaging material, resulting in the loss of some of the cannabis or controlled substance. In such an event, the handler will retrieve as much of the remaining substance as possible and immediately notify the District Commander. The handler will document the incident on a police report, and that report will be forwarded through the chain of command all the way up to the Chief of Police. The remainder of the cannabis or controlled substance will be packaged and returned to the District Commander, who will then return the cannabis or controlled substance to the Evidence Technician. Prior to the deployment of the aids for training, the aids will be placed in scratch resistant containers to minimize the potential for destroying the packaging material.

J. Each training aid will be stored in an air tight secured container to prohibit access by anyone other than the canine handler to whom it was issued.

84.1.5 RECORDS

A. The Evidence Technician shall maintain a records system to include at a minimum:

1. The location of property stored in the Evidence Room.

2. Date and time when the property was received or released.

3. Character, type, and amount of property on hand.

4. Chain of custody of property through its final disposition.

5. Dates and results of all inspections, inventories, and audits of property and records.

6. A log of those persons entering evidence storage areas who are not routinely responsible for property or evidence functions.

B. The maintenance of these records and the ability to produce them for immediate and unannounced inspections shall be the responsibility of the Evidence Technician.

84.1.6 INSPECTIONS

A. On a quarterly basis, the Evidence Technician shall conduct a routine inspection of the Evidence Room and all other storage facilities. This inspection will determine that proper record keeping, accountability of evidence, proper storage and cleanliness, and proper disposal methods are being followed. A memo shall be forwarded to the Deputy Chief of Professional Standards listing the results of the inspection. Any problems noted during these inspections will be corrected as appropriate and documented accordingly.

B. An inventory of 5% of all property held in evidence shall be conducted any time that an Evidence Technician is transferred or leaves the Department. This inventory will be performed jointly by the newly designated Evidence Technician and the Chief of Police or his designee.

1. If there is an error rate of 4% or more, then a 90% inventory shall be conducted.

C. An annual audit shall be conducted of the property and evidence held by the Department. This audit of random items shall be performed by a supervisor not directly involved in the management of the Evidence Room. A complete report of the findings of the audit will be forwarded to the Chief of Police.

D. At least twice each year, in addition to and in support of other inspections, the Chief of Police or his designee will conduct an unannounced inspection of

the property storage areas. This inspection does not necessarily have to be comprehensive; any area of property operation may be inspected.

84.1.7 FINAL DISPOSITION OF PROPERTY

A. Final disposition of all found, recovered, and evidentiary property shall be accomplished within six months after legal requirements have been satisfied. Evidence and in-custody property may be disposed of by return to its legal owner, public auction, destruction, or conversion to City use. The following guidelines for disposition of evidence and in-custody property will be followed:

1. Found items may be kept for up to six months. During this time, if the owner is not identified or the property is not claimed, the item will be offered at Departmental auction, sold on the Internet, converted to City use, or destroyed.

2. The owner, if identified, may be contacted either by telephone or by mail to arrange a date and time for release of items.

3. Evidence may be disposed of through the following means:

a. Authorization of recovering officer, case investigator, or supervisor.

b. Authorization of City Attorney, State's Attorney, or Judge.

c. Expiration of statute of limitations for prosecution.

d. Court order.

e. By statute according to procedures established by the Chief of Police.

B. In order to minimize the retention of evidence in cases where court proceedings are continued or have been concluded, officers shall obtain a court order designating dispositions of items held. Whenever possible, the court order should allow an item to be photographed and then returned to its owner.

C. The Department shall promptly return items held in the evidence or property area to the rightful owner when such items are not contraband and the case has been completed.

1. Such returns, whenever possible, shall occur within 60 days.

2. The Evidence Technician shall make notification either by telephone or through mail.

D. When evidence is permanently released, a copy of the signed release shall be forwarded to Records and included with the original case file.

E. Property turned over to the Department for destruction shall be disposed of by commercial disposal <u>or</u> witnessed by two department members.

84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS

A. The Chief of Police is responsible for the Department's asset forfeiture program.

B. All property received by the Department pursuant to the delivery of legal process service shall be fully inventoried on a Department property/evidence form and a summary description included in any required report.

