Rockford Police Department

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ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
OATH OF OFFICE AND CODE OF ETHICS	**1**	**LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP**

TOPICS / REFERENCE	APPENDICES
Code, Ethics, Oath	**A, B**

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
May 17, 2004	**February 13, 2008**	**This order remains in effect until revised or rescinded**

CALEA (5th Edition Standards)
1.1.1 • 1.1.2 • 33.5.1

POLICY

It is the policy of the Rockford Police Department that all employees for the Department will comply with a code of ethics. Furthermore, all sworn members prior to assuming sworn status will take an oath of office.

PURPOSE

The purpose of this General Order is to establish an oath of office for all sworn personnel and a code of ethics for all personnel of the Rockford Police Department. This order also notifies sworn members that they will be responsible for upholding the oath of office. It further notifies all Department personnel they are to maintain these ethics on an individual basis.

This Order is comprised of the following numbered sections:

I. OATH OF OFFICE
II. CODE OF ETHICS
III. TRAINING
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELATIONS

APPENDICES

A. Oath of Office
B. Code of Ethics

I. OATH OF OFFICE

A. Each new member of the Rockford Police Department, prior to assuming sworn status, will take the Oath of Office and sign two paper copies of the oath (See *Oath of Office* in Appendix A).

B. Any sworn member of the Rockford Police Department, prior to assuming promotion to supervisory or command rank (sergeant, lieutenant, deputy chief,

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chief of police), will take the Oath of Office for that rank and sign two paper copies of the oath (See *Oath of Office* in Appendix A).

C. The Chief of Police or his/her designated representative will administer the oath.

D. One signed, paper copy of the oath will be placed in the officer's personnel file. The second signed paper copy of the oath will be forwarded to the Board of Fire and Police Commissioners.

II. CODE OF ETHICS

A. The Rockford Police Department now adopts a Code of Ethics for sworn and non-sworn employees (See *Code of Ethics* in Appendix B).

B. All personnel of the Department will understand and practice the Code of Ethics and will be responsible for maintaining these ethics on an individual basis.

III. TRAINING

A. Training on the Code of Ethics will be conducted for all personnel, at least biennially.

IV. EFFECTIVE DATE

A. This policy became effective May 17, 2004.

V. REVIEWS, REVISIONS AND CANCELATIONS

A. This General Order will be reviewed each **October** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – *Written Directives*.**

B. This order is a revision of and supersedes General Order **1.01 – *Oath of Office, Code of Ethics*** issued May 17, 2004.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

_____

Chet Epperson
Chief Of Police

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APPENDIX A

OATH OF OFFICE
OFFICER OF POLICE
ROCKFORD, ILLINOIS

STATE OF ILLINOIS)
)
COUNTY OF WINNEBAGO)

I, *(Name)*, do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Illinois, the Ordinances of the City of Rockford, the Rules and Regulations, Practices and Procedures of the Rockford Police Department and of the Board of Fire and Police Commissioners and that I will faithfully discharge the duties of a *(Police Officer, Sergeant, Lieutenant, Deputy Chief, Chief of Police)* of the Rockford Police Department.

_____
(Signed)

_____
Notary Public

SEAL

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APPENDIX B

CODE OF ETHICS
ROCKFORD POLICE DEPARTMENT
ROCKFORD, ILLINOIS

Sworn Employee Code of Ethics:

"As a member of the Rockford Police Department, my first duty is to serve the people of the City of Rockford, Illinois. I will safeguard lives and property, 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, maintaining 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; I will be exemplary in obeying the laws of the land and the regulation of the Department. Whatever I see or hear of a confidential nature of that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never involve or permit my 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 position of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the Department, I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession."

Non-sworn Employee Code of Ethics:

"I acknowledge respect for human life, recognizing diversity among the members of the community and department I serve. I will exhibit honesty and integrity through ethical behavior. I will be obedient to the ordinances of the City of Rockford, the laws of the State of Illinois and the United States of America.

I will not, in the performance of my duty, work for personal advantage or profit. I will at all times, recognize that I am a public servant, and the ultimately I am responsible to the public. I will give the most efficient, impartial and courteous service of which I am capable at all times. I will accept responsibility for my actions. I will assist my colleagues fully and to the best of my ability with respect and consideration at all times. I will recognize the positive relationship between good physical and mental conditioning and the performance of my duties. I will do only those things that will reflect honor on myself, my fellow employees, my supervisors and my agency."

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.02 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 2

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
DEPARTMENT MISSION STATEMENT	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Mission, Statement, Values, Vision	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
April 27, 2004	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
11.3.1 • 12.2.1

POLICY

It is the policy of the Rockford Police Department to have a mission statement, a vision statement and a set of values that drive the operation of the Department.

PURPOSE

The purpose of this General Order is to communicate the mission statement, vision statement and values of the Department to all agency personnel. All personnel are expected to use them as a foundation for the services they provide to the public.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. MISSION STATEMENT
II. VISION STATEMENT
III. VALUES
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

I. MISSION STATEMENT

It is the mission of the Rockford Police Department to provide for the safety and welfare of the people in Rockford so that they may enjoy the benefits of being secure in their person, property and state of mind through law enforcement, peace preservation, crime prevention, traffic control, and the maintenance of their civil rights and liberties.

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II. VISION STATEMENT

It is our vision to maintain and enhance the confidence and trust of those we serve, while continually expanding and strengthening our partnerships with the people of Rockford and the employees of this Department, in identifying problems, developing solutions and establishing realistic priorities and policies.

III. VALUES

A. **INTEGRITY:** Integrity is the hallmark of the Rockford Police Department and we are committed to the highest performance standards, ethical conduct, and truthfulness in all relationships.

B. **RESPECT:** We treat all person with dignity, respect, and courtesy.

C. **SERVICE:** We provide quality service in a professional, efficient, and accessible manner.

D. **FAIRNESS:** We treat all people impartially with consideration and compassion. We are equally responsive to our employees and the citizens we serve.

IV. EFFECTIVE DATE

A. The Department's policy on it's mission statement, vision statement and values became effective on April 27, 2004.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **May** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*****.**

B. This order is a revision of and supercedes General Order ***1.02 – Department Mission Statement*** issued April 27, 2004.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.03 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
UNLAWFUL HARASSMENT IN THE WORKPLACE	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIP

REFERENCE	APPENDICES
Discrimination, Harassment, Hostile Work Environment, Sexual Harassment, Unlawful Harassment	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
June 7, 2004	June 18, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
26.1.3 • 31.2.3

POLICY

It is the policy of the Rockford Police Department to provide a professional and productive work environment, free from unlawful harassment, for all employees to enjoy.

Employees who engage in any form of unlawful harassment may not only hurt others, but may also expose themselves and the Department to potential legal liability. Therefore, the Rockford Police Department will not condone or tolerate any harassment of, or from, an applicant, citizen, contractor, customer, co-worker, supervisor, or manager on the basis of race, religion, color, national origin, disability, pregnancy, sexual orientation, gender or age. This policy will apply to all sworn and non-sworn personnel in all Bureaus, Divisions, Units and Sections of the Rockford Police Department.

Unlawful harassment is misconduct. Anyone who violates this policy will be subject to appropriate discipline, up to and including discharge from employment.

PURPOSE

The purpose of this General Order is to provide descriptions and examples of unlawful harassment, guidelines and procedures for reporting such incidents and both supervisory and management responsibility in enforcement of this policy.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. REPORTING PROCEDURES
III. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

Return to Index

I. DEFINITIONS

A. **Sexual Harassment**: Sexual harassment is defined as any unwelcome sexual advance or conduct of a sexual nature when such advance or conduct is a term or condition of an employment or promotion decision, substantially interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment. No supervisor or manager shall directly or indirectly condition any term of employment or make any decision, with respect to an employee's acceptance or rejection of any sexual advance or conduct. Any and all forms of sexual harassment, by any Department personnel, are prohibited.

B. **Other forms of unlawful harassment**: This policy prohibits harassment on the basis of race, religion, color, national origin, disability, pregnancy, gender or age or any other basis prohibited by law. Prohibited harassment based on the above includes, but is not limited to, behavior which:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities.

II. REPORTING PROCEDURES

A. It is the responsibility of every employee who believes he or she has been the subject of or a witness to, unlawful harassment, to immediately report the matter to their supervisor. Where this is not practical or the alleged offender is their supervisor, the complaint may be made with another supervisor, any command level staff, any bureau chief, the Chief of Police, the Director of Personnel or the Legal Director for the City of Rockford, without regard to chain of command.

B. Employees who become aware of possible unlawful harassment, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this General Order.

C. Because of its sensitive nature, complaints of unlawful harassment will be, to the extent possible, kept and investigated in such a way as to remain confidential.

D. It is prohibited to retaliate against anyone that reports alleged unlawful harassment or anyone who assists in the investigation of a complaint of unlawful harassment. Anyone who retaliates against such persons will be subject to appropriate disciplinary action up to and including discharge from employment.

E. The Department also recognizes that false accusations of unlawful harassment can have serious adverse effects. All employees will act honestly and responsibly in complying with and enforcing this policy. Anyone who knowingly makes a false accusation of unlawful harassment will be subject to appropriate disciplinary action up to and including discharge from employment.

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III. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

A. All supervisors and commanders, as part of their job requirements, are responsible for preventing and eliminating unlawful harassment, including sexual harassment, in their respective Bureau, Division, Unit or Section.

B. Any complaint of unlawful harassment will receive the immediate attention of the supervisor to whom it is made. This must be done in a timely manner in order to protect the employee from further unlawful harassment and to prevent retaliation of any kind against the person reporting the unlawful harassment.

C. Any supervisor who receives a complaint of unlawful harassment, or who learns of an incident of unlawful harassment, will immediately document the complaint or incident by submitting an Officer's Report or Civilian Employee's Report to the Chief of Police. This report will include details of the complaint or incident including, at a minimum:

1. A statement of facts on which the complaint and/or report of unlawful harassment is based;
2. A description of any evidence, presented to or otherwise known about by the supervisor, supporting the complaint and/or report. These may include but are not limited to;
   a. Notes or letters sent by the alleged offender;
   b. Email sent or voice mail messages left by the alleged offender;
   c. Photographs sent by the alleged offender;
3. Identification (names, descriptions, work assignments, etc.) of all persons involved in the reported unlawful harassment. This should include all known victims, offenders and witnesses;
4. Specific description(s) of the unlawful harassment act or acts reported;
5. Date(s) on which the unlawful harassment was reported to have occurred;
6. The date and time the unlawful harassment complaint was made to the supervisor, and/or the date and time they became aware of the incident, along with any preventative action(s) taken as mandated in section "**III, A"** of this General Order.

D. The Chief of Police, utilizing the Office of Professional Standards, and working with the City of Rockford Director of Personnel, is responsible for the coordination of investigations involving unlawful harassment complaints.

E. Generally, the Commander of the Office of Professional Standards will conduct investigations of unlawful harassment complaints. The Chief of Police will decide if and when another person, or additional Department personnel, will be assigned to conduct or assist with these investigations and who the personnel will be.

F. If a complaint involves allegations of additional criminal activity, the Chief of Police will determine if the alleged criminal offense will be investigated by the Rockford Police Department or an outside agency.

G. If, during an investigation of an unlawful harassment complaint, evidence of any serious criminal offense is found, the Chief of Police or a person designated by the Chief will report the offense to the States Attorney's Office.

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H. All internal investigations of unlawful harassment will be conducted following procedures established by Department policy and/or any collective bargaining agreements protecting affected personnel.

I. After appropriate investigation, any employee found to have violated this policy will be subject to disciplinary action up to and including discharge from employment.

J. The Chief of Police, working with the Director of Personnel, will identify and make recommendations on correcting any training deficiencies, unclear policy issues and/or undesirable work conditions believed to have contributed to any incident of unlawful harassment.

IV. EFFECTIVE DATE

A. The Department's policy on unlawful harassment in the workplace became effective on June 7, 2004.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **February** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*****.**

B. This order is a revision of and supercedes General Order ***1.03 – Unlawful Harassment in the Workplace*** issued June 7, 2004.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.04 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
WORKPLACE VIOLENCE	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

REFERENCE	APPENDICES
Assault, Threats, Violence	NONE

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
June 7, 2004	June 18, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
26.1.3 • 31.2.3

POLICY

It is the policy of the Rockford Police Department to provide a professional and productive work environment, free from violent, threatening, harassing or disruptive behavior, for all employees, and require each employee to aid in maintaining that environment.

The Department will not tolerate verbal or physical conduct by any employee that harasses, disrupts, threatens or abuses another employee or interferes with their work performance.

PURPOSE

The purpose of this General Order is to provide descriptions and examples of prohibited conduct, guidelines and procedures for reporting such incidents and both supervisory and management responsibility in enforcement of this policy.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

Anyone who violates this policy will be subject to appropriate discipline, up to and including discharge from employment and/or criminal prosecution.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. PROHIBITED CONDUCT
III. REPORTING PROCEDURES
IV. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES
V. EFFECTIVE DATE
VI. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

A. Violence: For purposes of this Order, violence shall mean an act or conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, abusive or offensive work environment.

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II. PROHIBITED CONDUCT

A. Acts or conduct prohibited by this Order include, but are not limited to, the following:

1. Violence or physical assault;
2. Threats of violence, whether verbal or demonstrative, communicated or reasonably perceived as meant to harm another individual or in any way endanger the safety of an individual;
3. Obsessively or intensely directed behavior focused on another person which could reasonably be perceived as threatening, harassing or menacing;
4. Destroying or threatening to destroy property;
5. Making statements about others, which are false, malicious, disparaging, derogatory, rude, abusive, obnoxious, or disrespectful or which have the intent to hurt the reputation of another person;
6. Intimidating or harassing others;
7. Fighting, stalking or any unlawful violent act.

B. Violence, harassment and disruptive behavior directed against others are strictly prohibited and constitute serious misconduct. The Department will take direct and immediate action to prevent such behavior, and will investigate all reported instances of such behavior.

III. REPORTING PROCEDURES

A. It is the responsibility of every employee who believes he or she has been the victim of or a witness to, a violation of this policy, to immediately report the matter to their supervisor. Where this is not practical or the alleged offender is their supervisor, the complaint may be made with another supervisor, any command level staff, any bureau chief, or the Chief of Police, without regard to chain of command.

B. Employees who become aware of possible violations of this policy, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this General Order.

C. Even without an actual threat, any behavior witnessed which could be regarded as threatening or violent, when the behavior is job related, must be reported.

D. Any employee who has been granted an order of protection or any other form of court order, which lists any Department location as being a protected area, must provide a copy of such order to the Chief of Police on the day of issue.

E. It is prohibited to retaliate against anyone that reports, in good faith, or assists in the investigation of a violation of this policy. Anyone who retaliates against a person who reports, or assists in, an investigation of a violation of this policy will be subject to appropriate disciplinary action up to and including discharge from employment.

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IV. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

A. All supervisors and commanders, as part of their job requirements, are responsible for preventing and eliminating known situations that could potentially lead to a violation of this policy in their respective Bureau, Division, Unit, or Section.

B. Any complaint of a violation of this Order will require the immediate attention of the supervisor to whom it is reported so steps may be taken to protect the employee from further threats or potential harm and to prevent retaliation of any kind against the person reporting the violation.

C. Any supervisor who receives a complaint of a violation of this policy, or who learns of a violation of this policy, will immediately document the complaint or incident by submitting an Officer's Report or Civilian Employee's Report to the Chief of Police. This report will include details of the complaint or incident including, at a minimum:

1. A statement of facts on which the complaint and/or report of the violation is based;
2. A description of any evidence, presented to or otherwise known about by the supervisor, supporting the complaint and/or report of the violation. These may include but are not limited to:
    a. Notes or letters sent by the alleged violator;
    b. Email sent or voice mail messages left by the alleged violator;
    c. Photographs sent by the alleged offender;
3. Identification (names, descriptions, work assignments, etc.) of all persons involved in the reported violation. This should include all known victims, offenders and witnesses;
4. Specific description(s) of the reported violation;
5. Date(s) on which the violation was reported to have occurred;
6. The date and time the violation complaint was made to the supervisor, and/or the date and time they became aware of the violation, along with any preventative action(s) taken as mandated in "**IV, A"** of this General Order.

D. The Chief of Police, utilizing the Office of Professional Standards, and working with the City of Rockford Director of Personnel, is responsible for the coordination of investigations involving reported violations of this policy.

E. Generally, the Commander of the Office of Professional Standards will conduct investigations of reported violations. The Chief of Police will decide if and when another person, or additional Department personnel, will be assigned to conduct or assist with these investigations and who the personnel will be.

F. If a complaint involves allegations of criminal activity, the Chief of Police will determine if the alleged criminal offense will be investigated by the Rockford Police Department or an outside agency.

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G. If, during an investigation of a reported violation of this policy, evidence of any serious criminal offense is found, the Chief of Police or a person designated by the Chief, will report the offense to the States Attorney's Office.

H. All internal investigations involving reported violations of this policy will be conducted following procedures established by Department policy and/or any collective bargaining agreements protecting affected personnel.

I. After appropriate investigation, any employee found to have violated this policy will be subject to disciplinary action up to and including discharge from employment.

J. The Chief of Police, working with the Director of Personnel, will identify and make recommendations on correcting any training deficiencies, unclear policy issues and/or undesirable work conditions believed to have contributed to any incident of workplace violence.

V. EFFECTIVE DATE

A. The Department's policy on workplace violence became effective on June 7, 2004.

VI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **February** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***1.03 – Workplace Violence*** issued June 7, 2004.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.05 -		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 4
ORDER TITLE LEGALLY MANDATED AUTHORITY AND RESPONSIBILITIES	SERIES NO. 1	SERIES TITLE / SUBJECT LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIPS	
TOPICS / REFERENCE Authority, Arrest, Jurisdiction		APPENDICES None	
EFFECTIVE / ORIGINAL ISSUE DATE June 18, 2008	REVISION / REVISED DATE ----------	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 1.2.1 • 1.2.2 • 1.2.3			

POLICY

The Department is committed to improving the quality of life in the community by creating a partnership with citizens and all relevant public and private agencies, and identifying, attacking, and successfully solving problems that are generating the menace of crimes, disorders and fears. While exercising their authority, officers must be vigilant to maintain the respect for individual rights and human dignity of all citizens.

PURPOSE

The purpose of this General Order is to define the legal basis by which authority is vested in the Chief of Police and the Police Officers and to establish guidelines to be used in exercising that authority.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. LEGALLY MANDATED AUTHORITY AND RESPONSIBILITIES
III. COMPLIANCE WITH CONSTITUTIONAL REQUIREMENTS
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

A. Hot / Fresh Pursuit: The immediate pursuit of a person who is attempting to avoid arrest.

B. Sworn Officer: Any police officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision of this State. For the purpose of this directive, the term "sworn officer" refers only to all ranks of police officers with the authority to make a full custody arrest.

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II. LEGALLY MANDATED AUTHORITY AND RESPONSIBILITIES

A. The Municipal Code, ***65 ILCS 5/11-1-1*** (et seq.), grants authority to municipalities to pass and enforce all necessary police ordinances.

B. Section ***21-1*** (et seq.) of the Code of Ordinances of the City of Rockford creates and empowers the Rockford Police Department. The general supervision and operation of the Rockford Police Department is delegated to the Chief of Police.

C. While on duty, inside the city limits, sworn officers, who are certified by the Illinois Law Enforcement Training Standards Board, have the full authority granted peace officers by Illinois Statute and City of Rockford ordinance, including:

1. The authority to serve search warrants and conduct searches as described in General Order ***1.13 - Search and Seizure***.

2. The authority to make arrests without a warrant and serve arrest warrants as described in General Order ***1.15 - Arrests and Alternatives to Arrest,*** and the Illinois Compiled Statutes ***65 ILCS 5/3.1-15-25, 725 ILCS 5/107-2*** and ***725 ILCS 225/14.***

3. The authority to apply discretion in decisions to arrest and utilize alternatives to arrest per applicable law and department policy as described in General Order ***1.15 – Arrests and Alternatives to Arrest***.

4. The authority, per Illinois Compiled Statute ***720 ILCS 5/24-2***, to carry on or about their person, on duty or off-duty, a weapon to be used in performance of duties as authorized and described in this order or any other order of the Rockford Police Department.

D. While on duty, outside the city limits, sworn officers of the Rockford Police Department have the full authority granted peace officers by Illinois statute, but must also be aware of certain statutory provisions and Department guidelines affecting their authority to make arrests outside of the city.

1. Sworn Officers, who possess a search warrant or arrest warrant, have the authority to execute the warrant anywhere within the State of Illinois per Illinois Compiled Statutes ***725 ILCS 5/107-2***.

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

2. Sworn 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}***).

   a. The local law enforcement agency should, whenever feasible, be notified of the officer's presence within the jurisdiction.

3. Sworn Officers have the full authority as peace officers in another municipality when fulfilling a mutual aid role as provided by Illinois Compiled Statutes ***65 ILCS 5/1-4-8*** and ***65 ILCS 5/11-1-2-1***.

4. Sworn Officers have the authority to make a warrantless arrest outside the city limits if the arrest would be valid if made be a private citizen (***Illinois Compiled Statutes 725 ILCS 5/107-3***).

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a. When the incident is not of direct concern to the City of Rockford, officers should make a reasonable effort to bring about the appropriate action by the responsible law enforcement agency.

5. Sworn Officers 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.

E. An officer, by virtue of their public employment, is vested by law with authority to maintain public order and to make lawful arrests even while off-duty. However, the following concerns should be considered prior to taking any action while off duty:

1. An off-duty officer faced with a situation involving criminal conduct is usually neither equipped nor prepared to handle a situation in the same manner as if they were on duty.

2. An off-duty officer confronted with a situation involving criminal conduct should give consideration to notifying the responsible law enforcement agency to take appropriate action.

3. In some cases, a given situation may call for immediate action by an officer.

4. An off-duty officer should take action only after considering the tactical situation with regard to their own safety and the safety of others.

F. Peace officer powers do not extend beyond Illinois. When a police matter involving the Rockford Police Department is outside the boundaries of the State of Illinois, the appropriate local law enforcement agency must, when feasible, be utilized for any enforcement action taken.

1. Off-duty sworn officers are authorized under 18 USC §926(B), The Law Enforcement Officers Safety At of 2004 ("the Act"), to carry concealed firearms outside of the State of Illinois.

a. Sworn Officers are acting in the role of a private citizen when outside of the State of Illinois

b. It is the responsibility of the individual officer to determine the laws of the jurisdiction within which they choose to carry a concealed firearm.

III. COMPLIANCE WITH CONSTITUTIONAL REQUIREMENTS

A. During the course of a criminal investigation, officers will ensure that the constitutional rights of persons involved are not violated and shall follow the following 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 or interrogations;

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

3. Pretrial publicity tending to prejudice a fair trial, and;

4. Delay in arraignment.

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IV. EFFECTIVE DATE

A. The effective date of this Order is June 18, 2008.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **February** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives***.

B. This Order is a revision of and supercedes General Order ***1.05 - Limits of Authority*** issued November 3, 2005.

C. Any employee with suggestions for revision and / or improvements to this Order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson

Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.06 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 8

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
DEALING WITH PERSONS WITH MENTAL ILLNESS	1	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Disturbed Persons, Emotional Persons, Mental Health, Mental Illness	A, B

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
April 22, 2005	April 23, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.1.3 • 41.2.7

POLICY

The need to assess the mental state and intention of individuals is a routine requirement of officers performing enforcement and investigative functions. This same need also applies to those civilian personnel involved in various aspects of support services. Dealing with individuals in enforcement situations who are known or suspected to have mental/emotional illness carries the potential for violence, requires personnel to make difficult judgments about the mental state of the individual and requires special skills to effectively and legally deal with the person to avoid unnecessary violence and violations of civil rights. It is the policy of the Rockford Police Department that personnel will afford people who have mental/emotional illness the same rights, dignity and access to police and other government and community services as are provided to all citizens.

PURPOSE

The purpose of this General Order is to provide all personnel guidelines for dealing with persons suspected of having mental/emotional illness.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. RECOGNIZING ABNORMAL BEHAVIOR
III. DETERMINING DANGER
IV. DEALING WITH MENTAL/EMOTIONAL ILLNESS
V. INTERVIEW AND INTERROGATION
VI. TAKING CUSTODY OR MAKING REFERRALS
VII. TRAINING
VIII. EFFECTIVE DATE
IX. REVIEWS, REVISIONS AND CANCELLATIONS

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APPENDICES

A. 405 ILCS 5/3-606, 405 ILCS 5/3-601 and 405 ILCS 5/6-103(d)
B. Sample MHDD Form 5

I. DEFINITIONS

A. **Delusions:** False beliefs that are deeply entrenched and clearly not based in reality and are not consistent with cultural beliefs or the person's level of intelligence and life experiences. Persons cling to these beliefs even after the beliefs are shown to be false.

B. **Dementia:** A group of symptoms (two or more) involving progressive impairment of brain function, including but not limited to language, memory, visual-spatial perception, emotional behavior, and cognitive skills.

C. **Emotional Disturbance:** Milder anxiety, depression or other mood disorders that may or may not be situational in nature.

D. **Hallucination:** Auditory, olfactory, visual or tactile false perceptions or unreal apparition. They do not correspond to the stimuli that are present and have no basis in reality. Hallucinations in one culture may not be in another (they may be considered visions or conversations with a higher being, e.g. God).

E. **Illusions:** Auditory, olfactory, visual or tactile perceptions that correspond to the stimuli present and may only be a trick of the eye, such as a mirage.

F. **Involuntary Admission Petition:** When a person is asserted to be subject to involuntary admission and is in such a condition that immediate hospitalization is necessary for the protection of such person or others from physical harm, any person 18 years of age or older may present a petition to the director of a mental health facility in the county where the respondent resides or is present. The petition may be prepared by the director of the facility. (**405 ILCS 5/3-601**)

G. **Mental Health Facility:** Any private hospital, institution or facility or section thereof operated by the state or political subdivision thereof for the treatment of persons with mental illness and includes all hospitals, institutions, clinics, evaluation facilities and mental health centers which provide treatment for such persons. (**405 ILCS 5/1-114**)

H. **Mental Illness:** A mental or emotional disorder that substantially impairs a person's thought, perception or reality, emotional process, judgement, behavior or ability to cope with the ordinary demands of life. It does not include a developmental disability, dementia or Alzheimer's disease absent psychosis, a substance abuse disorder or an abnormality manifested only by repeated criminal or otherwise anti-social conduct. (**405 ILCS 5/1-129**)

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I. **Persons Subjected to Involuntary Admission**: A person with mental illness and who, because of his/her illness, is reasonably expected to inflict serious physical harm upon himself/herself or another in the near future which may include threatening behavior or conduct that places another individual in reasonable expectation of being harmed; or a person who, because of his/her illness, is unable to provide for his/her basic physical needs so as to guard himself/herself from serious physical harm without the assistance of family or outside help. (**405 ILCS 5/1-119**)

J. **Psychosis:** A loss of contact with reality, typically including delusions and hallucinations.

I. RECOGNIZING ABNORMAL BEHAVIOR

A. Mental illness is difficult for even the trained professional to diagnose under controlled circumstances. For law enforcement personnel who often confront such individuals in enforcement settings where other aggravating factors generally come into play, the task is very complex and often uncontrolled. The following are generalized signs and symptoms of behavior that may suggest mental illness, but do not rule out the potential for other causes of behavior such as reactions to alcohol or narcotics, or temporary emotional disturbances that are situational motivated. Behavior should be judged in the total context of the situation when making judgments about an individual's mental state and need for intervention absent the commission of a crime.

1. **Reaction:** Persons with mental/emotional illness may show signs of strong and unrelenting fear of persons, places, or things. A fear of crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.

2. **Behavior:** An individual who demonstrates extremely inappropriate behavior for a given situation may be emotionally ill. For example, a motorist who vents his frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

3. **Rigidity/Inflexibility:** Persons with mental/emotional illness may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

4. **Other characteristics:** Persons with mental illness may exhibit one or more of the following:

   a. Delusions of grandeur (I am Christ) or paranoid delusions (everyone is out to get me);

   b. Hallucinations of any of the five senses (hearing voices, feeling one's skin crawl, smelling strange odors, etc.). Alcohol or drugs can also induce hallucinations;

   c. False or highly unlikely physical maladies such as believing that one's heart has stopped beating for an extended period of time;

   d. Extreme fright, confusion, or depression.

B. Officers should not confuse mental illness with abnormal behavior that is the product of other physical afflictions. These include the following:

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1. **Developmental Disabilities:** Developmental Disabilities refer to subnormal intellectual capacity and deficiencies in a person's ability to deal effectively with social conventions and interaction. Usually does not engage in violent behavior without the types of provocations that may initiate violence in any person;

2. **Cerebral Palsy:** Persons suffering from cerebral palsy exhibit motor dysfunction that may, at first glance, be confused with some characteristics of either the developmentally disabled or persons with mental illness. These include awkwardness in walking, involuntary and uncontrollable movements, seizures and problems in speech and communication;

3. **Autism:** Persons with autism often engage in compulsive behavior or repetitive and peculiar body movements. They can become very distressed over minor changes in their environment. Such persons may also appear developmentally disabled in some areas, but highly capable or even gifted in others.

II. DETERMINING DANGER

A. Many persons with mental/emotional illness are dangerous while some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether a person with mental/emotional illness represents an immediate or potential danger to themselves, the officer, or others. These include the following:

1. The availability of weapons to the subject;

2. Statements by the subject that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendoes to direct threats that, when combined with other information, presents a more complete potential for violence;

3. A personal history that reflects prior violence under similar or related circumstances. The disturbed person's history may be known to the officer, family, friend, or neighbors who may be able to provide helpful information;

4. Failure of the disturbed individual to act prior to arrival of the officer does not guarantee that there is no danger, but it does in itself tend to diminish the potential for danger;

5. The amount of control the subject demonstrates is significant, particularly the amount of physical control of emotions of rage, anger, fright, or agitation. Signs of lack of control may include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching one's self or other objects to maintain control, begging to be left alone or offering frantic assurances that one is all right, may suggest that the subject is close to losing control;

6. The instability of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the subject or a particular environment that may incite violence should be taken into account.

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III. DEALING WITH MENTAL/EMOTIONAL ILLNESS

A. Police response to the person with mental/emotional illness is determined to some degree by the manner in which the contact is initiated. Due to the unpredictable nature of many persons with mental/emotional illness, officers must remain particularly conscious of their own safety and the safety of others.

B. When an officer encounters a person with mental/emotional illness that may be a potential threat to themselves, the officer, any other person, or who may require other law enforcement intervention for humanitarian reasons, the following responses may be taken:

1. Request a back up officer, especially in cases where the individual will be taken into custody;
2. Request that an on duty member of the Department's Crisis Intervention Team (CIT) respond to the scene if available;
   a. An updated call back list of CIT trained members is maintained in the Shift Commander's Office.
3. Take steps to survey the situation and the scene for indications of violence, medication containers, weapons, objects or persons who are the focus of the subject's attention or anger, or any other environmental conditions causing distress to the subject;
4. Begin to calm the situation by asking back up units to turn off lights or sirens, disperse crowds, and assume a quiet non-threatening manner as you approach or converse with the subject;
5. Officers may need to assume a physically defensive posture when approaching the subject while at the same time attempting to build rapport;
6. Provide reassurance that the police are there to help;
7. Communicate with the subject in an attempt to determine what is bothering them. Relate your concern for their feelings and allow them to express their feelings;
8. Avoid making threats of arrest or threats to the subject themselves, as this will increase additional fright, stress and potential aggression;
9. Avoid topics that tend to agitate the subject and guide the conversation toward subjects that help bring the individual back to reality;
10. Always attempt to be truthful with the subject. If the subject becomes aware of your deception, they may withdraw from the contact or even strike out in anger.

C. While the person with mental/emotional illness may not be in command of their behavior at all times, they do not necessarily lack intellectual abilities or insight. They may be provoked by demeaning, condescending, arrogant, or contemptuous attitudes of others, including police officers.

V. INTERVIEW AND INTERROGATION

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A. Officers will afford every individual investigated, interviewed or interrogated their constitutional rights. An individual's rights are not diminished because of their mental illness.

B. When possible, the individual should be interviewed in a calm setting, free from distraction. Officers should ensure the person has access to water, food and restroom facilities.

C. The admissibility of a suspect's statement will depend on evidence that they understood their rights and understood and answered the questions willingly.

D. When administering the Miranda warnings, officers should make every effort to determine the extent to which the individual's illness, or the psychotropic medication that they are taking to treat the illness, impairs their ability to comprehend and give informed consent.

E. When officers doubt an individual's capacity to understand their rights, they shall ask the individual to explain each of the Miranda warnings in their own words and make a record of the individual's explanations. If the officer believes that the individual does not have an understanding of their rights, questioning of the individual related to the criminal investigation should cease.

VI. TAKING CUSTODY OR MAKING REFERRALS

A. Based on the overall circumstances of the situation, applicable state law (**405 ILCS 5/3-606** and **5/3-601**, see **Appendix A**), and Department policy, an officer may take one of several courses of action when dealing with an individual who is suspected of having mental/emotional illness. These options generally fall into one of four response categories.

1. Counsel and/or refer when a criminal offense or violence is not involved and there are not sufficient grounds for taking the person into custody for their protection or the protection of others. It is often best to make mental health referrals or provide some basic guidance for the individual. Information may be provided directly to the individual or with their family, friends or other support system, if available and present.

2. If time permits request the assistance of professional personnel or a trained crisis intervention specialist who may be better able to provide guidance and suggestions to officers, the subject, and the subject's family or friends. If Department Crisis Intervention Team specialists are available they may come to the scene with a supervisor's approval. The subject may have an assigned caseworker through any number of organizations whose practice may be to allow caseworkers to come in person to a scene or speak with the subject via telephone. The subject may also voluntarily agree to be transported to a mental health facility. Officers will provide transportation in such cases or in cases where requested to do so by Janet Wattles Center staff.

3. A peace officer may take a person into custody and transport them to a mental health facility on an involuntary basis based on Illinois Statute **(405 ILCS 5/3-606**). Once a decision has been made to take a subject into custody, do it as soon as possible to avoid prolonging a potentially volatile situation. Remove any dangerous weapons from the immediate area, and

restrain the subject if necessary. **NOTE:** Using restraints on a person with mental/emotional illness can aggravate their aggression, therefore, officers should take necessary measures to protect their own safety.

a. If an ambulance is used all necessary medical protocols will be followed. Medical personnel must approve any deviations from protocol.

4. Arrest is an option that may be used by itself or in combination with involuntary commitment. When a felony or serious offense is involved officers will normally make the arrest and rely on supervisory personnel to determine whether an involuntary mental examination is warranted. The involuntary examination or treatment may also be ordered by the courts in dealing with the subject after the arrest.

B. When a person is involuntarily taken into custody for mental health treatment under Illinois statute, but not under arrest, that person will be transported according to the following:

1. During working hours, Monday through Thursday from 8:30 AM until 7:00 PM, and Friday 8:30 AM until 6:00 PM, the subject will generally be transported to Janet Wattles Center, 526 West State Street, for assessment.

2. Outside of hours shown above the assessment will most generally take place in the emergency room of any of the three hospitals in Rockford. The subject will be transported to the emergency room closest to the scene.

3. If the subject is intoxicated, the officer will have the 911 Communications Center call the on-duty Janet Wattles counselor at 815-968-9300 as soon as practical. Upon arrival at the hospital the officer will immediately meet with the on-duty counselor, advise them of the pertinent facts, and leave the subject with hospital security.

C. In **all** cases where an officer of the Rockford Police Department places a subject into custody for an involuntary admission, the Petition for Involuntary/Judicial Admission (**MHDD Form 5**) will be completed per **405 ILCS 5/3-601**. Failure to complete the MHDD Form 5 may result in cases being dismissed**.** See **Appendix B** for guidance on how to properly fill out the MHDD Form 5.

D. For numerous reasons, the transportation of subjects with mental illness by officers of this Department has been a confusing and troublesome issue.

1. Officers of this Department are directed to assist in the delivery of services to persons suspected of having mental/emotional illness by providing transport to an appropriate treatment facility whenever requested to do so by staff of the Janet Wattles Center (i.e., a staff member requests transport of a person from their home to Janet Wattles Center or to an emergency room from Janet Wattles Center for assessment).

2. The Sheriff's Department is responsible for the transport from the treatment center to Singer Mental Health Center.

3. In most of the circumstances where personnel of Janet Wattles Center are making a request for transport from their facility to a hospital, the counselor will have filled out the MHDD Form 5 on the subject and the officer would not have to fill out a second MHDD Form 5 at the hospital.

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E. As stated in **405 ILCS 5/6-103(d)** (see **Appendix A**), officer's acting in good faith in rendering assistance or otherwise enforcing the Mental Health and Developmental Disabilities Code are provided limited civil liability.

VII. TRAINING

A. Newly hired personnel, sworn and civilian, will receive documented training in procedures set forth in this order.

B. Refresher training for all Rockford Police Department personnel will be conducted and reviewed at least every three (3) years.

C. Janet Wattles Center and the National Alliance for the Mentally Ill (NAMI) will partner to provide this training, which will consist of the following:

1. Identifying a mental/emotional illness.
2. How to handle persons suspected of having mental/emotional illness.
3. How to diffuse a crisis with a person suspected of having mental/emotional illness.

VIII. EFFECTIVE DATE

A. This policy became effective on April 22, 2005.

IX. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **July** by the **Supervisor of Training and Personnel Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***1.06 - Dealing with Persons with Mental Illness*** issued April 22, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

(405 ILCS 5/3-606) – A peace officer may take a person into custody and transport him to a mental health facility when, as a result of his personal observation, the peace officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization to protect such person or others from physical harm. Upon arrival at the facility, the peace officer shall complete the petition under Section 3-601.

(405 ILCS 5/3-601)

(a) When a person is asserted to be subject to involuntary admission and in such a condition that immediate hospitalization is necessary for the protection of such person or others from physical harm, any person 18 years of age or older may present a petition to the facility director of a mental health facility in the county where the respondent resides or is present. The petition may be prepared by the facility director of the facility.

(b) The petition shall include all of the following:

1. A detailed statement of the reason for the assertion that the respondent is subject to involuntary admission, including the signs and symptoms of a mental illness and a description of any acts, threats or other behavior or pattern of behavior supporting the assertion and the time and place of their occurrence.

2. The name and address of the spouse, parent, guardian, substitute decision maker, if any, and close relative or if none, the name and address of any known friend of the respondent whom the petitioner has reason to believe may know or have any of the other names or addresses. If the petitioner is unable to supply any such names and addresses, the petitioner shall state that diligent inquiry was made to learn this information and specify the steps taken.

3. The petitioner's relationship to the respondent and a statement as to whether the petitioner has legal or financial interest in the matter or is involved in litigation with the respondent. If the petitioner has legal or financial interest in the matter or is involved in litigation with the respondent, a statement of why the petitioner believes it would not be practicable or possible for someone else to be the petitioner.

4. The names, addresses and phone numbers of the witnesses by which the facts asserted may be proved.

(405 ILCS 5/6-103(d) – An act of omission or commission by a peace officer acting in good faith in rendering emergency assistance or otherwise enforcing this Code does not impose civil liability on the peace officer or his or her supervisor or employer unless the act is a result of willful or wanton misconduct.

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APPENDIX B

The attached document is a sample of a completed involuntary petition (MHDD Form 5) signed and completed by a concerned person. The petition should be completed and signed as the example shows. It is very important to use layman's language and explain why the officer feels the person needs to be examined by a mental health professional.

If any part of the petition is left unsigned, the case will be dismissed from court.

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PETITION FOR INVOLUNTARY/JUDICIAL ADMISSION

STATE OF ILLINOIS

CIRCUIT COURT FOR THE 17th JUDICIAL CIRCUIT

WINNEBAGO COUNTY

IN THE MATTER OF)
)
John Doe)
(name of individual))
)

Docket No. _____

Who is asserted to be a person subject to _____ admission to a facility and for whom
(judicial/involuntary)
this petition is initiated by reason of: (Check all that apply)

- [x] emergency admission by certificate; (405 ILCS 5/3-600)
- [ ] admission by court order; (405 ILCS 5/3-700)
- [ ] voluntary admittee submitted written notice of desire to be discharged; (405 ILCS 5/3-403)
- [ ] voluntary admittee failed to reaffirm a desire to continue treatment; (405 ILCS 5/3-404)
- [ ] person continues to be subject to involuntary admission; (405 5/3-813)
- [ ] emergency admission of the mentally retarded; (405 ILCS 5/4-400)
- [ ] judicial admission of the mentally retarded; (405 ILCS 5/4-500)
- [ ] developmentally disabled client or an interested person on behalf of the client submitted written objection to admission; (405 ILCS 5/4-306)
- [ ] administrative client; (or person who executed application) failed to authorize continued residence (405 ILCS 5/4-310); and
- [ ] client continues to meet standard for judicial admission. (405 ILCS 5/4-611)

(MHDD-5)
IL462-2005 (R-3-04)

Police Officers Should Check Boxe 1 or 2, Never 3, AND ALWAYS 4.