C. All property acquired through the legal process function shall be properly recorded by report including description, identification numbers, and name of persons or corporations from whom the property was received. The property shall be stored for safekeeping until properly disposed of as prescribed by Illinois State Statute and current directives.

D. The Chief of Police shall designate an individual to handle the processing of all paperwork associated with forfeiture proceedings. The designee shall ensure compliance with all applicable State or Federal guidelines for asset forfeiture.

E. All property acquired through the legal process function shall be managed by the Chief of Police or designee and disposed of by the Department pursuant to legal authority.

F. The Deputy Chief of Operational Support is responsible for monitoring all proceeds from forfeited assets.

ISSUING AUTHORITY:

R.T. Finney
Chief of Police
Champaign Police Department

CHAMPAIGN POLICE DEPARTMENT

DEPARTMENT RULES

EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: PER.08.01

REFERENCE CALEA: 26.1.1

DEFINITIONS:

Authorized: Permitted by law, rule, directive, or superior.

Chief: The Chief of Police of the City of Champaign, Illinois, or his authorized designee.

Department: The Police Department of the City of Champaign.

Directive: Verbal or written instruction of a general nature by a superior meant to guide an employee in an activity or course of activities. Directives include but are not limited to policies, procedures, informational bulletins, or training bulletins issued or authorized by the Chief of Police.

Employee: Any person employed by the City of Champaign in a position in the Police Department. The term "Employee" includes both commissioned officers and non-commissioned employees.

Law: The Constitution of the United States or the State or Illinois, statutes of the United States or the State of Illinois, and the ordinances of the City of Champaign.

Order: Any verbal or written command from a superior to perform or not perform an activity or course of activities.

Police Duties: Those work functions assigned by a superior or prescribed by law.

Superior: A commissioned officer of higher rank; or an officer who is authorized to supervise an employee's work activities; or an employee who directs or supervises the work activities of a non-commissioned employee.

RULES:

RULE 1: GENERAL CONDUCT AND FITNESS

A. Conduct Generally.

1. Employees shall conduct themselves in a manner both on and off duty which promotes the efficient operation of the Department, the employees' fitness to perform all assigned police duties, and the good reputations of the employees and the Department.

2. Employees shall perform police duties and make discretionary decisions in a manner consistent with the law.

3. Employees shall perform their assigned duties in a productive, effective, and efficient manner.

B. Familiarity with Department Operational Standards.

1. Employees shall be familiar with and obey written orders and directives issued or authorized by the Chief of Police.

C. Neglect of Duty.

1. No employee shall neglect his or her duty. "Neglect of duty" is conduct by any employee which hinders or impairs the proper performance of the functions of this Department or has the potential to do so. Attempted or actual violation of rules or directives or orders shall be considered prima facie evidence of neglect of duty. Such conduct is cause for disciplinary action. Discipline will be considered according to the degree of the offense, the results brought about by the neglect, and the effect it has upon the discipline, good order, and best interests of this Department.

D. Devoting Full Time Attention and Training to Duty.

1. Employees shall devote their full time, attention, abilities, and training to the business of the Department when on duty.

2. Employees shall report to an immediate superior before going off duty or upon termination of a duty assignment.

3. Employees shall promptly return to service after answering a call for police service.

4. Employees shall not:

a. Engage in personal activity or business while on duty.

b. Take unauthorized meals or refreshment breaks, or take meals or refreshment breaks for a period greater than authorized.

c. Be absent from or late in reporting to duty without authorization.

d. Report for duty in an unfit condition or not properly equipped for assigned duty.

e. Make improper use of sick leave or any unauthorized leave from duty.

5. Employees in off-duty status shall respond to duty status as assigned by a superior at all times when their services are required, except as previously authorized.

E. Reporting Another Employee's Violation.

1. Employees shall promptly report another employee's violation of law, order, or directive. To this end, all such violations shall be reported

in writing to the reporting employee's most immediate superior in the Department. The superior receiving the report shall in turn promptly report the violation through the chain of command or supervisory control until the report has reached the Chief. Any violation on the part of the Chief of Police shall be reported by the employee to the City Manager.