I assert that John Doe is: (check all that apply)
(name)

- [ ] an individual who is mentally ill and who because of his or her illness is reasonably expected to inflict serious physical harm upon himself or herself or another in the near future which may include threatening behavior or conduct that places another individual in reasonable expectation of being harmed;
- [ ] an individual who is mentally ill and who because of his or her illness is unable to provide for his or her basic physical needs so as to guard himself or herself from serious harm without the assistance of family or outside help;
- [ ] an individual who is mentally retarded and is reasonably expected to inflict serious physical harm upon himself or herself or others in the near future; and/or
- [x] in need of immediate hospitalization for the prevention of such harm.

I base the foregoing assertion on the following (provide a detailed statement including a description of the signs and symptoms of a mental illness and of any, acts, threats, or other behavior or pattern of behavior supporting the assertion and the time and place of their occurrence. Additional page(s) may be attached as necessary):

I was called to Johns home because girlfriend called police after a phone call from John saying he was going to kill himself by overdosing with pills. Officers arrived and I found John at his kitchen table surrounded by 6 Bottles of pills which John stated he was going to take.

Below is a list of all witnesses by whom the facts asserted may be provided (include addresses and phone numbers):

Jane Smith (girlfriend) 555-1111

I [ ] do [x] do not have a legal interest in this matter.
I [ ] do [x] do not have a financial interest in this matter.
I [ ] am [x] am not involved in litigation with the respondent.

- [ ] Although I have indicated that I have a legal or financial interest in this matter or that I am involved in litigation with the respondent, I believe it would not be practicable or possible for someone else to be the petitioner for the following reasons:

(MHDD-5)
IL462-2005 (R-3-04)

→ Do Not Check this Box !!

[ ] No certificate was attached to this petition because no physician, qualifed examiner, or clinical psychologist was immediately available or it was impossible after diligent effort to obtain a certificate. However;

1. I believe, as a result of my personal observation, that the respondent is subject to involuntary admission;
2. a diligent effort was made to obtain a certificate;
3. no physician, qualified examiner or clinical psychologist could be found who has examined or could examine the respondent; and
4. a diligent effort has been made to convince the respondent to appear voluntarily for examination by a physician, qualified examiner or clinical psychologist, or I reasonably believe that effort would impose a risk of harm to the respondent or others.

Listed below are the names and addresses of the spouse, parent, guardian, or substitute decision maker, if any, and close relative or, if none, a friend of the respondent whom I have reason to believe may know or have any of the other names and addresses. If names and addresses are not listed below, I made a diligent inquiry to identify and locate these individuals and the following describes the specific steps taken by me in making this inquiry (additional page(s) may be attached as necessary):

(OFFICERS SHOULD MAKE AN ATTEMPT TO LOCATE A RELATIVE OR FRIEND — IF NONE LOCATED — DOCUMENT HOW YOU TRIED)

- JANE SMITH, 123 ANY STREET, 555-1111
- ATTEMPTED TO CONTACT JOHN'S MOTHER BUT PHONE # IS UNKNOWN AND JOHN REFUSED TO PROVIDE ANY OTHER INFORMATION

Did a peace officer detain respondent, take him or her into custody, and/or transport him or her to the mental health facility [ ] yes [ ] no If yes, then the peace officer who did so must complete this petition.

The petitioner has made a good faith attempt to determine whether the recipient has executed a power of attorney for health care under the Powers of Attorney for Health Care Law or a declaration for mental health treatment under the Mental Health Treatment Preference Declaration Act and to obtain copies of these instruments if they exist."

I have read and understood this petition and affirm that the statements made by me are true to the best of my knowledge.

I further understand that knowingly making a false statement on this Petition is a Class A Misdemeanor.

Date: 7-20-04 Signed: Dudley Dorright

Time: 1321 HOURS Printed Name: OFFICER DUDLEY DORIGHT #007

Relationship to respondent: Address: ROCKFORD POLICE DEPT.

Phone Number:

← DO NOT WRITE BELOW THIS LINE →

Within 12 hours of admission to the facility under this status I gave the respondent a copy of this Petition (MHDD-5). I have explained the Rights of Admittee to the respondent and have provided him or her with a copy of it. I have also provided him or her with a copy of Rights of Individuals Receiving Mental Health and Developmental Services (MHDD-1) and explained those rights to him or her (405 ILCS 5/3-609).

Date: _____ Signed: _____

Time: _____ Printed Name: _____

Title: _____

(MHDD-5)
IL462-2005 (R-3-04)

RIGHTS OF ADMITTEE

1. If you have been brought to this facility on the basis of this petition alone, you will not be immediately admitted, but will be detained for examination. You must be examined by a qualified professional within 24 hours or be released.

2. When you are first examined by a physician, clinical psychologist, qualified examiner, or psychiatrist, you do not have to talk to the examiner. Anything you say may be related by the examiner in court on the issue of whether you are subject to involuntary or judicial admission.

3. At the time that you have been certified you will be admitted to the facility and a copy of the petition and certificate will be filed with the court. A copy of the petition shall also be given to you.

4A. If you are alleged to be subject to involuntary admission (mentally ill) you must also be examined within 24 hours excluding Saturdays, Sundays, and holidays by a psychiatrist (different from the first examiner) or be released. If you are alleged to be subject to involuntary admission the court will set the matter for a hearing.

4B. If you are alleged to be subject to judicial admission (mentally retarded) the court will set a hearing upon receipt of the diagnostic evaluation which is required to be completed within 7 days.

5A. If you are alleged to be subject to involuntary admission (mentally ill) and if the facility director approves, you may be admitted to the facility as a voluntary admittee upon your request any time prior to the court hearing.

The court may require proof that voluntary admission is in your best interest and in the public interest.

5B. If you are alleged to be subject to judicial admission (mentally retarded) and if the facility director approves, you may decide that you prefer to admit yourself to the facility rather than have the court decide whether you ought to be admitted. You may make the request for administrative admission at any time prior to the hearing. The court may require proof that administrative admission is in your best interest and the public interest.

6. You have the right to request a jury.

7. You have the right to request an examination by an independent physician, psychiatrist, clinical psychologist, or qualified examiner of your choice. If you are unable to obtain an examination, the court may appoint an examiner for you upon your request.

8. You have the right to be represented by an attorney. If you do not have funds or are unable to obtain an attorney, the court will appoint an attorney for you.

9. You have the right to be present at your court hearing.

10. As a general rule, you do not lose any of your legal rights, benefits, or privileges simply because you have been admitted to a mental health facility (see your copy of the "Rights of Individuals)". However, you should know that persons admitted to mental health facilities will be disqualified from obtaining Firearm Owner's Identification Cards, or may lose such cards obtained prior to admission.

11. Information about the health care services you receive at a mental health or developmental disabilities facility is protected by privacy regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.O. 104-191) at 45 CFR 160 and 164. Your personally identifiable health information will only be used and/or released in accordance with HIPAA and the Illinois Mental Health and Developmental Disabilities Confidentiality Act [740 ILCS 110].

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A GUARDIANSHIP AND ADVOCACY COMMISSION IS A STATE AGENCY WHICH CONSISTS OF THREE DIVISIONS: LEGAL ADVOCACY SERVICES, HUMAN RIGHTS AUTHORITY AND THE OFFICE OF THE STATE GUARDIAN. THE COMMISSION IS LOCATED AT:

Egyptian Regional Office
#7 Cottage Drive
Anna, Illinois 62906
618/833-4897

East Central Regional Office
423 South Murray Road
Rantoul, Illinois 61866-2125
217/892-4611

North Suburban Regional Office
9511 Harrison Avenue, FA101
Des Plaines, Illinois 60016
847/294-4264

Metro East Regional Office
Pine Cottage
4500 College Avenue
Alton, Illinois 62002
618/462-4561

Peoria Regional Office
5407 North University, Suite 7
Peoria, Illinois 61614
309/693-5001

Rockford Regional Office
4302 North Main Street
Rockford, Illinois 61103
815/987-7657

West Suburban Regional Office
P.O. Box 7009
Hines, Illinois 60141-7009
708/338-7500

Equip for Equality, Inc. is an independent, not-for-profit organization that administers the federal protection and advocacy system to people with disabilities in Illinois. Equip for Equality, Inc., provides self-advocacy assistance, legal services, education, public policy advocacy, and abuse investigations. The offices are located at:

Northeastern Regional Office
20 N. Michigan, Ste 300
Chicago, IL. 60602
800/537-2632; 312/341-0022
TTY: 800/610-2779 Se habla espanol

West/Central Region
235 S. 5th St.
PO Box 276
Springfield, IL. 62701
800/758-0464 (Voice/TTY) 217/544-0464

Northwestern Region
1612 Second Av.
PO Box 3753
Rock Island, IL. 61204
800/758-6869 (Voice/TTY) 309/786-6868

Website: www..equipforequality.org

I certify that I provided the respondent with a copy of this form.

☐ English ☐ Spanish ☐ Other, _____ on _____.
(Specify language) (Date)

_____
(Time)

_____ _____
(Signature) (Title)

Printed Name: _____

(MHDD-5)
IL462-2005 (R-3-04)

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.07 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 6

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
JURISDICTION AND MUTUAL AID	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Assistance, Boundaries, Jurisdiction, Mutual Aid	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
October 24, 2005	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
2.1.1 • 2.1.2 • 2.1.3 • 2.1.4

POLICY

It is the policy of the Rockford Police Department to provide efficient, high quality law enforcement services within the corporate jurisdiction of the City of Rockford during emergency and non-emergency situations. The Department also recognizes the value of mutual aid as a necessary and valuable method of providing a high level of service to citizens of our community and those in neighboring jurisdictions.

PURPOSE

The purpose of this General Order is to establish policy and procedures for defining jurisdictional boundaries and requesting and responding to requests for mutual aid.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DEPARTMENT JURISDICTION
III. BACK-UP OR EMERGENCY ASSISTANCE TO OTHER LAW ENFORCEMENT AGENCIES
IV. EXISTENCE AND SCOPE OF FORMAL MUTUAL AID AGREEMENTS
V. ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)
VI. REGIONAL MUTUAL AID AGREEMENT
VII. REQUESTING MUTUAL AID
VIII. DUTIES ON RECEIPT OF REQUEST FOR MUTUAL AID
IX. DUTIES OF ROCKFORD POLICE OFFICERS TO MUTUAL AID
X. FEDERAL AND NATIONAL GUARD ASSISTANCE
XI. EFFECTIVE DATE
XII. REVIEWS, REVISIONS AND CANCELLATIONS

Return to Index

I. DEFINITIONS

A. **Concurrent Jurisdiction**: Sharing of, or having equal authority or jurisdiction.

B. **Emergency Situation:** An actual or potential condition that poses an immediate threat to life or property or any situation, which exceeds the capability of a local agency to effectively counteract.

C. **Mutual Aid:** Mutual Aid is generally defined as:

1. The response to a formal request for assistance from another law enforcement agency, which requires the response of two or more Rockford Police Department Officers.

2. The formal request by the Rockford Police Department for two or more officers from another law enforcement agency.

NOTE: Routine assistance rendered to another agency in the form of traffic control, backup on service calls, K-9 assistance, hot pursuit, or other patrol or investigative assistance, is not considered mutual aid.

II. DEPARTMENT JURISDICTION

A. The area of jurisdiction for the Rockford Police Department is the geographic boundaries of the City of Rockford.

B. A detailed map of the City of Rockford is maintained in the second floor Patrol Services Bureau squadroom.

C. Official city boundary records are maintained in the offices of Community Development.

D. Within the City of Rockford the Department has concurrent jurisdiction with the Winnebago County Sheriff's Department, the Rockford Park District Police, the Metro Centre Authority Police, as well as with state and federal law enforcement agencies.

E. Any of these agencies may, from time to time, request assistance from the Rockford Police Department.

F. In any situation where a question arises concerning jurisdiction with another agency, the responding Rockford officer will make every effort to resolve the matter in the most professional manner possible. If the responding officer cannot resolve this matter, a supervisor will be notified immediately.

III. BACK-UP OR EMERGENCY ASSISTANCE TO OTHER LAW ENFORCEMENT AGENCIES

A. Officers observing another law enforcement agency taking law enforcement action in the City of Rockford, or in the area immediately surrounding the City, may stop and give assistance.

B. If an officer hears a call for assistance by another law enforcement agency transmitted over a police radio or any other means, and the request is within the City of Rockford or within reasonable distance from the City's limits, the officer will immediately contact their supervisor or the 911 Communication Center for permission to respond.

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1. Seeking permission first is not required when the call for assistance is in the form of an "officer needs assistance/10-78" call, although notification of being in route must be given to the 911 Communication Center.

C. The type and amount of assistance and service provided to other agencies after supervisory approval may include, but is not limited to:

1. Uniformed Officers,
2. Detectives,
3. Identification Unit personnel,
4. Accident Reconstructionist,
5. Special Unit personnel (Bomb, Canine, Dignitary Protection, Hostage Negotiation, Mobile Command, Mobile Field Force, SWAT).

D. In the absence of any existing mutual aid agreements, reasonable assistance may be provided to other agencies under applicable state statutes (**65 ILCS 5/1-4-8** and **65 ILCS 5/11 1-2.2**).

IV. EXISTENCE AND SCOPE OF FORMAL MUTUAL AID AGREEMENTS

A. Mutual aid agreements are allowable under the Illinois Constitution and applicable state statutes (**Article VII, section 10; 5 ILCS 220/1 et seq.; 745 ILCS 10/7-101 et. Seq.;** and **65 ILCS 5/11-1-2.1**).

B. The Rockford Police Department is part of both the statewide (Illinois Law Enforcement Alarm System – ILEAS) and regional mutual aid agreements whereby requests for temporary emergency assistance may be made from any or all other member agencies.

C. The Deputy Chief of Field Services Bureau will review, or cause to be reviewed, both mutual aid agreements on an annual basis for the purpose of updating the legal status as well as updating information on parties to either agreement.

V. ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)

A. The Rockford Police Department is a member of ILEAS. This membership provides for reciprocal service to protect the communities of Illinois in the event of an emergency situation.

B. Requests for mutual aid have been divided into ten (10) levels so all participants will understand the severity of a given situation. The agencies on each level are listed on the ILEAS Alarm Card. An ILEAS Level 1 Alarm summons five (5) law enforcement officers (one officer from five different agencies) to respond to a staging area. The Level 1 Alarm agencies are the agencies closest to the requesting agency.

C. If an emergency continues to escalate, and more manpower is needed, the stricken agency can request additional alarms, from Level 2 to Level 10. Each alarm brings more manpower and equipment to the staging area.

D. In case of high life hazard, the stricken agency may choose to call a large amount of manpower and equipment to the staging area quickly. The agency can skip as many alarm plans as necessary to fulfill its manpower requirements (i.e., a level 3

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would immediately bring to the staging area all of the manpower and equipment listed in levels 1, 2, and 3 for a total of 15 responding agencies).

VI. REGIONAL MUTUAL AID AGREEMENT

A. The Rockford Police Department is a member of a regional mutual aid agreement made up of agencies throughout Winnebago County and several nearby counties, which establishes a procedure by which the Rockford Police Department shall request and respond to situations requiring mutual aid.

B. For the purposes of planning, agencies in this agreement have listed tentative manpower and equipment available for mutual aid in three categories for all shifts.

1. Class A: Officers and vehicles available within 10 minutes time.
2. Class B: Officers and vehicles available within 30 minutes time including those responding in Class A.
3. Class C: Officers and vehicles available beyond 30 minutes time, including those responding in Class A and Class B.

VII. REQUESTING MUTUAL AID

A. When a situation arises that exceeds the available resources of the Department, the on-duty Shift Commander will notify the Deputy Chief of Field Services Bureau for authorization and to determine which mutual agreement is needed.

B. If the request will be made using ILEAS, the alarm activation will be made by contacting the 911 Center which will in turn call the ILEAS primary Dispatch Center (847-590-3500). In the event they are out of service, call the ILEAS secondary Dispatch Center (City of Peoria Communication Center, 309-494-8000).

C. If the request will be made using the regional Mutual Aid Agreement, the request will be made by telephone or in writing to the designated official each responding agency.

D. When making a request under either agreement supervisors must be prepared to provide enough information for the responding agencies as necessary to confirm the emergency situation and to assess the types and amount of assistance that will be provided. This may include any of the following:

1. Your name, rank and agency.
2. The alarm level or class of request (see sections "**V**" and "**VI**" of this General Order).
3. The nature of the incident and steps being taken to quell the situation.
4. Any special details or instructions for responding personnel.
5. Location of staging area and the supervisor in charge of staging.

VIII. DUTIES ON RECEIPT OF REQUEST FOR MUTUAL AID

A. Any officer or supervisor receiving a request for mutual aid will immediately notify the Shift Commander who will authorize personnel, if available, to respond and will ensure that the Deputy Chief of Field Services Bureau is notified.

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B. The needs of our Department and the number of available personnel on duty will determine which mutual aid agreement is involved. A refusal to render assistance may be made, or to recall any or all rendered assistance, whenever it is believed that a refusal or recall is necessary to ensure adequate protection to our jurisdiction or our personnel.

C. The Shift Commander will notify the 911 Center (ILEAS response) or the requesting agency (regional Mutual Aid Agreement response) directly with what officers and equipment will be responding.

D. In either case the Shift Commander will obtain the name of the requesting agency, the contact officer, the type of request, the on-scene commander, the staging area, the location of the command post, and how communication with the requesting agency is to be conducted by responding officers.

E. The Shift Commander will ensure that an officer or supervisor is assigned to complete an "Assist Other Agency" report upon termination of the mutual aid response.

IX. DUTIES OF ROCKFORD POLICE OFFICERS TO MUTUAL AID

A. Officers responding to another community on a mutual aid request will immediately report to the designated officer in charge and shall place themselves under his direct command.

B. The line of command designated by the agency in need will be followed under all circumstances without regard to the rank of the responding officer.

C. As a general rule, mutual aid personnel will supplement the requesting agency's personnel and should not be assigned to hazardous duties when adequate manpower is available from the requesting agency.

D. Some suggested uses of responding mutual aid personnel are:

1. Provide care and aid to the injured,
2. Search and rescue operations,
3. Evacuation,
4. Traffic and crowd control,
5. Perimeter security,
6. Prisoner transportation and processing.

X. FEDERAL AND NATIONAL GUARD ASSISTANCE

A. As provided by statute (**65 ILCS 5/3.1-35-25**), the Mayor, 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 the carrying into effect any law or ordinance."

B. Upon confirmation by the Mayor that an emergency exists whereupon local resources are not capable of handling such an emergency, the Mayor can make a formal request for military assistance.

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C. The Chief of Police or his designee may make a request for Federal Law Enforcement assistance for investigative matters that come to our attention and fall outside the jurisdiction of the Rockford Police Department.

XI. EFFECTIVE DATE

A. This Order became effective on October 24, 2005.

XII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **October** by the **Deputy Chief of the Field Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***1.07 - Jurisdiction and Mutual Aid*** issued October 24, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.08 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 2

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Contracts, Employee Rights, Written Agreements,	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
October 24, 2005	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
3.1.1 • 3.1.2

POLICY

It is the policy of the Rockford Police Department to coordinate law enforcement services with outside agencies and other entities when the delivery of such services is in the best interest of the City of Rockford.

PURPOSE

The purpose of this General Order is to set forth policies and procedures regarding contractual agreements for law enforcement services between the Department and other entities.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is made up of the following numbered sections:

I. WRITTEN AGREEMENTS
II. EMPLOYEE RIGHTS
III. EFFECTIVE DATE
IV. REVIEWS, REVISIONS AND CANCELLATIONS

I. WRITTEN AGREEMENTS

A. When a contract for law enforcement services is enacted between the Rockford Police Department and another entity, the following items must be included in the agreement:

1. A statement of the specific services to be provided;
2. Specific language dealing with financial agreements between the parties;
3. Specification of the records to be maintained concerning the performance of services by the provider agency;
4. Language dealing with the duration, modification, and termination of the contract;

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5. Specific language dealing with legal contingencies;
6. Stipulation that the provider agency maintains control over its personnel;
7. Specific arrangements for the use of equipment and facilities; and
8. A procedure for review and revision, if needed, of the agreement.

B. Additional clauses may be added to clarify other identified needs.

II. EMPLOYEE RIGHTS

A. Rockford Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

III. EFFECTIVE DATE

A. This Order became effective on October 24, 2005.

IV. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **October** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***1.08 – Contractual Agreements for Law Enforcement Services*** issued October 24, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 1.09		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 10
ORDER TITLE USE OF FORCE	SERIES NO. 1	SERIES TITLE / SUBJECT LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIP	
REFERENCE Deadly Force, Use Of; Gun, Use Of; Firearm, Use Of; Less Lethal Force; Investigation Of Deadly Force Incidents			APPENDICES A
ORIGINAL ISSUE DATE August 2, 2006	REISSUE / EFFECTIVE DATE August 2, 2006	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department that personnel will use only the force necessary to accomplish lawful objectives. This includes the use of less lethal force and/or deadly force.

PURPOSE

The purpose of this General Order is to provide a policy concerning the use of force by officers of this Department. The Department policy should not be construed as a creation of a higher legal standard with respect to third party claims. Violations of this directive will only form the basis for Departmental administrative sanctions.

The value of human life is immeasurable in our society. Police officers have been delegated the responsibility to protect life, including their own, to protect property and to apprehend criminal offenders. The protection of property must at all times be subservient to the protection of life.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS

II. ROCKFORD POLICE DEPARTMENT POLICY ON THE USE OF LESS LETHAL FORCE

III. ROCKFORD POLICE DEPARTMENT POLICY ON THE USE OF DEADLY FORCE

IV. RESPONSIBILITIES OF THE OFFICER

V. RESPONSIBILITIES OF COMMANDING OFFICERS AND SUPERVISORY OFFICERS

VI. INVESTIGATION OF CASES WHERE DEADLY FORCE HAS BEEN USED

VII. REPORTING AND REVIEW REQUIREMENTS

VIII. EFFECTIVE DATE

APPENDICES

A. 15.12 Critical/Major Incident Employee Rights Procedure

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I. DEFINITIONS

A. **Deadly Force:** That force which can reasonably be expected to cause death or great bodily harm.

B. **Less Lethal Force:** The use of force, which encourages compliance and overcomes resistance without deploying deadly force techniques or weapons. The potential for death or serious physical injury, to the subject is thus reduced.

C. **Use-Of-Force Guidelines:** A conceptual model that depicts the dynamic relationship between a suspect's level of resistance and apprehension and the officer's level of force used to overcome such resistance.

D. **Reasonably Believes:** An ordinary, prudent and trained police officer believes that a certain fact situation exists and such belief is reasonable under the circumstances known to the officer at the time the officer took action.

II. ROCKFORD POLICE DEPARTMENT POLICY ON THE USE OF LESS LETHAL FORCE

A. Police officers are authorized to use department approved less lethal force techniques and issued equipment for resolution of incidents, as follows:

1. To protect themselves or another from physical harm; or

2. To restrain or subdue a resistant individual; or

3. To bring an unlawful or dangerous situation safely and effectively under control.

B. In each of the above situations, officers should assess the incident in accordance with their training and experience in order to determine which less lethal force technique will best de-escalate the incident and bring it under control, using the following use of force guidelines.

1. **Cooperative Person:** Is a person who is actively complying with an officer's requests and/or demands.

   a. **Injury potential to officer(s):** Little or no injury potential to the officer exists if the person(s) remains cooperative

   b. **Control tactics/Officer(s) response:**
      - Officer Presence
      - Verbal Control
      - Restraint Devices

   c. **Injury potential to person(s):** Injury potential exists in every arrest, however, little injury potential is present to the person if he/she remains cooperative. Restraining device injuries could include:
      - Abrasions/Scratches
      - Minor Bruising

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2. **Passive Resister:** A person who resists control through passive physical actions such as a relaxed or dead weight posture intended to make the officer lift or pull the subject to establish control. The person does not make any attempt to defeat the physical contact of the officer.

   a. **Injury potential to officer(s):** The potential to create injury by a passive resister is mainly attributed to the resister having to be lifted or moved around by the officer. The officer may experience any of the following:
      - Muscular Injury
      - Joint Injury
      - Ligament Injury
      - Abrasions/Scratches

   b. **Control tactics/officer(s) response:** The control tactics that are utilized upon a passive resister include:
      - Joint Manipulations
      - Pressure sensitive area techniques
      - Other appropriate compliance technique

   c. **Injury potential to resister(s):** While the possibility of soft tissue damage does exist, it is remote. Injuries could include:
      - Muscular injury
      - Joint injury
      - Ligament injury
      - Abrasions/Scratches

3. **Active Resister:** A person who resists the officer's attempt at control by direct, overt, physical actions. The offender may attempt to push or pull away in a manner that does not allow the officer to establish control. The person does not attempt to strike the officer.

   a. **Injury potential to officer(s) and/or others:** The potential to create injury by an actively resistant subject is greatly increased. This is due to the nature of the person's actions, which are in effect attempts to avoid control. This could be attempted by mere muscular tension or actual movement (slight evasive movement of the arm, flailing or full flight).

      An active resister could create the same types of injuries as a passive resister. However, the likelihood of injury is greatly increased, due to the dynamic movement involved:
      - Muscular Injury
      - Joint Injury
      - Ligament Injury
      - Abrasions/Scratches
      - Lacerations

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b. **Control tactics/Officer(s) response:** The control tactics that are utilized when encountering an active resister; include:
- Stunning techniques (with or without control instruments)
- Take-Downs
- Chemical Agents
- Control Instrument Techniques
- Canine Deployment
- Electronic Incapacitation Device – Advanced Taser

c. **Injury potential to resister(s):** The extent of injuries that could possibly result from the application of these techniques is similar to the injuries possible at the passive resister level. The likelihood of injuries is increased because of the dynamic nature of the techniques incorporated. These injuries could include:
- Muscular Injury
- Joint Injury
- Ligament Injury
- Abrasions/Scratches
- Lacerations
- Effects of Chemical Agents

4. **Aggressive Assailant:** A person who performs weaponless physical actions that are aggressive in nature and likely to cause physical injury to themselves or another.

a. **Injury potential to officer(s) and others:** The potential for the person to cause injury is very likely at this level of resistance. Proximity of the person to the officer and the person's highly agitated or combative state are contributing factors to the increased potential for injury to all parties involved. As a result of striking or wrestling with the officer, injury could result. The resulting injuries could include:
- Lacerations
- Minor Broken Bones (i.e., finger, bone in hand or foot)
- Chipped Teeth
- Connective Tissue Damage
- Bruising

b. **Control tactics/Officer(s) response:** The control tactics that are utilized by the officer in this type of situation are techniques such as:
- Punches, kicks and other striking techniques
- Impact weapons (hand held and extended range)
- Take-Downs directed at the skeletal structure of the body

c. **Injury potential to assailant(s):** The resulting injuries could include:
- Lacerations
- Minor Broken Bones
- Connective Tissue Damage
- Bruising

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NOTE: **OFFICERS SHOULD USE THE RESPONSE APPROPRIATE TO THE RESISTANCE OFFERED. THEY DO NOT NEED TO PROGRESS STEP BY STEP THROUGH THE CONTINUUM.**

1. As the suspect's resistance escalates, so may the officer's level of force increase.
2. If the suspect's resistance decreases, the officer's use of force must decrease as well.

III. ROCKFORD POLICE DEPARTMENT POLICY ON THE USE OF DEADLY FORCE

A. **DEADLY FORCE ASSAILANT:** A person whose actions will likely cause death or great bodily harm.

1. **Injury potential to officer(s) and others:** Resistance of this type has the likelihood of creating the most severe injuries of all resistance categories. The resulting injuries could include:
   - Death
   - Great Bodily Harm (e.g., major broken bones such as femur, pelvis or skull; large gaping wounds, loss of organs, or injuries likely to cause death or permanent disabilities)

2. **Control tactics/Officer(s) response:** The police officer's response to this type of attack or resistance is the use of deadly force. This could include:
   - Firearms
   - Other measures which could result in death or great bodily harm.

3. **Injury potential to assailant(s):** The resulting injuries could include:
   - Death
   - Great Bodily Harm (e.g.; major broken bones, large gaping wound, loss of organs or injuries likely to cause death or permanent disabilities)

B. **Deadly Force** is defined as that force which can reasonably be expected to cause death or great bodily harm. The use of any type of neck restraint hold, I.E., "choke-hold", "sleeper-hold", constitutes the use of deadly force. Such force must meet all established standards for using deadly force to be considered justifiable.

C. State and federal law may authorize the use of deadly force under circumstances where such force is not authorized by this Department's policy. Nevertheless, officers of this Department are **only authorized to use deadly force as set forth below.**

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D. **<u>POLICY:</u> AN OFFICER IS AUTHORIZED TO USE DEADLY FORCE TO PROTECT HIMSELF OR OTHERS FROM WHAT HE REASONABLY BELIEVES TO BE AN IMMINENT THREAT OF DEATH OR GREAT BODILY HARM. THE SAME STANDARD APPLIES WITH RESPECT TO THE USE OF DEADLY FORCE AGAINST A FLEEING SUSPECT. THEREFORE, AN OFFICER IS AUTHORIZED TO USE DEADLY FORCE AGAINST A FLEEING SUSPECT ONLY TO PROTECT HIMSELF OR OTHERS FROM WHAT HE REASONABLY BELIEVES TO BE AN IMMINENT THREAT OF DEATH OR GREAT BODILY HARM.**

E. **Shooting at or From a Moving Vehicle:** Firearms shall not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force by means other than the vehicle. For the purposes of this Order, the moving vehicle itself shall not presumptively constitute a threat that justifies an officer's use of deadly force.

Officers will not place themselves in a vehicle's path, to either the front or the rear. An officer threatened by an oncoming vehicle shall move out of its path instead of discharging a firearm at it or any of its occupants.

Firearms shall not be discharged from a moving vehicle, except in exigent circumstances and in the immediate defense of life.

It is understood that this policy may not cover every situation that may arise. In all situations, officers are expected to act with intelligence and exercise sound judgement, attending to the spirit of this policy. Any deviations from the provisions of this policy shall be examined rigorously on a case by case basis. The involved officer must be able to articulate clearly the reasons for the use of deadly force. Factors that may be considered include whether the officer's life or the lives of others were in imminent peril and there was no reasonable or apparent means of escape.

The above prohibitions exist for the following reasons:

1. Bullets fired at moving vehicles are extremely unlikely to stop or disable the moving vehicle.
2. Bullets fired may miss the intended target or ricochet and cause injury to officers or other innocent persons.
3. The vehicle may crash and cause injury to officers or other innocent persons if the bullets disable the operator.
4. Moving to cover, repositioning and/or waiting for additional responding units to gain and maintain a superior tactical advantage maximizes officer and public safety and minimizes the necessity for using deadly force.
5. Shooting accurately from a moving vehicle is extremely difficult and therefore unlikely to successfully stop or prevent a threat to the officer or other innocent person.

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F. **Warning shots:** A police officer is not justified and shall not use his firearm to fire a warning shot.

G. **Animals:** While not in the category of deadly force against a person, an officer shall be authorized to discharge his firearm as necessary to kill a dangerous animal if the animal poses a threat to the officer or to others and there is no other practical way to eliminate or avoid the threat, or as a humanitarian measure when the animal is seriously injured. A general case report will detail all facts and circumstances of the shooting of the animal. A supervisor must also respond to the scene and leave a supplemental report.

IV. RESPONSIBILITIES OF THE OFFICER

A. The officer shall at all times make certain that he or she is familiar with and understands the requirements of this Order.

B. Other than within the guidelines of this Directive, the officer shall only discharge his firearm at training sessions and locations as provided for elsewhere in Departmental Orders.

C. Any time an officers discharges any firearm on or off-duty, including accidental discharges or uses another form of deadly force, he shall immediately notify the on-duty Patrol Shift Commander by the most expeditious means. Exceptions would be Departmental training sessions or other legally recognized activities.

D. Officers will ensure that appropriate medical aid is provided to any person upon whom less lethal or deadly force has been used. Appropriate medical aid may include, but is not limited to, the following:

1. Increased observation to detect any obvious change in condition.
2. Flushing of chemical agents from the eyes.
3. Applying first aid.
4. Evaluation of subject by paramedics.
5. Immediate aid from other medical professionals.

V. RESPONSIBILITIES OF COMMANDING OFFICERS AND SUPERVISORY OFFICERS

A. All commanders and supervisors are responsible for ensuring that all sworn personnel under their supervision or command are thoroughly familiar with and understand the requirements of this directive.

B. The on-duty Patrol Shift Commander, or his supervisor designee, will respond to an incident where deadly force has been used. The commander or supervisor will leave a supplemental report, relative to his/her observations and actions.

C. The Police Benevolent and Protective Association (PB & PA) will be contacted, as stated in the most current Collective Bargaining Agreement between the City of Rockford and the PB & PA (See **Appendix "A"**)

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VI. INVESTIGATION OF CASES WHERE DEADLY FORCE HAS BEEN USED

A. Any time deadly force is used by a member of the Rockford Police Department; the department will conduct an investigation. This will include anytime an officer shoots a person or intentionally discharges their weapon at a person. A similar investigation will be conducted whenever the actions of an officer leads to the death, or life threatening injuries, of any human being. (I.E. auto accidents, in custody deaths).

1. Members of the Investigative Services Bureau, supervised by the Investigative Services Bureau Deputy Chief will conduct the investigation of the use of deadly force.

2. Traffic related incidents will be investigated by the Traffic Unit, supervised by the Field Services Bureau Deputy Chief.

3. The investigation will be conducted using normal investigative procedures and in conjunction with the most current collective bargaining agreement.

   a. The officer involved in the incident will follow the listed procedures when medically practical.

      (1) The officer will remain at the scene and will give preliminary information to the first supervisor who arrives at the scene.

      (2) The officer will do a walk-through at the scene with a Detective Supervisor and up to three other Department personnel. The officer will be allowed to have a PB & PA representative with him/her to observe the walk-through. The representative shall act as an observer only. The PB & PA representative will not leave a report. During the walk-through the officer will provide sufficient detail for the investigation to proceed and will answer questions asked by the Detective Supervisor. The officer will turn his weapon and magazines over to an I.D. Detective, prior to being released from the scene. The ranking Detective Supervisor will release the officer from the scene after the walk-through. Once released the officer will be brought to the Public Safety Building where he/she will be allowed to consult further with a PB & PA representative, attorney, and/or family member(s). An I.D. Detective will take photos of the officer. Any other items or equipment needed as evidence will be taken at this time. No further questioning of the officer will take place at this time.

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(3) The involved officer will leave a supplement report relative to his/her actions. The officer will have up to twenty-four hours to submit the report. If the officer needs to be questioned further about the incident, he/she has a right to have a PB & PA representative and an attorney present. If the officer becomes a suspect he/she will be read their rights under the Miranda Ruling.

B. The Winnebago County State's Attorney, or their representative, will be requested immediately at the scene where a member of the Rockford Police Department has used deadly force. The subsequent investigation will be conducted in close coordination with the State's Attorney Office.

C. Once the investigation has been completed, it is the policy of the Rockford Police Department to request that the Winnebago County State's Attorney Office review cases of deadly force for possible presentation to a Grand Jury.

D. The Chief of Police has the authority to determine if an outside agency should conduct the investigation.

E. Once the initial investigation has been completed, the Chief of Police will review the investigation. If the Chief of Police determines that the Rules and Regulations of the Department may have been violated, the Chief may refer the incident to the Office of Professional Standards, where an internal investigation will be initiated following all Department policy and procedures dealing with an internal investigation.

VII. REPORTING AND REVIEW REQUIREMENTS

A. A written incident report is required whenever any officer:

1. Discharges a firearm for other than training or recreational purposes,
2. Takes any action that results in, or is alleged to have resulted in, injury or death of another person,
3. Applies force through the use of lethal or less lethal weapons, or
4. Applies weaponless physical force at a level beyond the following threshold;
   a. gripping or holding,
   b. frisking,
   c. handcuffing,
   d. escorting.

B. Incident reports will be reviewed by a supervisor following the normal incident report review process.

C. Copies of the Use of Force reports will be forwarded to and reviewed by both the Deputy Chief of the reporting officers assigned Bureau, the Training Unit Supervisor and the Office of Professional Standards.

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D. The purpose of supervisory review is to ensure appropriate force, tactics and training were applied in the reported incident. Any reviewing supervisory may make suggestions for improved policy or training of use of force situations.

E. The Training Unit supervisor will be responsible for an annual review of use of force incidents to be submitted in writing to the Firearms And Use of Force Review Board (see General Order **10.04**) for the purpose of determining patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

VIII. EFFECTIVE DATE

A. The effective date of this General Order is August 2, 2006.
B. **Replaces General Order 1967-04 (F-4), dated September 7, 1967.**
C. Revised, March 20, 2002.
D. Revised, January 25, 2001.
E. Revised, February 15, 1995.
F. Revised, May 23, 1986.
G. Revised, March 12, 1984.
H. Revised, January 25, 1972.

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX "A"

15.12 CRITICAL / MAJOR INCIDENT EMPLOYEE RIGHTS PROCEDURE

A. **Definition.** For the purpose of the Article Critical/Major Incident shall be defined as any time an employee shoots a person, or intentionally discharges their weapon at a person, or any other incident that results in life threatening injuries or death.

B. **Union Representation.** In the event an employee is involved in a critical/major incident the Union shall be immediately notified of the incident by the employer. The Union shall provide a list to be kept in the Shift Commander's office of who is on-call for such notification at all times. An employee shall not be eligible to act as the Union Representative if they are a material witness to the incident, a supervisor that is working at the time of the incident, or an employee assigned to investigate or gather evidence regarding the incident. The obligation of the City has been met when a listed eligible Union, representative is actually contacted. When the Union representative arrives at the scene of the incident, he/she may consult with the involved employee(s) concerning the employees' rights and responsibilities under this Agreement. The Union representative's conduct shall not interfere with the ongoing criminal or internal investigation into the incident. The Union representative shall be afforded release time hereunder if he is otherwise on-duty: if off-duty, no compensation shall be required. The shift commander shall approve the response of an on-duty Union representative if operationally practical. Such approval shall not be unreasonably withheld.

C. **On Scene Preliminary Information.** When medically practical, employees involved in a critical/major incident shall be compelled by verbal order, the Rules and Regulations of the Rockford Police Department, and by Department General Order #1967-04 (now General Order 1.09 – Use of Force) to provide preliminary information to the first supervisor that arrives at the scene. The involved employee shall be removed from the scene immediately following the walk-through. If an employee is unable to provide information for medical reasons they shall provide this preliminary information as soon as is medically practical.

D. **Post-Incident Report.** Employees involved in critical/major incidents shall prepare and submit a complete Supplemental Report with 24 hours of being removed from the Scene. More time to complete the report may be granted by the Chief of Police, or his designee, on a case by case basis. (I.E., if the employee was injured, etc.).

E. **Post-Incident Interview/Interrogation.** In the event an employee is subject to interview or interrogation as a result of being involved in a critical/major incident, the employee shall have the right to have an attorney and a Union representative present during such interview or interrogation.

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F. A "rights" notification card, containing the text shown below, explaining application of the Garrity Rule in situations arising under paragraph A, above, will be provided by the Association to each employee. Whether or not the Garrity Rule is asserted during an ensuing criminal trial and issues related to the use of compelled statements during such a trial are issues, which are exempt from application of Article 8 (Grievance Procedure) as nonarbitrable subjects.

"Your Rights Against Self-Incrimination"

When you are involved in an incident, and you prepare any written report to the Department (e.g., employee's report, incident report, supplemental report, accident report, witness statement, insurance form) or give any oral statement to another employee, arising from the incident, YOU HAVE BEEN COMPELLED TO DO SO by the Department mandate. Such compelled statements are subject to the Garrity Rule which precludes their use as evidence in criminal proceedings in which you are charged with a crime arising from the incident.