RULE 2: COMMUNICATION, INFORMATION, AND RECORDS

A. Truthfulness in Communication.

1. Employees shall, in departmental work product or departmental communication, transmit truthful, complete, and accurate information.

B. Communication with Respect to Unusual Incidents.

1. Officers shall notify appropriate City personnel of incidents which have the potential to negatively affect the health, safety, or welfare of persons or property.

C. Handling and Dissemination of Department Information.

1. Employees shall make a prompt official written report of offenses investigated, observed, or known.

2. Employees shall consider the official business information of the Department as confidential. Information regarding departmental affairs shall be disseminated only in accordance with departmental directive.

3. Employees may remove or copy departmental records or reports only in accordance with departmental directive.

4. Employees shall not divulge the personal identity of persons for whom confidentiality has been promised in accordance with law except as authorized by law or other proper authority.

5. Employees receiving or possessing information relative to a criminal offense or case shall not use or fail to use such facts or information for personal gain or aggrandizement, but shall report the facts or information in accordance with departmental directive.

D. Public Criticism of the Department.

1. Employees shall not publically criticize the Department, its administrative officials, its standards, or its employees by talking, writing, or expression in any manner when such talking, writing, or expression is:

a. Defamatory;

b. Obscene;

c. Unlawful; or

d. Tends to impair the operation of the Department or the City by impairing its efficiency, interfering with the ability of superiors to maintain discipline, or having been made with the reckless disregard for truth or falsity. In lieu of such prohibited public criticism, employees shall make utilization of the grievance procedures of the City by submitting complaints through the appropriate chain of command.

E. Communication with Respect to Participation in Civil Matters.

1. Employees shall give prior notification to the Chief before giving a deposition, affidavit, or appearing as a witness in a civil matter stemming from official duties as a Department employee.

F. Communication with Respect to Pending Promotions, Assignments, or Discipline.

1. No employee shall personally communicate or solicit another person to communicate with a City official who has authority to promote, assign, or discipline or review such promotion, assignment, or disciplinary matter with respect to the merits of a pending promotion, assignment, or disciplinary matter unless such communication is made in the course of an employee's official capacity, in course of an official proceeding, or at the request of the City official.

RULE 3: BEHAVIOR TOWARDS OTHERS

A. Obedience to Orders; Conflicting Orders.

1. Employees shall promptly and fully obey and execute the lawful, work-related orders of a superior which shall include such orders relayed from a superior by an employee of the same or lesser rank or position.

2. Employees shall not be insubordinate. "Insubordination" includes, but is not limited to, any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, insolent, or abusive language or action toward a superior, whether in or out of the presence of the superior.

3. Should any verbal or written order or directive conflict with any previous order or directive from other superiors, the employee concerned shall bring the conflict to the attention of the superior giving the latest order or directive. If such superior does not change the order or directive, it remains in effect.

B. Courtesy.

1. Employees shall be courteous in their conduct and communication to citizens and other City employees. Employees shall be tactful in the performance of their duties, control their tempers, and exercise reasonable patience and discretion. In the performance of their duties, employees shall not use harsh, rude, overbearing, abusive, violent, profane, or indecent language or conduct; and shall not express any prejudice or insulting language

concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics.

C. Providing Name and Badge Number.

1. Employees shall provide their name or badge number in a prompt and respectful manner when requested by any person when the employee is on duty or while acting in an authorized police capacity, except when the withholding of such information is necessary to the performance of police duties.

D. Citizen Complaints.

1. Employees shall courteously and promptly record in writing any complaint made by a citizen against the Department or any Department employee and forward the written complaint to the Chief of Police through the duty superior. Department employees may attempt to resolve a complaint, but shall never attempt to dissuade any citizen from making a complaint. A Citizen Complaint Fact Sheet shall be given or mailed to each citizen at the time the complaint is received.

E. Solicitations or Acceptance of Gifts.

1. Employees shall not solicit or accept any gift or gratuity from any person if the employee knows or has reason to believe that the person is seeking to influence any employee's performance or non-performance of an official duty or has a matter pending before the municipality or courts.

F. Acceptance of Rewards.

1. Employees shall not accept or receive any fee or reward from any source for any service rendered in the line of duty without the prior written approval of the Chief.