If you are given your Miranda rights, any statements you make thereafter are voluntary and not compelled; they would not be subject to the Garrity Rule and could be used against you in court.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 1.10	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 6

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
LESS LETHAL WEAPONS	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

REFERENCE	APPENDICES
Less Lethal, Less Lethal Weapons, Less Lethal Weapons Training, Training, OC, Taser, Beanbag Shotgun, ERIW, ASP Baton	A

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
January 17, 2007	July 10, 2007	This order remains in effect until revised or rescinded

CALEA
1.3.4, 1.3.9, 1.3.10, 1.3.11

POLICY

It is the policy of the Rockford Police Department to authorize officers to carry and use specific less-lethal weapons in the performance of their duties.

PURPOSE

The purpose of this General Order is to establish the policy and procedure regarding Department authorized less-lethal weapons carried by officers of the Rockford Police Department.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. AUTHORIZED LESS-LETHAL WEAPONS
III. ISSUANCE
IV. TRAINING
V. PROCEDURE
VI. EFFECTIVE DATE

I. DEFINITIONS

A. **Cover Officer:** An officer armed with a conventional firearm who is ready and able to deliver deadly force to a subject if necessary.

B. **Deadly Force**: That force which can reasonably be expected to cause death or great bodily harm.

C. **Less-lethal Force**: The use of force, which encourages compliance and overcomes resistance without deploying deadly force techniques or weapons. The potential for death or serious physical injury to the subject is thus reduced.

D. **Subject:** The person who is the focus and intended recipient of the less-lethal weapon.

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II. AUTHORIZED LESS-LETHAL WEAPONS

A. **Oleoresin Capsicum (OC):** Approved Oleoresin Capsicum Aerosol.

B. **Conducted Energy Weapon:** Taser® X-26.

C. **Less-Lethal Extended Range Impact Weapons and Projectiles:** Drag Stabilized Round (Bean Bag) fired from Remington 870 12-gauge shotgun identified by an orange stock

D. **21" ASP Expandable Baton**

III. ISSUANCE

A. Sworn personnel that are issued, carry, or possess less-lethal weapons authorized by this order, will have first successfully completed a Department approved training course in the proper use and deployment of the specific less-lethal weapon.

IV. TRAINING

A. All sworn personnel will be required to attend, at least biennially, proficiency training with any less-lethal weapon, other than Taser X-26, that the officer is authorized to use.

B. Sworn personnel will be required to receive annual proficiency training on the Taser X-26 before being authorized to carry and use the Taser X-26.

1. A certified instructor will conduct less-lethal weapon training.

2. The training will be documented and records kept by the Training Unit supervisor.

C. Officers failing to attend mandatory training, or unable to demonstrate proficiency during the training, shall be prohibited from using or carrying the less lethal weapon until qualified. The officer will be given additional attempts, with the advice and counsel of the instructor, until they demonstrate proficiency.

V. PROCEDURE

A. Oleoresin Capsicum (OC)

1. Oleoresin Capsicum is a naturally occurring substance found in the cayenne pepper. OC works on the principle of being an inflammatory agent. It irritates and inflames the mucous membranes.

2. The use of OC generally falls under the active resister level in the use of force continuum. Officers are allowed to use OC when they reasonably

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believe that its use is necessary to effect an arrest or defend themselves or others from bodily harm.

3. Officers are allowed to use OC to subdue or repel any dangerous animal when they reasonably believe that the animal poses a danger to themselves or others.

4. Whenever OC is used, the subject shall be exposed to fresh air and permitted to rinse off with cool water as soon as is practicable. Washing the exposed skin area thoroughly with soap and water will reduce its effects. When an officer has reason to believe that primary symptoms have persisted beyond 45 minutes, or there is a need for other emergency medical attention, the subject shall be transported to an emergency medical facility for treatment.

5. Proper documentation will be provided as part of the police report. When OC is used, officers will use the Force Code drop down box in the RMS reporting system and make the appropriate selection.

6. The OC used by the Rockford Police is non-flammable**,** and is compatible for use with the 'Taser'. Officers should be aware, however, that other agencies may use alcohol based OC which is flammable and should not be used with a 'Taser'.

B. Conducted Energy Weapon (TASER®)

1. The Taser is a less-lethal Conducted Energy Weapon. It uses compressed nitrogen to propel two probes attached to small wires. Electrical waves are sent to the probes controlling and overriding the central nervous system of the body. The subject should normally be incapacitated enough for officers to apply restraints. The Taser can also act as a 'touch stun' system when brought into immediate contact with a person's body using the metal contacts on the front of the Taser.

2. Use of the Taser falls under the active resister level in the use of force continuum. Officers are allowed to use the Taser when they reasonably believe that its use is necessary to effect an arrest or defend themselves or others from bodily harm.

3. The Taser will not be used when it is known by officers the subject or subjects environment is exposed to any flammable liquid or flammable fumes, including Meth labs or when flammable OC has been used.

4. The Taser will not be used on females known by officers to be pregnant or on elderly persons unless all other means short of lethal force have been used or considered.

5. Subjects can receive secondary injuries from falling after being subjected to the Taser. Therefore the Taser will not be used on subjects if their fall

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would likely result in death or serious injury. An example would be a subject on the roof of a building or on a bridge railing.

6. Desired target area is center mass of chest or back. **Both** probes of the Taser must hit the subject for the Taser to be effective. The Taser will not work when only one probe hits.

7. Taser probes that penetrate the subjects skin shall only be removed by on-scene paramedics or emergency room staff. Only emergency room staff may remove Taser probes that are embedded in soft tissue areas such as neck, face, breast, or groin. Persons hit with Taser probes shall be transported to the emergency room by ambulance for examination and/or treatment.

8. Proper documentation will be provided as part of the police report. When the Taser is used, officers will use the Force Code drop down box in the RMS reporting system and make the appropriate selection.

9. Supervisors assigned to the Field Services Bureau in the Patrol Division or M3 Street Team, that are trained in accordance with Section III of this Order, are required to carry the Taser when on-duty.

10. Officers who are assigned to the Field Services Bureau in the Patrol Division or M3 Street Team, and are trained in accordance with Section III of this Order, may check-out a Taser, if one is available, from the equipment room supervisor at the beginning of their tour of duty. Officers will check-in the Taser at the end of their tour of duty.

11. Responsibilities of on-scene commander or supervisor.

    a. Assign a lethal cover officer if it is determined to be necessary and appropriate.
    b. Make a reasonable effort to notify officers present that the Taser will be used.
    c. Request ambulance after Taser is used for removal or stabilization of probes for transport of subject.
    d. Ensure that used probes are handled the same as contaminated needles and that the probes and used cartridge are tagged as evidence.
    e. Request ID officers photograph the impact area of the probes on the subject.
    f. On scene commander or supervisor will leave a supplement report justifying the use of the Taser, effectiveness of the Taser, and medical attention given.

C. Extended Range Impact Weapons and Projectiles.

1. The Extended Range Impact Weapon (ERIW) is designed to shoot an impact projectile. The impact of the projectile is intended to encourage

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compliance, overcome resistance, and/or incapacitate a subject with minimal potential for death or serious injury.

2. The ERIW falls under the aggressive/assailant level of the use of force continuum. The ERIW can also be used at the deadly force assailant level when deemed appropriate.

3. The ERIW is an alternative to other less-lethal weapons. Deployment of the ERIW will be backed up by the availability of lethal force, i.e. Cover Officer.

4. The use of less-lethal impact projectiles is considered a use of deadly force if intentionally deployed to the areas indicated in Appendix A, paragraph 4

5. All subjects who are struck by an ERIW projectile shall be transported by ambulance to a hospital emergency room for evaluation and/or treatment.

6. Proper documentation will be provided as part of the police report. When the Extended Range Impact Weapon is used, officers will use the Force Code drop down box in the RMS reporting system and make the appropriate selection.

7. Responsibilities of on-scene commander or supervisor.

   a. Assign cover officer in all cases involving armed and/or dangerous subjects, even if no firearms are involved.
   b. Make reasonable effort to advised officers that the ERIW is being deployed.
   c. Request ambulance after ERIW is deployed and projectiles struck the subject.
   d. Request ID officers photograph the impact area of the ERIW projectile.
   e. On scene commander or supervisor will leave a supplement report justifying the use of the ERIW, effectiveness of the ERIW, and medical attention given.
   f. Ensure that used ERIW projectiles are collected and tagged as evidence, including the casings. The ID officers will make a diagram of the scene showing the location of each recovered projectile.

D. ASP 21” Expandable Baton

1. The ASP expandable baton is a 21” metal baton that is carried on the duty belt or trousers belt in a collapsed condition. It is expanded by a flick of the wrist which causes the baton to extend to an open and locked position.

2. Use of the ASP expandable baton falls under the active resister level in the use of force continuum. Officers are allowed to use the ASP expandable baton when they reasonably believe that its use is necessary to effect an arrest or defend themselves or others from bodily harm.

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3. Proper documentation will be provided as part of the police report. When the ASP expandable baton is used, officers will use the Force Code drop down box in the RMS reporting system and make the appropriate selection.

VI. EFFECTIVE DATE

A. Revised effective July 10, 2007
B. The effective date of this order is January 17, 2007
C. Replaces General Order 2002-2 (F-10) issued January 14, 2002
D. Replaces General Order 2002-1 (F-8) issued January 14, 2002
E. Replaces General Order 1992-1 (F-7) issued August 10, 1992

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX A

EXTENDED RANGE IMPACT WEAPONS (ERIW)

1. ERIW projectiles will be delivered to the subject target areas based on the circumstances and the level of force justified.

2. Level One – ERIW projectile primary target areas are listed below. See diagram labeled Level One attached to this appendix. These are areas where the resulting trauma, in most cases, will be minimal. If an injury does occur, it tends to be temporary rather than permanent.

   a. arms below elbows including hands
   b. lower abdomen and below excluding kidneys, spine, groin, knees, and back of knees.

3. Level Two – These areas listed below and on diagram labeled Level Two attached to this appendix, will be considered when an escalation of force above Level One is necessary and appropriate. There is an increase in the potential for death or serious injury at Level Two.

   a. upper arms
   b. elbow joint
   c. rear shoulder area and shoulder blades
   d. upper abdomen
   e. knee joint

4. Level Three – Danger areas are listed below and on diagram labeled Level Three attached to this appendix. Intentional impacts to these areas will be avoided unless the use of deadly force is justified.

   a. head
   b. neck
   c. chest area
   d. spine
   e. groin
   f. kidneys

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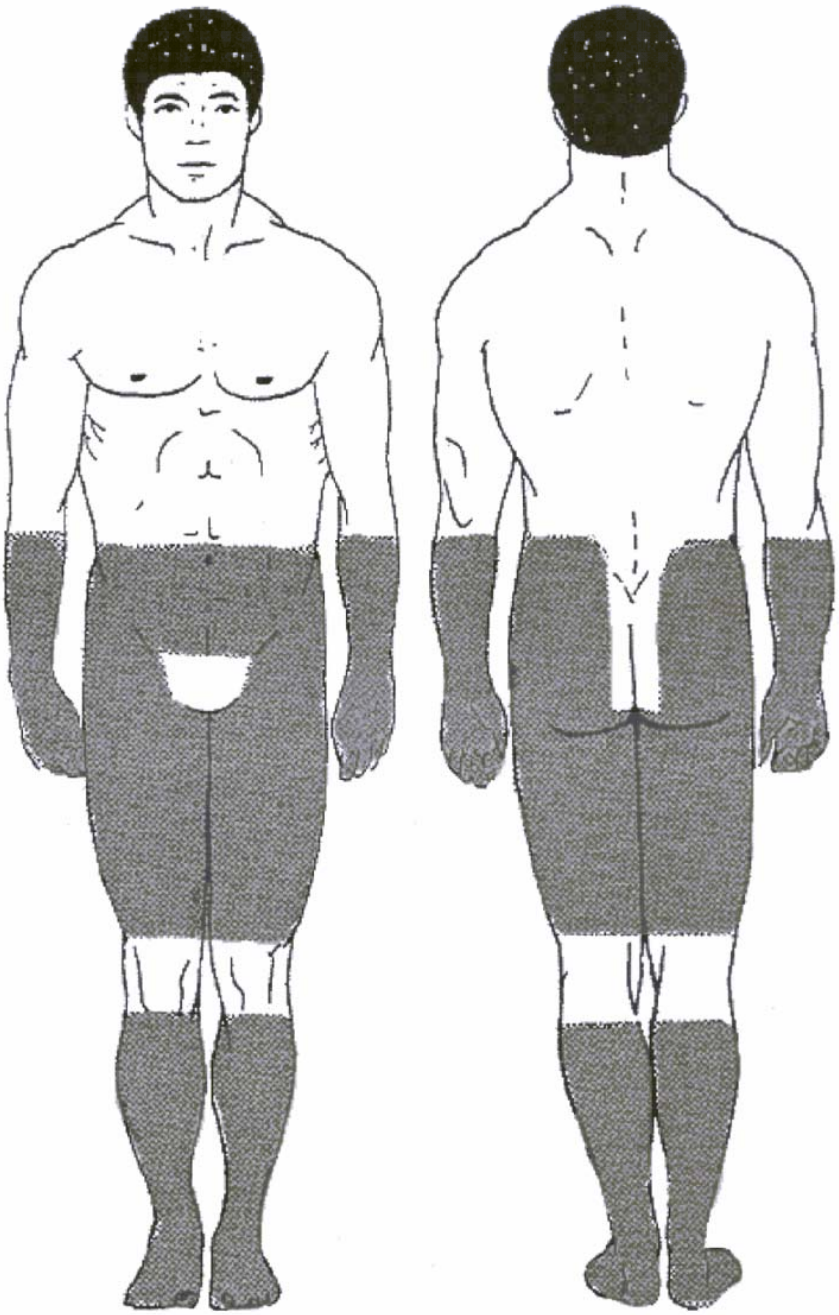
LEVEL ONE



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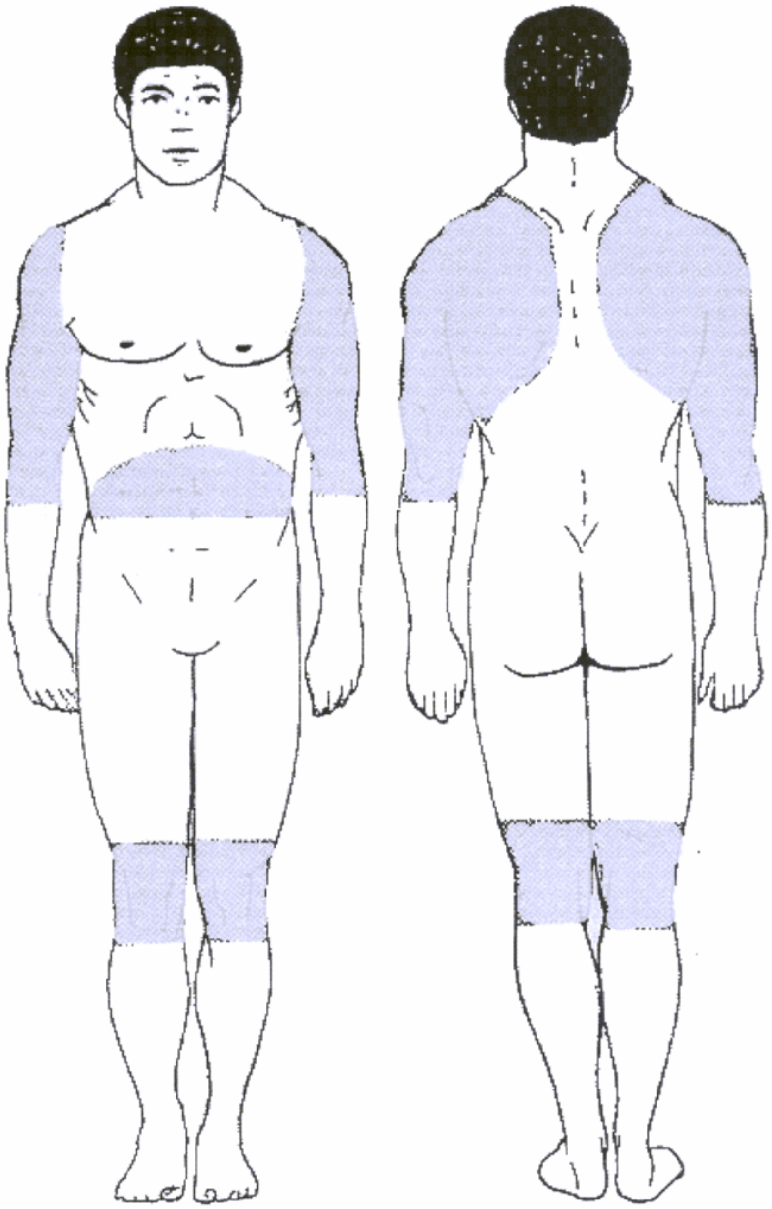
LEVEL TWO



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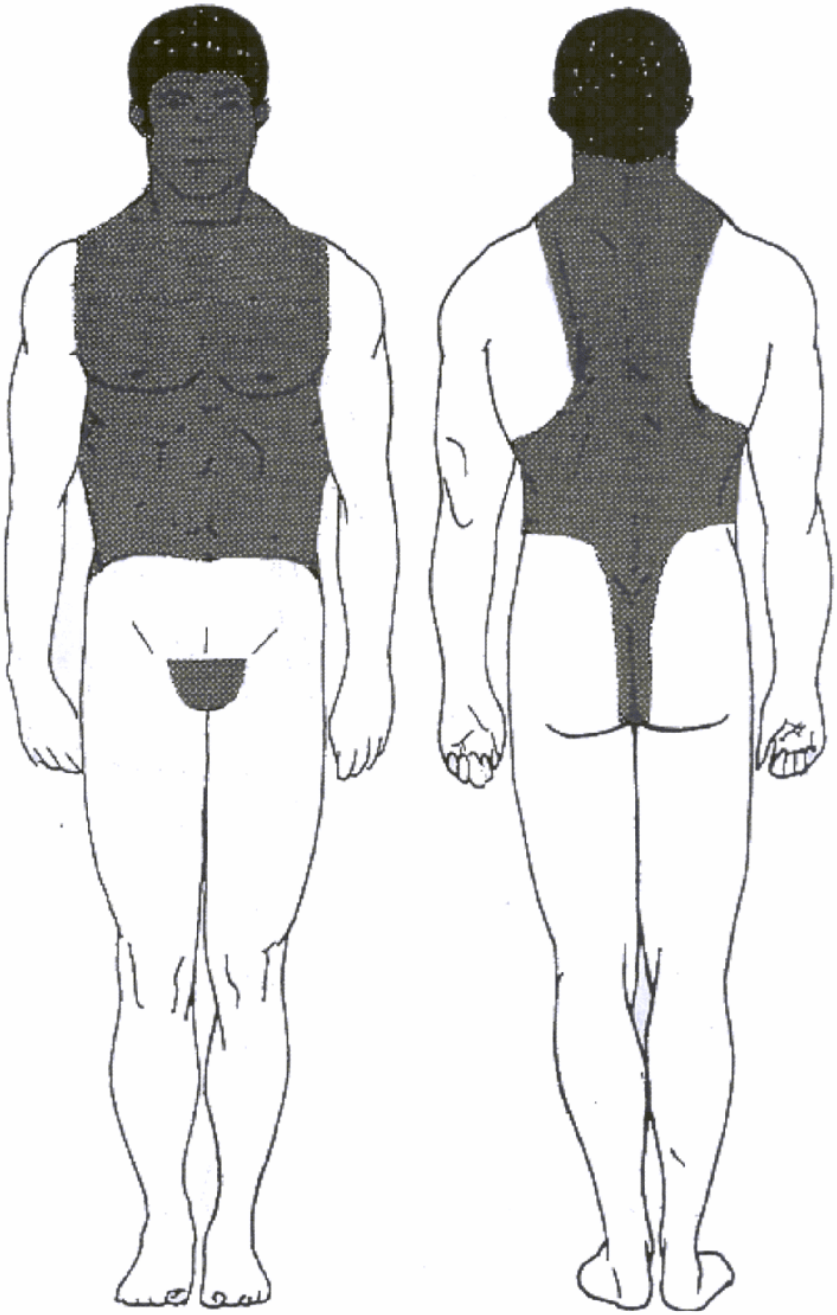
LEVEL THREE



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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.11 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
SUPPORT OF EMPLOYEES INVOLVED IN CRITICAL INCIDENTS	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Administrative Assignment – Duty, AFSCME, Non-Sworn Employees, PBPA, Post-shooting Trauma, Sworn Employees	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
March 20, 2002	August 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.3.8

POLICY

Our personnel are the most valuable assets of the Department. The use of deadly force, involvement in a critical incident or a high stress incident may have a very traumatic effect on an employee and his or her family members. Therefore, proper steps must be taken to ensure that all necessary attention is given each individual employee who is involved in any potentially traumatic incident.

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines regarding the support and handling of employees involved in the death or serious injury of other individuals or serious injuries to themselves. The intent of this policy is to help the personnel involved and at the same time cause minimum interference with the necessary investigation of the incident.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

I. RESPONSIBILITY OF RESPONDING SUPERVISOR
II. RESPONSIBILITY OF THE SHIFT COMMANDER
III. RESPONSIBILITY OF INVESTIGATIVE SUPERVISOR
IV. CRITICAL INCIDENTS INVOLVING EMPLOYEES
V. EFFECTIVE DATE
VI. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. 15.12 Critical *l* Major Incident Employee Rights Procedures

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I. RESPONSIBILITY OF RESPONDING SUPERVISOR

A. The supervisor will ensure that the employee(s) is removed from the scene of the incident and brought to the Public Safety Building, as soon as practical, following the guidelines established in General Order - ***1.09 Use of Force*** and the current Collective Bargaining Agreement (**Appendix A**). The supervisor will ensure another employee or supervisor is assigned to stay with the involved employee(s) and provide whatever assistance may be required. The involved employee(s) may ask for a specific individual and their request should be honored when possible. The employee(s) should ***not*** be placed in the rear seat of a caged squad car.

1. When partners are involved, both employees should be removed from the scene as soon as practical.

B. The involved employee(s) shall be allowed the opportunity to use a phone in private, both at the scene and at the Public Safety Building.

II. RESPONSIBILITY OF THE SHIFT COMMANDER

A. Employees represented by the Policemen's Benevolent and Protective Association (PBPA) Unit #6:

1. The Shift Commander will notify the Chief of Police, the Deputy Chiefs, the Department Chaplain and the Personal Services Officer to brief them on the situation.
2. A representative of the PBPA Unit #6 will also be notified as set forth in the current Collective Bargaining Agreement between the City of Rockford and PBPA Unit #6.

B. Employees represented by the American Federation of State, County and Municipal Employees (AFSCME).

1. The Shift Commander will notify the Chief of Police, the Deputy Chiefs, the Department Chaplain and the Personal Services Officer to brief them on the situation.
2. If the involved employee desires, the Shift Commander will notify a representative of AFSCME.

C. Non-union represented employees

1. The Shift Commander will notify the Chief of Police, the Deputy Chiefs, the Department Chaplain and the Personal Services Officer to brief them on the situation.

D. The Shift Commander will contact the spouse or other immediate relative of an involved employee, if the spouse or relative is a Department employee and on-duty at the time. They will be advised of the situation if they are unaware of what has happened. They may be released from duty if either the involved employee or the spouse/family member requests it.

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E. The Shift Commander will contact the employee's supervisor or commander, whether on or off-duty if one of their employees is involved in a deadly force/or critical incident which results in death or serious injury to any person.

F. If any employee is injured and hospitalized, the Shift Commander will assign an officer to protect the involved employee from unwanted public and news media attention as well as ensure the involved officer's safety.

G. The Shift Commander will issue another weapon to the involved officer prior to the officer ending their tour of duty if their weapon was taken as evidence.

1. Weapon exchang will be done in such a way so as not to leave the officer without a weapon.
2. The exchange may take place either at the scene, the Public Safety Building or other location when deemed necessary.

III. RESPONSIBILITY OF INVESTIGATIVE SUPERVISOR

A. The investigating supervisor will ensure a brief summary of the incident is given to supervisors and commanders so they may brief their personnel on what happened.

B. The employee's name shall not be released to the news media until the initial investigation is completed and then only by the Chief of Police or designee. The involved employee's immediate family will be notified prior to the employee's name being released to the news media.

C. The investigative supervisor shall make every effort to keep the involved employee and the employee's supervisor or commander up-to-date on the progress of the investigation.

IV. CRITICAL INCIDENTS INVOLVING EMPLOYEES

A. Law enforcement duties often expose officers and support personnel to emotionally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. It is the responsibility of the Rockford Police Department to provide employees with information on coping with stress. In the event of a critical incident, the Department will take immediate action to safeguard the continued good mental and emotional health of all involved employees.

B. Any employees involved in a use of deadly force, a critical incident that results in death or serious injury to any person or any incident deemed to be a high stress event by the involved employee's supervisor, will be given the following three working days off with pay. The involved employees may choose to take an additional four days off from work with no loss of pay (for a total of seven consecutive days) at their discretion. The involved employee will remain available to Department investigators as needed during this time.

C. The involved employee in a use of deadly force or critical incident, resulting in death or serious injury to any person, will be assigned to administrative duties within the Department until after the incident has been investigated and reviewed by the Chief of Police. If the case is presented to a grand jury, the employee will remain on administrative duty until the grand jury presentation.

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1. Reassignment is not disciplinary in nature and intends to provide the involved member relief from the additional stress that may result of any investigation, publicity or other activities related to the indecent.

2. Reassignment, at the discretion of the Chief of Police, or designee, should be to a position that shields the employee from possible confrontations with the community.

D. Any employee involved in a use of deadly force, a critical incident that results in death or serious injury to any person, or any incident deemed to be a high stress event by the involved employee's supervisor, shall be sent for counseling at a facility selected by the Department. The involved employee must attend a mandatory debriefing process before being allowed to return to full duty. The counseling sessions should take place as soon as practical after the incident. A report will be forwarded to the Department relative to the employee's mental ability to return to full duty. If further counseling sessions are required, they will be provided at no expense to the employee.

E. Nothing in this Order precludes the employee from obtaining their own counseling at their own expense. However, any counseling deemed necessary by the Department must be attended regardless of the employee obtaining their own counseling.

F. Involved employees will not discuss the case with the news media. For additional information see General Order ***1.16 – News Media Relations***.

V. EFFECTIVE DATE

A. The Department's policy on Support of Employees Involved in Critical Incidents became effective on December 12, 2006.

VI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **July** by the **Deputy Chief of Support Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01- Written Directives.***

B. This Order is a revision of and supercedes General Order ***1.11 – Critical Incident – Support of Officers*** issued December 12, 2006.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of Support Services Bureau.**

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX A

15.12 Critical *l* Major Incident Employee Rights Procedures

A. **Definition.** For purposes of this Article, Critical Major Incident shall be defined as any time an employee shoots a person, or intentionally discharges their weapon at a person, or any other incident that results in life threatening injuries or death.

B. **Union Representation.** In the event an employee is involved in a critical/major incident the Union shall be immediately notified of the incident by the employer. The Union shall provide a list to be kept in the Shift Commander's office of who is on-call for such notification at all times. An employee shall not be eligible to act as the Union representative if he is a material witness to the incident, a supervisor who is working at the time of the incident, or an employee assigned to investigate or gather evidence regarding the incident. The obligation of the City has been met when a listed eligible Union representative is actually contacted. When the Union representative arrives at the scene of the incident, he may consult with the involved employee(s) concerning the employee's rights and responsibilities under this Agreement. The Union representative's conduct shall not interfere with the ongoing criminal or internal investigation into the incident. The Union representative shall be afforded release time hereunder if he is otherwise on-duty; if off-duty, no compensation shall be required. The shift commander shall approve the response of an on-duty Union representative if operationally practical; such approval shall not be unreasonably withheld.

C. **On Scene Preliminary Information**. When medically practical, employees involved in a critical/major incident shall be compelled by verbal order, the Rules and Regulations of the Rockford Police Department, and by Department General Order # 1967-04 to provide preliminary information to the first supervisor that arrives at the scene. The involved employee may also be ordered, in the presence of a Union representative witness, to conduct a walk-through of the incident with no more than four departmental personnel and the Union representative. The involved employee shall be removed from the scene immediately following the walk-through. If an employee is unable to provide information for medical reasons they shall provide this preliminary information as soon, as is medically practical.

D. **Post-Incident Report**. Employees that are involved in critical/major incidents shall prepare and submit a complete Supplemental Report within 24 hours of being removed from the scene. More time to complete the report may be granted by the Chief of Police, or their designee, on a case by case basis. (I.e. if the employee was injured, etc.)

E. **Post-Incident Interview/Interrogation.** In the event an employee is subject to interview or interrogation as a result of being involved in a critical/major incident, the employee shall have the right to have an attorney and a Union representative present during such interview or interrogation.

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F. **Rights Notification**. The "rights" notification card shown below explaining application of the Garrity Rule in situations arising under paragraph A, above, will be provided by the Union to each employee. Whether or not the Garrity Rule is asserted during an ensuing criminal trial and issues related to the use of compelled statements during such a trial are issues which are exempt from application of Article 8 (Grievance Procedure) as non-arbitrable subjects.

"Your Rights Against Self-Incrimination"

"When you are involved in an incident and you prepare any written report to the Department (e.g., Officer's Report, Incident Report, Supplement Report, Accident Report, Witness Statement, Insurance Form) or give any oral statement to another employee, arising from the incident, YOU HAVE BEEN COMPELLED TO DO SO by Department mandate. Such compelled statements are subject to the Garrity Rule which precludes their use as evidence in criminal proceedings in which you are charged with a crime arising from the incident. If you are given your Miranda rights, any statements you make thereafter are voluntary and not compelled; they would not be subject to the Garrity Rule of preclusion and could be used against you in court."

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.12 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
DIPLOMATIC IMMUNITY AND DETAINMENT OF FOREIGN NATIONALS	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Consular, Foreign National, Immunity	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
December 12, 2006	August 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.1.4 • 61.1.3

POLICY

It is the policy of the Rockford Police Department to observe the covenants, treaties, agreements and laws enacted by the United States Government for the protection of members of the diplomatic corps and foreign nationals that visit and/or reside in the United States.

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines for dealing with individuals who have been granted diplomatic status by the Department of State and to ensure those persons considered foreign nationals are accorded all rights granted by the United States of America, either by treaty or legislation.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. DIPLOMATIC IMMUNITY OF FOREIGN OFFICIALS/DIPLOMATIC AGENTS
III. ARREST AND DETENTION OF FOREIGN NATIONALS
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. Mandatory Notification Countries and Jurisdictions

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I. DEFINITIONS

A. **Administrative and/or Technical Staff:** Includes individuals who support the activities of Foreign Officials/Diplomatic Agents and may include secretaries, certain clerical personnel, office manager and certain professional security personnel. These individuals and recognized family members enjoy privileges and immunities identical to those of Foreign Officials/Diplomatic Agents. These individuals are issued identification cards and driver's licenses by the Department of State.

B. **Diplomatic Immunity:** Full or limited criminal immunity which the personnel of a foreign diplomatic mission and, in varying degrees, their family members enjoy because they serve as representatives of a sovereign state and require special rights and guarantees for the effective functioning of the mission.

C. **Family members:** Includes a spouse, parent, brother or sister, child, or person to whom the foreign official/diplomatic agent stands in loco parentis, or any other person living in the household and related to the foreign official by blood or marriage.

D. **Foreign National:** Any person who is not a United States citizen. Interchangeable with "alien".

E. **Foreign Official/Diplomatic Agent:** An officer of cabinet rank or above of a foreign government or the chief executive officer of an international organization, and any member of their family while in the United States.

F. **Official Guest:** A citizen or national of a foreign country present in the United States as an official guest of the Government pursuant to a designation by the Secretary of State.

G. **Service Staff:** Persons performing less critical support tasks (drivers, cleaners, building or grounds personnel) and are afforded much less in the way of immunity.

II. DIPLOMATIC IMMUNITY OF FOREIGN OFFICIALS/DIPLOMATIC AGENTS

A. Any officer having official contact with a foreign dignitary claiming diplomatic immunity is empowered to temporarily detain such person while official status is verified by the United States Department of State.

B. Persons making such a claim must possess an identity card (not diplomatic passports) issued by the U.S. Department of State, Office of Protocol or by the United States Mission to the United Nations.

C. There are three types of cards: Diplomatic – has a blue border, Official – has a green border, and Consular – has a red border. These cards contain a photograph of the bearer, the bearer's name, title, mission, city and state, date of birth, identification number, expiration date and an U.S. Department of State seal. A brief statement of the bearer's immunity is printed on the reverse side.

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D. It should be emphasized that even at its highest level, diplomatic immunity does not exempt diplomatic officers from the obligation of conforming to national and local laws and regulations. Police officers are obliged, under international customary and treaty law, to recognize immunity of the envoy; the commission of crimes must not be ignored or condoned.

E. In circumstances where public safety is in imminent danger or it is apparent that a serious crime may be committed, police authorities may intervene to the extent necessary to halt such activity. This includes the power of the police to defend themselves from personal harm.

F. **In all cases, including those in which a subject provides a U.S. Department of State issued identification card, officers will verify the status with the U.S. Department of State or in the case of the United Nations community, with the U.S. Mission to the United Nations.** Once verification is made, all pertinent information gathered and a supervisor has been consulted, the person must be released. This applies to both criminal and traffic incidents the subject is involved in.

G. Any such incident will be documented by a written report detailing the incident as you would with any other criminal investigation.

H. It will be the responsibility of the Deputy Chief of the Investigative Services Bureau to forward all incident reports to either the U.S. Department of State in Washington D.C., or to the U.S. Mission to the United Nations in New York.

III. ARREST AND DETENTION OF FOREIGN NATIONALS

A. Whenever a foreign national is arrested or detained, there may be an obligation to notify diplomatic or consular representatives from the person's government. This applies to those persons not covered by diplomatic immunity as described in section **II** of this order.

B. Whenever a foreign national is arrested or detained, they **must** be informed of the right to have their government notified. If notification is requested, this must be done without delay to the nearest consulate or embassy.

C. When an arrested or detained foreign national declines to have their government notified, officers will check the list of countries shown in **Appendix A** to see if the suspects country is a mandatory notification country. If they are a citizen of such a country, notification to the nearest consulate or embassy is **mandatory** regardless of the suspect's wishes. The suspect will be informed of the notification. (**Note**: If an officer investigates the death of a foreign national the obligation to notify consular or embassy officials is also mandated.)

D. In all situations described in above paragraphs **A, B** and **C**, the arresting or investigating officer will notify the Shift Commander who will make the notification to the proper consulate or embassy.

E. Foreign consular officers have the right to visit their nationals, to speak with and correspond with them, and to arrange for their legal representation.

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F. Any such incident will be documented by a written case report that will include the following information in the narrative: date, time, location, phone number, name of the consulate/representative notified and the Department representative making the notification. If the suspect is from an other than mandatory notification country, and they decline to have their government notified, that information must also be included in the report.

G. To assist with situations involving diplomatic immunity or the arrest/detainment of a foreign national, a book containing telephone numbers and fax numbers of foreign consulates and embassies in the United States will be maintained in the Shift Commander's office.

IV. EFFECTIVE DATE

A. The Department's policy on Diplomatic Immunity and Detainment of Foreign Nationals became effective on December 12, 2006.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **June** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*****.**

B. This order is a revision of and supercedes General Order ***1.12 – Diplomatic Immunity and Detainment of Foreign Nationals*** issued December 12, 2006.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX A

Mandatory Notification Countries and Jurisdictions

Algeria
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas, The
Barbados
Belarus
Belize
Brunei
Bulgaria
China[1]
Costa Rica
Cyprus
Czech Republic
Dominica
Fiji
Gambia, The
Georgia
Ghana
Grenada
Guyana
Hong Kong[2]
Hungary
Jamaica
Kazakhstan
Kiribati
Kuwait
Kyrgyzstan
Malaysia
Malta
Mauritius
Moldova
Mongolia
Nigeria
Philippines
Poland (non-permanent residents only)
Romania
Russia
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia
Tajikistan
Tanzania
Tonga
Tunisia
Turkmenistan
Tuvalu
Ukraine
United Kingdom[3]
U.S.S.R.[4]
Uzbekistan
Zambia
Zimbabwe

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[1] Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

[2] Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR". Under paragraph 3(f)(2) of the March 25, 1997, U.S.-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports - *i.e.*, immediately, and in any event within four days of the arrest or detention.

[3] British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

[4] Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.13 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 12

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
SEARCH AND SEIZURE	**1**	**LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP**

TOPICS / REFERENCE	APPENDICES
Mobile Conveyance exception, Pat-down, Plain feel Doctrine, Plain View Doctrine, Searches, Stop and Frisk, Strip Searches, Terry Stop, California v. Carney, Carroll v. U.S. Terry v. Ohio, Wyoming v. Houghton	**A, B**

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
June 18, 2008	**----------**	**This order remains in effect until revised or rescinded**

CALEA (5th Edition Standards)
1.2.4 • 1.2.8 • 70.1.1

POLICY

It is the policy of the Rockford Police Department to accomplish a thorough and legal search while observing and protecting constitutional rights, minimizing the level of intrusion and providing the highest degree of safety for all concerned.

PURPOSE

The purpose of this Order is to establish procedures and guidelines for conducting searches with and without a warrant. Its further purpose is to include the seizure and proper maintenance of property, the filing of the return for the search warrant and the complete documentation of the process.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. TYPES OF SEARCHES
III. OBTAINING SEARCH WARRANTS
IV. PROCEDURE FOR EXECUTION OF SEARCH WARRANT
V. EXECUTION AND ENTRY PROCEDURES
VI. "NO-KNOCK" SEARCH WARRANT
VII. SEARCH PROCEDURES
VIII. SEARCH WARRANT RETURN
IX. EFFECTIVE DATE
X. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES
A. Strip Search Consent Form
B. Strip Search Authorization Form

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I. DEFINITIONS

A. **Affidavit in Support of a Search Warrant:** A written sworn statement of facts capable of supporting the reason of the request for a search warrant.

B. **Body Cavity Search:** The intrusion into the anal cavity or vaginal area either manually or via instrument inspection, in search for contraband. For the purpose of this Order the mouth is not considered a body cavity.

C. **Consent Search:** Gaining voluntary written or oral permission for a search from a person who has control over the place being searched.

D. **Curtilage:** The area immediately surrounding a residence that harbors the intimate activity associated with the sanctity of one's home and the privacies of life. Curtilage is protected under the Fourth Amendment from unreasonable searches and seizures **(*United States v. Dunn, 480 U.S. 294 (1987*).**

E. **Execution:** Performance of the duties ordered in a search warrant.

F. **Plain View:** The ability to see evidence, contraband or other articles connected with a crime in the normal course of legal duties.

G. **Probable Cause:** Facts and circumstances know to the complainant, which would warrant a prudent and cautious person, with the knowledge, training and experience as a police officer, in believing that an offense has been committed or is being committed and that the individual to be arrested committed the offense.

H. **Search Warrant:** A written order by a judge for the search of a specific place or person and a description of items to be searched for and seized.

I. **Search Warrant Return:** A standardized legal notification to the issuing judge that the search warrant was executed as ordered.

J. **Strip Search:** A search requiring the arrested person to remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

II. TYPES OF SEARCHES

A. Plain View Search: Performed immediately and in conjunction with whatever action caused the availability of the observance of the evidence, contraband or other article connected with a crime.

1. An officer must be lawfully in a position from which they view the object,
2. The incriminatory character of the object must be immediately apparent,
3. When 1. and 2. are correct the officer has a lawful right of access to the object. ***Minnesota v. Dickerson, 113 S. Ct. 2130***.

B. Consent Search: Performed as soon as possible in connection with a request made by an officer to a person who has rights to the location being searched. Ideally the consent should be given in writing, but may be done orally. A consensual entry is valid only if it reasonably appeared the consenting person had the authority to allow officers to enter by having sole or joint access or control over the premises. Officers must further understand that:

1. The consent must be voluntary;

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2. The scope of the search is limited to the words or meaning of the consent; and

3. The consent may be withdrawn.

C. Search Incident to Arrest: ***725 ILCS 5/108-1*** provides for a search performed at the time of an individual's valid custodial arrest for the purpose of at least one of the following:

1. Protecting the officer from attack,

   a. A Protective Sweep is a quick and limited search of a premise, incident to an arrest and conducted to protect the safety of police officers or others. It is narrowly confined to a cursory visual inspection of those places in which a person might be hiding.