G. Relationships with the Adjudicative Officials.

1. Employees shall cooperate and assist judicial officers, administrative officials, and prosecutors in the preparation and presentation of cases in which the employee is involved as a witness or source of information.

2. Employees shall not interfere with or interrupt the proper administration of prosecutorial or judicial functions. Conduct which compromises or reduces effective case preparation or court or administrative presentation shall be a prima facie violation of this rule.

RULE 4: CITY PROPERTY AND EQUIPMENT; APPEARANCE

A. Use of Property Generally.

1. Employees shall utilize City property and equipment only for authorized purposes in performing police duties. Employees shall not permit theft of, lose or negligently or willfully damage City property or the property of another. All City property issued to or used by employees shall be maintained by employees in good condition and working order.

B. Reporting of Damaged or Lost City Property.

1. Employees shall immediately report in writing all damage to police vehicles and City property or loss or theft thereof. Employees shall file such reports as soon as possible which shall contain all known facts surrounding the cause and nature of the damage, loss, or theft. Such reports shall be filed with the employee's immediate superior. In the event that City property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible for the negligent damage, loss, or theft thereof.

C. Return of City Property.

1. Employees shall return any City property issued to or in the possession of the employee when the employee has terminated employment with the City or when ordered to do so by a superior.

D. Operating Vehicles.

1. Employees shall operate vehicles utilized in the performance of duties or City vehicles in a careful, prudent manner and shall obey all laws and departmental directives pertaining to such operation.

E. Authorized Persons in Police Vehicles.

1. Employees shall allow only authorized persons to enter or remain in police vehicles. "Authorized persons" are those persons who are Department employees, prisoners, crime or accident victims, persons associated with incidents investigated by police, citizens receiving authorized police services, and persons in previously authorized ride-along status.

F. Duty Use of Personal Vehicles or Equipment.

1. Employees shall not use personal vehicles in the performance of their police duties except during an emergency circumstance or when prior written approval is given by the Chief.

2. Employees shall register with the Chief the description or serial numbers of all personal police equipment owned or carried.

G. Badge and Credentials.

1. On-duty officers shall carry their badges and City-issued identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation.

2. Employees shall not reproduce badges or City identification cards without the prior written approval of the Chief.

3. An officer shall not use his or her badge, uniform, or identification card to solicit or receive special privilege, material rewards, material gain, or to

avoid consequences of unlawful acts for the officers or others. However, an officer may use his badge or other official credential to obtain admission to any public gathering when such use is in furtherance of official duty.

H. Carrying Firearms.

1. Officers shall carry and use firearms in accordance with law and departmental directive.

I. Keys.

1. Employees shall not possess or use unauthorized keys which are capable of admitting the employee to City facilities or parts thereof. "Unauthorized keys" are those keys which have not been issued to an employee by their superior.

J. Appearance - Uniform.

1. Unless otherwise authorized by an immediate superior, employees shall report to work and maintain a neat and clean appearance while on duty. Officers shall wear such proper uniform with required equipment in accordance with departmental directive.

RULE 5: OPERATIONS

A. General.

1. Each employee shall respond promptly to a request for police services.

2. Each employee shall provide aid or furnish information consistent with police duty in accordance with and departmental directive.

3. Each officer shall take appropriate action on the occasion of a criminal offense, disorder, or other act or condition requiring police attention while on or off duty.

B. Arrest, Search, and Seizure.

1. Officers shall not make any arrest, search, or seizure which they know or should know is not in accordance with law and departmental directives.

C. Persons in Custody.

1. Officers shall not mistreat persons who are in their custody by violating a provision of law or departmental directive.

2. Prisoners who are ill or injured shall receive first aid or medical treatment as appropriate without unreasonable delay.

3. Officers shall book, jail, or release prisoners from custody in accordance with law and departmental directive.

4. Officers shall not allow a prisoner to escape from custody because of negligence or inattention to or disregard of duty.

D. Physical and Deadly Force.

1. The use of physical force to accomplish a police task is restricted by law and departmental directive to that force which is reasonable and necessary under the circumstances.