2. Prevention of escape,

3. Discovering fruits of the crime, and

4. Discovering any instruments, articles or items that may have been used in the commission of a crime or which may constitute evidence of a crime.

D. Field Interviews: Officers engage in citizen contacts on a daily basis. Most of these contacts are non-intrusive in nature and require no documentation. However, some contacts are initiated with the intent to uncover or prevent criminal activity. The purpose of this section is to provide guidelines regarding these types of contacts.

1. Pursuant to Illinois Compiled Statutes ***725 ILCS 5/107-14***, Temporary Questioning Without Arrest, officers may temporarily stop individuals for the purpose of conducting field interviews when there is insufficient probable cause for arrest. The officer has reasonable suspicion (or reasonably infers from the circumstances) that the person is committing, has committed, or is about to commit, a violation of the law prior to the stop.

2. It is important that the officer be able to articulate the basis for the suspicion. The following are factors which should be taken into consideration when establishing reasonable suspicion for temporary questioning or field interview:

   a. That some activity out of the ordinary is occurring, or has taken place.

   b. Some indication should exist to connect the person under suspicion with the unusual activity.

   c. There should be some suggestion that the activity may be related to a crime. (None of these alone is necessarily sufficient to justify a stop, but must be considered in the totality of circumstances.)

3. Pursuant to Illinois Compiled Statutes ***725 ILCS 5/108-1.01***, Search During Temporary Questioning, an officer may frisk an individual for weapons if the officer reasonably suspects that he or another is in danger of attack.

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a. Although it is normal to refer to a frisk as following a stop, a frisk may be contemporaneous with the stop, with no clear delineation between the stop and frisk. Most important, the justification for both the stop and the frisk must exist prior to the frisk.

b. The authority to search for and seize weapons is for the limited purpose of allowing an officer to protect their self and others from attack. The authority is clearly not for the purpose of searching for and seizing evidence, although, during the course of a frisk, evidence may on occasion be discovered and become the basis for an arrest. It is important that the officer be able to articulate some reason for suspecting that he or another is in danger. (In addition to the situation encountered, this articulation may include reliance upon the training, education and experience of the officer.)

4. Field interviews that result in significant information should be documented with an incident report.

E. Vehicle Searches: There are situations that allow for the search of a vehicle with probable cause, but no warrant.

1. The mobile conveyance exception (Carroll Doctrine): A mobile conveyance (car, truck, boat, airplane) may be searched for evidence if probable cause for a search warrant is articulable. The mobility of a vehicle would make it impractical for police to first obtain a warrant and there is a reduced expectation of privacy in a vehicle. The legal basis for this is described in ***Carroll v. U.S., 267 U.S. 132 (1925)*** and ***California v. Carney, 471 U.S. 386 (1985)***.

   a. If the vehicle can be seized and a subsequent search warrant obtained this exception may not apply.

2. An officer may conduct a warrantless search of a vehicle if:

   a. The officer has probable cause to believe seizable evidence or contraband is concealed in a vehicle capable of mobility. The officer may search anywhere and open any container, to which the probable cause extends, wherein the object of the search could logically be concealed in the vehicle. The probable cause determination must be based on objective facts that could justify the issuance of a warrant by a judge and not merely on the subjective good faith of the police officers.

3. During an investigative stop or "Terry Stop" of a vehicle, police may seize an object without a warrant if the encounter meets the requirements of the plain view doctrine. See **section II. A.**

4. A vehicle search founded on probable cause may extend to any part of the vehicle, including closed containers inside the vehicle, as long as there is probable cause to believe evidence may be located where the officer is looking. Ownership of the closed containers is not relevant as long as they are located inside the vehicle. See ***Wyoming v. Houghton, 119 S.Ct. 1297 (1999)***.

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

b. This type of search should not be confused with a search incident to arrest where immediate control becomes the issue.

5. Inventory search of vehicle to be towed: A search incidental to the towing of a vehicle for reasons of inventory. For additional guidelines and procedures refer to General Order ***40.06 – Impounding or Towing of Motor Vehicles.***

F. Strip Search: Illinois Revised Statutes ***725 ILCS 5/103-1(d)*** describes a strip search as "**having an arrested person remove or arrange some or all of his/her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.**" It is the opinion of the State's Attorney's Office that having a person strip down to his/her underwear in the presence of an officer constitutes a strip search **except** in cases where the removal of clothing is for the express purpose of collecting the clothing as physical evidence.

1. General Provisions:

a. An arrest must always precede a strip search.

b. 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 individual is concealing a weapon or controlled substance.

c. Prior to conducting **any** strip search, an officer must obtain written permission from any command level supervisor.

1. For the purposes of this Order, a supervisor of sergeant rank acting in the capacity of Shift Commander will be considered a command level supervisor.

2. An arrested person may consent to a strip search. The arrested person must freely (knowingly, voluntarily and intelligently) sign a Strip Search Consent Form (**Appendix A**) witnessed by two (2) officers. Even when written consent by an arrested person is given, a command level supervisor must complete and sign a Strip Search Authorization Form (**Appendix B**) to conduct a strip search.

a. All circumstances concerning the strip search will be detailed in an incident report

3. A strip search may be conducted **without** written consent of the person to be searched for the following offenses, only when there is reasonable belief that the suspect is concealing a weapon or controlled substance. A command level supervisor must complete and sign a Strip Search Authorization Form (**Appendix B**) to conduct a strip search:

a. Felony arrests.

b. Weapons arrests.

c. Controlled substance arrests (marijuana only if felony amount).

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4. When conducting a strip search based upon reasonable belief for a misdemeanor, regulatory, or traffic offense, the officer **must** comply with the following requirements of the strip search statute:

   a. The officer must first obtain written permission to conduct a strip search from a command level officer.

   b. When practical, it is advisable to contact an Assistant State's Attorney to determine whether the facts support a "reasonable belief"; however, this is not a requirement.

   c. The officer must fill out a strip search form which must include:

      1. Written authorization of command level supervisor;

      2. Name of suspect subjected to the search;

      3. Name of officer(s) conducting the search;

      4. Date, time and place of the search; and,

      5. Name of supervisor present to observe the search.

   d. A copy of the authorization form must be given to the person subject to the search.

5. When the actual strip search is conducted the following must be adhered to:

   a. Officers of the same sex as the person to be searched must conduct the search;

   b. The search must be conducted in privacy where persons not physically conducting the strip search cannot observe the search. An interview room may be used to conduct a strip search provided the interview room does not contain a camera or any type of listening device. A bathroom may also be utilized to conduct a strip search;

   c. A supervisor must be present for the search;

   d. If a supervisor of the same sex is not available, the supervisor will remain outside of the room where the search is conducted but will ensure the search is conducted according to the provisions of this order; and

   e. All circumstances concerning the strip search will be detailed in the incident report.

G. Body Cavity Search: Pursuant to Illinois Compiled Statutes, ***725 ILCS 5/103-1/(g)*** no search of any body cavity other than the mouth shall be conducted without a duly executed search warrant.

1. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted by or under the supervision of a licensed physician.

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H. Search based on Exigent Circumstances: A search where there is a compelling need for official action and no time to secure a warrant. The nature of the exigent circumstances defines the scope of the search, and thus exigent circumstances may justify a warrantless entry and securing of premises but not justify a full-scale search of the contents of the premises. A warrantless entry or search must be proportionate to the exigency excusing the warrant requirement. Common circumstances that may justify a warrantless entry under exigent circumstances may be one, or a combination of, the following:

1. Someone has been injured during the commission of a crime and needs immediate aid;
2. A crime is in progress that constitutes an imminent threat to people or property;
3. The premises may contain chemicals or explosives that present an immediate threat to occupants or others;
4. Evidence of a crime is on the premises and may be destroyed unless officers take action;
5. There are strong reasons to believe that a suspect may be on the premises and may be armed and therefore dangerous;
6. There is a likelihood that a suspect may escape if not immediately apprehended.

I. Open Field Searches: Open field searches typically involve cannabis cultivation. The Supreme Court has held that the home and its curtilage are not necessarily protected from inspection that involves no physical invasion (I.E. What a person knowingly exposes to the public, even in his own home or office, is not a subject of Fourth Amendment protection. (***Katz v. United States, 389 U.S. 347,351 [1967]***)).

1. Officers may see what may be seen "from a public vantage point where they have a right to be" (**476 U.s. at 213**). Areas outside the curtilage include:
   a. Woods.
   b. Pastures.
   c. Grassland.

J. Trash Pulls: A seizure of trash bags and other garbage receptacles discarded by the original owner(s) beyond the curtilage of a home or business. The U.S. Supreme Court ruled in ***California v. Greenwood,*** that a person does not have a reasonable expectation of privacy in garbage that has been left at the curb for collection. In addition, garbage left within the curtilage of a property where no additional steps have been taken to ensure privacy around where the garbage is stored (e.g. fence or other barrier securing the area) would not constitute a search under the Fourth Amendment (***United States v. Hedrick***).

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1. Areas within the curtilage of a home or business that is implicitly open to the public, such as a walkway to the front door, would not be considered a search when officers exercise the same freedom to walk on the curtilage as is implicitly granted to the public.

K. Search Warrant: A search performed as a judicial order. The search must be executed within 96 hours of the time that the search warrant was issued.

1. A copy of the search warrant must be left with the person from whom any instruments, articles or things were seized. If no person is available, the copy will be left at the place instruments, articles or things were seized.

2. Guidelines for search warrants

a. Require an inventory of articles seized be left at the place of execution.

b. Allow for the use of necessary force to execute the search warrant.

c. Require that all instruments, articles or things seized be brought before the issuing judge without unnecessary delay.

d. Require a search warrant return be completed by an officer and returned to the issuing judge without unnecessary delay. The return shall contain an inventory of instruments, articles or things seized.

III. OBTAINING SEARCH WARRANTS

A. Any time a request for search warrant is sought, the information shall be reviewed by the seeking unit's supervisor, before any further action is taken.

B. In order to obtain a search warrant, officers should first confer with the State's Attorney Office for legal assistance. Assistance will also be provided in the preparation of the actual search warrant which will contain the following:

1. An Affidavit in support of search warrant which includes:

a. Information describing the qualification of the officer/person supplying the information as to the reason for the search;

b. Probable Cause. A narrative of facts showing a reason to believe that a crime has been committed or is about to be committed along with why it is believed that the person or place to be searched contains the instruments, articles or things to be search for; and

c. Description of place or person and actual items being searched for.

2. A complaint for a search warrant which includes:

a. Name of complainant;

b. Criminal offense associated with search warrant;

c. Description of place or person to be searched;

d. Description of items being searched for; and

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e. The following sentence in its entirety shall be placed in the search warrant: "That the complainant has probable cause to believe that the aforesaid facts are true, for reasons listed in the attached affidavit which is herein incorporated."

C. The search warrant shall contain the following:

1. Description of the place or person; and
2. Description of the items being searched for.

D. The affiant will be required to swear on oath or in affirmation, before the granting judge, sufficient facts to:

1. Establish probable cause as outlined within the affidavit;
2. Specifically describe the place or person or both to be searched;
   a. Complete physical description of the place, person or both; and
   b. Exact address and physical location.

Note: The Affidavit in Support of Search Warrant, Complaint for Search Warrant and Search Warrant should use the exact same wording in description of place or person and descriptions of items being searched for.

IV. PROCEDURE FOR EXECUTION OF SEARCH WARRANT

A. Personnel and equipment requirements:

1. During the execution of a search warrant at least one uniformed officer shall be present for reasons of identification and other duties as requested;
2. Non-uniformed personnel shall be clearly identified as law enforcement personnel by wearing distinctive jackets or some other indicator of office;
3. A canine team should be utilized whenever possible. For additional guidelines on canine usage see General Order ***40.33 – Law Enforcement Canines;***
4. At least one search team member will be properly equipped to perform the task of evidence technician. For additional information on crime scene processing see General Order ***60.02 – Crime Scene Processing;***
5. One member of the search team should be designated to record the specific times of the activities of the search team;
6. An officer or multiple officers should be designated for each subject to be arrested. Upon securing the site, the suspect(s) shall be removed by the officer(s) and transported to the Public Safety Building, for interviewing and processing;
7. All members of the search team will wear Department issued body armor. See General Order ***40.12 - Police Patrol*** for additional information;
8. Care shall be taken to ensure adequate numbers of personnel, vehicles and equipment are available to serve the warrant; and,

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9. If the search presents a high degree of risk due to known possession of firearms, dogs or other dangers to the search team members, the officer coordinating the search shall:

   a. Utilize the services of Winnebago County Animal Control;

   b. Consider notification of emergency medical services prior to serving the search warrant.

B. Preparing for Execution of Search Warrant.

1. The serving unit supervisor or their designee shall hold a pre-entry briefing. The pre-entry briefing shall advise the participating officers of the sequence of operation. Officers shall be advised of their individual duties and responsibilities. The briefing should include maps, charts or diagrams as needed to minimize confusion.

2. The serving unit supervisor or their designee shall attempt to determine if any circumstances have changed that would make executing the search warrant undesirable.

3. Assignment shall be made for the recording of the execution of the search warrant from entry until final exit. The recording can be done through video, photographs or documented in writing.

4. One or more members of the search team will be given the additional duty of conducting a security sweep of the site upon entry.

V. EXECUTION AND ENTRY PROCEDURES

A. The approach to the scene shall be done as covertly as possible. Radio traffic will be kept to the minimum amount to ensure safety.

B. The supervisor of the unit serving the search warrant shall be responsible for ensuring that the place to be searched is the same as listed in the search warrant.

C. The supervisor of the unit serving the warrant shall be responsible for ensuring that all team members are in place before entry is attempted.

D. One officer shall knock on the door and state in a loud clear voice a statement identifying them as a police officer possessing a search warrant and demanding entry. Only that force necessary to execute the search warrant shall be used.

Note: Unless otherwise dictated by circumstances and included in briefing for the search, entry shall be made at one point only in order to provide the greatest measure of safety possible for the officers and the public.

VI. "NO-KNOCK" SEARCH WARRANT

A. In the event that a "No-Knock" search warrant is to be sought, the reasons shall be stated in the affidavit of the search warrant as well as in the search warrant itself. The following are some exigent circumstances, which allow for entry without knocking and announcing a search warrant.

1. The presence of firearms or explosives in the building in an area where they are accessible to any occupant.

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2. The prior possession of firearms by an occupant of the building within a reasonable period of time.
3. The presence of surveillance equipment such as video cameras or alarm systems, inside or outside the building.
4. The presence of steel doors, wooden planking, crossbars, dogs or other similar means of preventing or impeding entry into the building.
5. Other circumstances which may present a high degree of risk to officers executing a search warrant.

B. For reasons of officer safety, the "No-Knock" search warrant should be sought whenever permitted by law.

VII. SEARCH PROCEDURES

A. Immediately upon entry a security sweep of the site shall be conducted for reasons of safety.

B. The search shall be conducted as described during the pre-entry briefing.

C. Evidence shall be photographed, sketched and collected. For additional guidelines refer to General Orders ***60.01 - Collection and Handling of Evidence and Found Property*** and ***60.02 - Crime Scene Processing***

D. Upon completion of the search, the premises shall be secured. If it cannot be secured due to damage caused by forceful entry, arrangements shall be made to guard the premise until it can be secured.

VIII. SEARCH WARRANT RETURN

A. The supervisor of the unit serving the search warrant shall assure that the search warrant return is properly completed and the return made before the issuing judge without unnecessary delay.

B. The search warrant return shall contain an inventory of items seized. The inventory may be in the form of one of the following:

1. A written list of items; or
2. A copy of the evidence sheet listing the items.

IX. EFFECTIVE DATE

A. The effective date of this Order is June 18, 2008.

X. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **March** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*****.**

B. This Order incorporates policies and procedures established in General Order ***1.05 – Limits of Authority*** issued November 3, 2005 and supercedes the applicable policies and procedures of that Order.

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C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

ROCKFORD POLICE DEPARTMENT

Strip Search Consent Form

PERSONAL INFORMATION Case Number: _____

Name: _____

Date of Birth: _____/_____/_____ **Sex: M** ☐ **F** ☐

Address: _____

I, _____ give consent for _____
(NAME OF PERSON TO BE SEARCHED) (OFFICER CONDUCTING SEARCH - #1)

and _____ of the Rockford Police Department, in accordance
(OFFICER CONDUCTING SEARCH - #2)

with Illinois Law (725 ILCS 5/103-1), to conduct a strip search of myself. My signature indicates that I give this consent knowingly, voluntarily and intelligently. I further understand that I have a right to refuse this consent.

Signed: _____ _____
(SIGNATURE OF PERSON TO BE SEARCHED) (DATE SIGNED)

Searching Officer #1: _____
(SIGNATURE)

Searching Officer #2: _____
(SIGNATURE)

Command Supervisor* authorizing search: _____ _____
(TITLE / RANK AND NAME) (SIGNATURE)

Supervisor present during search: _____ _____
(TITLE / RANK AND NAME) (SIGNATURE)
(If other than authorizing supervisor)

Time of Search: _____

Date of Search: _____

Location of Search: _____

*** Includes sergeant designated to be acting shift commander**

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APPENDIX B

ROCKFORD POLICE DEPARTMENT

Strip Search Authorization Form

Case Number: _____

I, _____ authorize _____
(Command Supervisor) (OFFICER CONDUCTING SEARCH - #1)

and _____ of the Rockford Police Department, in accordance
(OFFICER CONDUCTING SEARCH - #2)

with Illinois Law (725 ILCS 5/103-1), to conduct a strip search of:

Name: _____

Date of Birth: ____/____/_____ Sex: M ☐ F ☐

Address: _____

Command Supervisor* authorizing search: _____ _____
(TITLE / RANK AND NAME) (SIGNATURE)

Searching Officer #1: _____
(SIGNATURE)

Searching Officer #2: _____
(SIGNATURE)

Supervisor present during search: _____ _____
(If other than authorizing supervisor) (TITLE / RANK AND NAME) (SIGNATURE)

Time of Search: _____

Date of Search: _____

Location of Search: _____

*** Includes sergeant designated to be acting shift commander**

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.14 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
SEX OFFENDERS REGISTRATION	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Community Notification Law, Registration, Sex Offenders	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
December 12, 2006	August 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)

POLICY

It is the policy of the Rockford Police Department to collect, maintain and disseminate data on sex offenders in accordance with the Illinois Compiled Statutes, Sex Offender Registration Act (**730 ILCS 150/2**) and the Community Notification Law (**730 ILCS 152/1**).

PURPOSE

The purpose of this General Order is establish Department policy, procedures and guidelines for the State of Illinois mandated registration of sexual offenders and to ensure compliance with the Sex Offender Registration Act.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. SEX OFFENDER REGISTRATION
III. DISCRETIONARY NOTIFICATION
IV. PUBLIC ACCESS
V. COMPLIANCE ENFORCEMENT
VI. NOTIFICATION REGARDING ADJUDICATED JUVENILE SEX OFFENDERS
VII. EFFECTIVE DATE
VIII. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. Sex Offender Registration Form

I. DEFINITIONS

A. **Sex Offender:** Sex Offender as defined in the Sex Offender Registration Act (**730 ILCS 150/2**) or as may hereafter be amended.

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II. SEX OFFENDER REGISTRATION

A. A City of Rockford resident, convicted or adjudicated as a sex offender, under the Sex Offender Registration Act (**730 ILCS 150/2**), must register in person with the Rockford Police Department at the front desk of the Public Safety Building, within three (3) days of sentencing to probation or upon release, parole or discharge from prison or a mental hospital.

B. Any person establishing residency within the city limits of the City of Rockford, convicted or adjudicated as a sex offender, under the Sex Offender Registration Act (**730 ILCS 150/2**), must register in person with the Rockford Police Department at the front desk of the Public Safety Building, within three (3) days of establishing residency.

C. Any sex offender who resides in another State and obtains employment and/or attends an institution of higher education in the City of Rockford, must register with the Rockford Police Department at the front desk of the Public Safety Building. within three days of obtaining employment and/or attending the institution of higher education.