E. Evidence.

1. Employees shall promptly deliver to the official departmental custodian any property found by, confiscated by, or relinquished to employees of this Department.

2. Employees shall place or cause evidence to be placed in its officially designated place for preservation and storage.

RULE 6: PHYSICAL AND MENTAL FITNESS FOR DUTY

A. General.

1. While on duty, employees shall maintain themselves in a mentally alert and physically fit condition.

B. Alcohol and Controlled Substances.

1. Employees shall not possess or use alcohol on duty other than in an authorized duty capacity. Unless absolutely required to conduct a police investigation as previously approved by the employee's immediate supervisor, no employee shall be, to any degree, under the influence of alcoholic beverages while on duty or when reporting to duty.

2. No employee shall report for schedule duty when prior consumption or odor of alcohol or other behavior-modifying substance is apparent to a person of average sensibilities.

3. Employees shall not possess or use substances required by law to be prescribed by a physician, except with the approval and guidance of a licensed physician and with the prior knowledge of the employee's immediate superior. At no time may an employee use or be under the influence of such a substance where such use or influence impairs or compromises the efficiency, effectiveness, or integrity of the employee, the Department, or the City.

C. Sleeping.

1. Employees shall not sleep on duty.

D. Reporting Lack of Fitness.

1. Employees shall notify or cause his or her immediate superior to be notified prior to the beginning of the employee's schedule duty shift when he or she cannot report for work due to physical or mental ailment or impairment.

2. Employees shall notify a superior of any physical or mental condition of his or her own or another's that could prevent or impair the employees from proper performance of assigned duties.

RULE 7: UTILIZATION OF POSITION OR STATUS; OFF-DUTY EMPLOYMENT

A. Use of Departmental Position in General.

1. Each employee shall utilize his or her position or status only for the performance of police duties.

2. Employees shall not use the prestige or influence of their position with the Department, or the use of the time, facilities, equipment or supplies of the Department for the purpose of soliciting or receiving private privilege or advantage, material gain, or to avoid the consequences of unlawful acts.

B. Conflicts of Interest.

1. Employees shall not engage in personal activities which might conflict, compromise, or interfere with his or her performance of police duties.

C. Off-Duty Employment or Business.

1. Employees shall not engage in business activities or employment which might conflict, compromise, or interfere with the performance of police duties or which have not received the prior written approval of the Chief. The Chief shall base his full or conditioned approval on the following factors:

a. Potential for conflict of interest;

b. Department or division manpower requirements; or

c. Potential for impairment of the employee's mental or physical fitness to perform.

2. The Chief shall approve or deny the request to engage in off-duty employment within ten (10) calendar days of receipt of the employee's completed written request for approval.

3. No member of the Department shall use any official Champaign Police Department equipment, clothing item, insignia or badge, including obsolete insignias or badges, in the course of off-duty employment without the prior written consent of the Chief. No such use shall be approved unless off-duty employment is with and supervised by another governmental agency, or unless, in the discretion of the Chief, the use of official Champaign Police Department equipment in the course of off-duty employment is reasonable and appropriate, and will promote public health, safety, and/or welfare.

D. Commerical Use of Enforcement Authority.

1. Officers shall not utilize the enforcement authority granted and approved by the City where an officer is compensated, directly or indirectly, for having or exercising the enforcement authority for commercial, as opposed to official, purposes except with the prior written approval of the Chief.

E. Commerical Use of Departmental Status.

1. Employees shall not use their names, photographs, or official titles (which identify them as employees of this Department) in connection with endorsements, testimonials, or advertisements of any commodity or commercial enterprise without prior written approval of the Chief.

F. Political Utilization of Official Position.

1. Employees shall not utilize their position or on-duty time with the Department for political purposes. This does not prohibit an employee from:

a. Exercising the right of suffrage;

b. Expressing one's opinions privately;

c. Being a delegate to or a member of a political caucus; or

d. Taking part in a political canvas while off duty.

RULE 8: ADMINISTRATIVE REQUIREMENTS

A. Telephone.

1. Employees shall maintain a working telephone at which he or she can be reached.

B. Change in Address or Phone Number.

1. Employees shall immediately notify the Chief, in writing, prior to any change of address of residence or telephone number.