D. Persons required to register under the Sex Offender Registration Act (**730 ILCS 150/2**) must re-register / update their registration information within three (3) days of any of the following events:

1. Change of residence / address.

2. Obtaining employment or a change of employment status.

3. Attending an institution of higher education or a change of attendance status at an institution of higher education.

E. The registering officer shall complete a registration form provided or approved by the State of Illinois. (**Appendix A**) The registering officer shall verify the sex offender's name by a valid photo ID or other method to the satisfaction of the registering officer. The sex offender shall answer all questions on the form, initial, and sign the form where required. A copy of the registration form will be sent to the State of Illinois as required. The original registration form will remain in the sex offender's file located in the Records Center Division of the Department. A copy of the registration form will be given to the sex offender.

F. A digital image (photograph) will be taken of the sex offender at their initial registration with the Department. Thereafter**,** a digital image will be taken of the sex offender on an annual basis unless exigent circumstances require another image to be taken prior to the annual requirement. A copy of the digital image of the sex offender will be sent to the Illinois State Police annually as required.

G. Fingerprints will be taken at the initial registration of the sex offender if it is determined that the sex offender has none on record. These fingerprints will be sent to the Illinois State Police.

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H. A criminal history check of the sex offender will be run through LEADS and NCIC to accomplish the following:

1. Ensure the sex offender is required to register,
2. Determine the current status of the sex offender,
3. Obtain information required to complete the registration form,
4. Determine the exact age of the sex offender,
5. Check for current active arrest warrants, and
6. Verify address of sex offender is in the city of Rockford.

I. All registration information will be entered into LEADS within three days.

J. Any 'child sex offender' as defined in ***720 ILIC 5/11-9.3*** will be required to read and sign a section within the Illinois State Sex Offender Registration Act registration form, which advises the sex offender that he/she may not reside within 500 feet of any school attended by persons under 18 years of age, a playground, or facility providing programs or services exclusively directed toward persons under 18 years of age including licensed day-care centers. Child sex offenders who owned the property where they reside before the date of July 7, 2000 are exempt.

III. DISCRETIONARY NOTIFICATION

A. At the discretion of the Department designated 'Point of Contact', the name, address, date of birth, and convicted offense of any sex offender residing in the City of Rockford, may be provided to any person likely to encounter the registered sex offender.

IV. PUBLIC ACCESS

A. The name, address, date of birth, and offense or adjudication of sex offenders registered within the jurisdiction of the City of Rockford will be open to inspection by the public from 8:30am to 4:30pm, Monday through Friday excluding holidays.

B. The request to inspect the information shall be made in person. Upon submitting the request, the person will be directed to the Records Center Division where the information will be available.

C. A Public Access Log will be maintained to record the inspection and release of all information regarding the child sex offender's registry. Persons requesting information will be required to present a photo ID such as drivers license, State issued identification card, or other acceptable photo ID. The name, address, date of birth of the person requesting information and the date the information was provided, will be maintained in the public access log. The Records Center Division will maintain the public access log.

D. A notice will be clearly printed and posted in a highly visible location of every list containing information regarding child sex offenders. The notice should clearly

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indicate the registry changes daily. No fee will be charged to provide information to persons requesting public access to the registry.

E. **The Public Access Log is to be considered a confidential document and maintained accordingly.** Designated Department personnel must complete the public access log in order to maintain the confidentiality of others who have made similar requests. The identity of individuals requesting the child sex offender registry and any other information recorded on the log may only be released to law enforcement officials. The recorded information may not be released to the public or the media.

V. COMPLIANCE ENFORCEMENT

A. When a sex offender registers with the Department, an officer (designated by the Investigative Services Bureau, Youth/Sex Crimes Unit Supervisor) will check to verify the information is correct, that the address is valid, and that the sex offender is compliant with the registration within a reasonable period of time after the initial registration or any changes to that registration. Officers assigned by the Youth/Sex Crimes Unit Supervisor will verify compliance at least two times per calendar year.

B. The Youth/Sex Crimes Unit Supervisor will coordinate at least three formal compliance checks during the year to bring any non-compliant sex offenders into compliance or seek criminal charges against the non-compliant individual. The formal compliance check may include the Illinois State Police and Winnebago County Sheriff's Office. The frequency and locations will be obtained from the Records Center Division along with the Illinois State Police Sex Offender Registration Unit.

C. A warrant will be issued for a sex offender out of compliance and not located by a Detective of the Investigative Services Bureau. The media may be contacted for assistance.

VI. NOTIFICATION REGARDING ADJUDICATED JUVENILE SEX OFFENDERS

A. **Mandatory Notification**: The Records Center Division (LEADS) entry personnel shall ascertain from each adjudicated juvenile sex offender who registers with the Department whether the offender is enrolled in school. If the offender is enrolled in school, the Records Center Division shall provide a copy of the sex offender's registration form to, **and only to**, the principal or chief administrative officer of the school the offender is enrolled at and any guidance counselor designated by such principal or chief administrative officer.

B. **Discretionary Notification**: Except as provided in the immediately preceding paragraph, the Records Center Division may only give information with respect to an adjudicated juvenile sex offender to a person when that person's safety may be

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compromised in relation to the adjudicated juvenile sex offender. The Investigative Services Bureau Deputy Chief must authorize any release of information under this paragraph.

VII. EFFECTIVE DATE

A. The Department's policy on Sex Offenders Registration became effective on December 12, 2006.

VIII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **April** by the **Supervisor of Special Operations Divisions** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***1.14 – Sex Offenders Registration*** issued December 12, 2006.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.15 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 8

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
ARRESTS AND ALTERNATIVES TO ARREST	1	LAW ENFORCEMENT ROLE, RESPONSIBILITIES AND RELATIONSHIP

TOPICS / REFERENCE	APPENDICES
Arrest, Discretion, Custodial Arrest, Miranda, Rights	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
August 20, 2008	----------	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.1.4 • 1.2.5 • 1.2.6 • 1.2.7 • 61.1.11

POLICY

It is the policy of the Rockford Police Department to vigorously and equitably enforce all laws, statutes, and ordinances of the State of Illinois and the City of Rockford. Sworn Department personnel are permitted to exercise discretion and use alternatives to arrest within limits and in conformance with Department goals and objectives.

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines regarding arrests and alternatives to arrest. Officers are permitted to exercise their own discretion when making decisions regarding arrests but must always comply with applicable legal requirements.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. ARREST
III. DISCRETION
IV. ALTERNATIVES TO CUSTODIAL ARREST AND LODGING
V. RIGHTS OF ARRESTED PERSONS
VI. EFFECTIVE DATE
VII. REVIEWS AND REVISIONS AND CANCELLATIONS

APPENDICES

A. Miranda Rights Form

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I. DEFINITIONS

A. **Discretion**: A decision that represents a reasonable choice based on an officer's experience, training, and knowledge.

B. **Hot Pursuit / Fresh Pursuit:** The immediate pursuit of a person who is fleeing in order to avoid arrest

C. **Probable Cause:** Facts and circumstances known to the complainant, which would warrant a prudent and cautious person with the knowledge, training and experience of a police officer, in believing that an offense has been committed or is being committed and that the individual to be arrested committed the offense.

D. **Totality of Circumstances:** An examination of all facts, circumstances and reasonable inferences from those facts and circumstances known or available to an officer in a particular situation.

II. ARREST

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 effected, with or without an arrest warrant, a law enforcement officer may reasonably search the person arrested and the area within such person's immediate presence, or under their immediate control, during or after the arrest for the purpose of:

1. Protecting the officer from attack.
2. Preventing the person from escaping.
3. Discovering the fruits of a 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).

Note: It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court as that area within the arrestee's immediate control. 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. Arrest with a Warrant.

1. Officers who possess an arrest warrant have the authority to execute the warrant anywhere within the State of Illinois (Illinois Compiled Statutes ***725 ILCS 5/107-2***).

   a. When serving a warrant outside the City of Rockford the officer shall notify the local law enforcement agency of the officers presence within the jurisdiction, unless exigent circumstances exist. In this event the officer shall notify the local law enforcement agency as soon as no exigency exists.

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2. When making an arrest on the basis of a warrant, the arresting officer must inform the suspect of the following:

   a. A warrant has been issued for their arrest.

   b. The nature of the offense specified in the warrant.

C. Arrest within the City of Rockford Geographic Boundaries.

1. An officer may make an arrest based upon probable cause and without a warrant anywhere within the geographic boundaries of the City of Rockford (Illinois Compiled Statutes ***65 ILCS 5/7-4-7*** and ***5/7-4-8***).

2. When making an arrest without a warrant, the arresting officer must inform the suspect of the nature of the offense on which the charge is based.

D. Hot or Fresh Pursuit.

1. 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}***).

E. Mutual Aid.

1. Sworn officers from the Rockford Police Department have full authority as peace officers in another municipality when fulfilling a mutual aid role (Illinois Compiled Statutes ***65 ILCS 5/1-4-8*** and ***65 ILCS 5/11-1-2.1***).

F. Arrest by private person.

1. Officers have the authority to make a warrantless arrest outside the City of Rockford if the arrest would be valid if made by a private citizen (Illinois Compiled Statutes ***725 ILCS 5/107-3***).

   a. If the arrest is not the direct concern of the City of Rockford, officers should make a reasonable effort to bring about the appropriate action by the responsible law enforcement agency.

G. Assisting another law enforcement agency.

1. Sworn Officers from the Rockford Police Department may be summoned outside the city limits to aid another law enforcement officer. Any person assisting a peace officer has the same powers of arrest as the peace officer being assisted (Illinois Compiled Statutes ***725 ILCS 5/107-08***).

H. Documentation of an arrest.

1. All arrests as described in section **IV. A – G** of this Order will be documented and submitted by completing an incident report.

III. DISCRETION

A. It is unrealistic to expect officers to enforce all laws and ordinances without regard to the circumstances encountered. The proper use of discretion is an important aspect of law enforcement and is predicated on good judgement, experience, and training.

B. Officers will always act in accordance with the law and Department Rules and Regulations. When discretion is employed, it must be reasonable, defensible and always accomplish a police purpose.

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C. Officers will seek direction from their supervisor when the appropriate course of action is in doubt.

D. Officers must realize that the use of discretion is not permitted when statutes, Department Orders and Directives or supervisory direction mandate a specific action.

E. An officer's discretionary decision regarding enforcement action or inaction must not be influenced by malice, vengeance, or prejudice based upon status, age, race, ethnic background, religious belief, mental condition, gender, sexual preference, physical or mental disability.

IV. ALTERNATIVES TO CUSTODIAL ARREST AND LODGING

A. It will be the policy of the Rockford Police Department to comply with the bonding and bail procedures set forth in the applicable statutes and in ***Article V*** of the Rules of the Supreme Court of Illinois on Trial Court Proceedings in Traffic and Conservation Offenses, Ordinance Offenses, Petty Offenses, and certain Misdemeanors Bail Schedules.

1. All sworn officers are authorized to allow a person to post bail pursuant to ***Rule 553(a)*** of the Supreme Court of Illinois.
2. Cash bail may be posted or accepted at the Intake and Bonding window of the Winnebago County Jail.

B. An Individual Bond (I-Bond) will be issued pursuant to the provisions of Illinois Supreme Court ***Rule 553(d)*** as follows, **unless** the violator is unable or unwilling to establish their identity or provide a signature:

1. Traffic offenses set forth in Supreme Court ***Rule 526***.
2. Conservation offenses set forth in Supreme Court ***Rule 527***.
3. Ordinance offenses, petty offenses, business offenses and certain misdemeanor offenses set forth in Supreme Court ***Rule 528***.
4. Persons required to deposit both bail and driver's license under ***Rule 526(e)*** may be released on $1,000 cash bail.

C. Posting of bail for traffic offenses.

1. When an officer issues a violator a traffic citation, the officer will inform the violator of the requirement to post bond.
2. The acceptable bond will be one of the following:
   a. Cash: Officers may allow a violator to post the proper cash bond by following the violator to the Public Safety Building where the violator will deposit the proper amount with Winnebago County jail personnel.
   b. Driver's License: A valid Illinois driver's license.
   c. Bond Card: Approved bond cards may be used as deposit for bond in cases where fingerprinting of the violator is not required. Officers will need to thoroughly read both sides of the bond card to ensure that it guarantees payment for the amount of bond required for the offense being cited.

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d. Non-resident Violator Compact: A violator from a compact state, other than Illinois, may sign the citation on the signature line in the bond section after the officer confirms the violator is from a compact state.

e. Individual Bond (I-Bond): As noted in section **III. B**. of this order.

f. Jail: Class "A" traffic charges (DUI, Suspended or Revoked Drivers License, Drag Racing/Reckless Driving (both must be charged), Aggravated Fleeing) will require booking and processing through jail.

D. Posting of bond for criminal offenses.

1. The issuance of a "Notice to Appear" is an alternative to custodial arrest. The use of a "Notice to Appear" is not mandatory; however, it should be used when appropriate as an option to custodial arrest.

   a. Issuance of a Notice to Appear will be limited to Class B and Class C misdemeanors and ordinance violations.

   b. All Class A misdemeanors and felonies will be booked and processed through the jail. **Note:** Exceptions to this may be made on a case-by-case basis with supervisory approval (e.g., Persons with medical conditions that would make lodging the person too difficult).

2. When a custodial arrest is made on a criminal complaint the defendant will be processed through the Winnebago County Jail, even if the defendant has the ability to immediately post bond.

   a. All persons processed through the Winnebago County Jail shall be fingerprinted and photographed, per Winnebago County Jail policy.

3. The bond for a defendant arrested on a warrant will be pre-determined by local circuit court administrative order, state statute, or by the judge who issues the warrant. Officers will remand the subject to the Winnebago County Jail.

E. Law Enforcement officers, in the course of their duties, often encounter people in need of help that is more appropriately provided by another criminal justice agency, public social service agency or private social service agency.

1. The elderly, juveniles, alcoholics, mentally ill, substance abusers, physically sick, handicapped and transients frequently need help from resources outside the realm of law enforcement realm.

2. To divert non-serious and/or social problems from the formal criminal justice system, Department personnel will refer persons to other criminal justice agencies, public social service agencies, or private social service agencies within the legal parameters of state statutes.

3. Any decision about involvement in these situations will be based on the circumstances of the case, capabilities of the involved parties, available manpower, and potential harm to the individual or others.

4. The most recent directory of services and resources available through various public and not-for-profit social service agencies is located in the Shift Commander's office to assist officers and supervisors for referrals.

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5. Cases involving juvenile referrals will be handled in compliance with Illinois State statutes and appropriate Department policies and procedures.

V. RIGHTS OF ARRESTED PERSONS

A. When in custody, an arrested subject must be provided with food, shelter, and if required, medical treatment. (Illinois Compiled Statutes ***725 ILCS 5/103-2***).

B. When questioning a suspect after a lawful arrest, certain rights must be afforded to the suspect as decided by the United States Supreme Court in ***Miranda v. Arizona, 384 U.S. 436 (1966)*.**

1. Custodial interrogation means the questioning initiated by law enforcement officers after a person has been taken into custody or otherwise deprived of their freedom in any significant way.
2. Custodial interrogation does not include general on-scene questioning of citizens in the fact finding process or questions asked while gathering identifiers (e.g., name, age, address).
3. Prior to custodial interrogation, a police officer must warn the suspect:
   a. They have the right to remain silent;
   b. Any statement made by them may be used against them in a court of law;
   c. They have the right to talk to an attorney before questioning and have an attorney present during questioning; and,
   d. If they cannot afford to hire an attorney, one will be provided prior to any questioning.
4. If the suspect indicates they do not wish to be interrogated, they may not be questioned.
5. If the suspect requests an attorney, interrogation must be stopped until the attorney arrives.
6. The suspect may consult with an attorney prior to interrogation and may insist on an attorney being present during interrogation.
7. A suspect may waive their right to remain silent and their right to an attorney provided the waiver is made voluntarily, knowingly, and intelligently.
8. No waiver can be effective unless the suspect is given the specific warnings spelled out in section **V, B, 3,** of this order.
9. An expressed statement of waiver, either oral or written, by the suspect is necessary. A pre-printed Department right waiver form (**Appendix A**) may be used for this purpose. When a rights waiver form is used, the original will be submitted with the officer's case report.
   a. A suspect's failure to ask for an attorney does not constitute a waiver.
   b. A valid waiver is not presumed simply from the silence of the suspect after the warnings are given.
   c. Any evidence that the suspect was threatened tricked, or coerced into a waiver is evidence that they did not freely waive their rights.

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10. If a suspect, who has waived their rights to remain silent and to an attorney, changes their mind during questioning, the following must be adhered to:

    a. Questioning must be stopped immediately;

    b. They may consult with an attorney prior to the resuming of questioning; and,

    c. An attorney may remain present during the resumption if the suspect requests.

11. In all cases when the suspect has been given Miranda rights advisement, the officer(s) who gave the warning will document the information in the narrative portion of their incident report.

12. In the narrative portion of the report, the simple statement "the suspect was read his Miranda rights" is not sufficient. The narrative should detail whether or not the suspect exercised those rights. The narrative should also include the date, time, place, and persons present during the Miranda rights advisement.

C. Officers need to be aware that certain persons have immunity from arrest. Persons that may claim such immunity are as follows:

1. Per Illinois Compiled Statutes ***725 ILCS 5/107-7*** certain persons may be exempt from arrest.

    a. Electors shall, in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at election, and in going to and returning from same.

    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 Illinois General Assembly or US Congress, and in going to and returning from the same.

    c. Militia members shall in all cases, except treason, felony or breach of the peace, be privileged from arrest during their attendance at musters and elections, and in going to and returning from the same.

    d. Judges, attorneys, clerks, sheriffs and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

2. In addition, the following under either statutes of the State of Illinois and/or various Federal and International rulings or provisions may claim immunity:

    a. Diplomats and their families (full immunity), employees of diplomatic missions and their families (in course of official duties only). See General Order ***1.12 Diplomatic Immunity and Detainment of Foreign Nationals*** for further information on this issue.

    b. Members of Congress are exempt from traffic citations while in transit to or from the Congress of the United States or the Illinois General Assembly.

3. In any of the above situations, officers will contact a supervisor to determine the proper course of action to be taken.

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VI. EFFECTIVE DATE

A. The Department's policy on Arrests and Alternatives to Arrest became effective on August 20, 2008.

VII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **February** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives***.

B. This Order incorporates policies, procedures and guidelines established in General Order ***1.05 – Limits of Authority*** issued November 3, 2005 and supercedes the applicable policies and procedures of that Order.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administration Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

ROCKFORD POLICE DEPARTMENT

Rockford, Illinois

Case Number: _____

Date: _____/_____/_____

Place: _____

YOUR RIGHTS

Before we ask you any questions, you must understand your rights.

You have the right to remain silent.

Anything you say can be used against you in a court a law.

You have the right to talk with a lawyer before questioning and to have a lawyer present with you during questioning.

If you cannot afford a lawyer, one will be appointed for you prior to any questioning, if you desire.

I UNDERSTAND THESE RIGHTS.

SIGNATURE: _____

TIME: _____

WITNESSES:

_____ TIME: _____

_____ TIME: _____

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.01		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6
ORDER TITLE WRITTEN ORDERS AND MEMORANDA	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT, AND ADMINISTRATION	
REFERENCE GENERAL ORDERS, MEMORANDA, ORDERS, POLICY, PROCEDURE, RULES			APPENDICES A, B, C, D
ORIGINAL ISSUE DATE FEBRUARY 6, 2004	REISSUE / EFFECTIVE DATE FEBRUARY 6, 2004	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

Both professional law enforcement administration and the management of liability require a manual, which governs the activities of a police department. A manual of policies, rules, and procedures guides the day-to-day legal and ethical functioning of a police department. The Rockford Police Department's policy is that a manual shall be compiled and continually revised as needed to reflect departmental function and activities.

PURPOSE

The purpose of this General Order is to establish and outline the format and definitions of written orders and memoranda. This order will also provide for proper preparation, indexing and distribution so that all personnel are kept informed of new, revised or deleted policies and procedures.

This Order is comprised of the following numbered section:

I. DEFINITIONS
II. ISSUING AUTHORITY
III. PREPARATION OF WRITTEN ORDERS
IV. ORGANIZATION OF GENERAL ORDERS MANUAL
V. DISTRIBUTION OF WRITTEN ORDERS AND MEMORANDA
VI. EFFECTIVE DATE

APPENDICES

A. Sample Special Order
B. Sample Personnel Order
C. Sample Memorandum
D. Sample Bulletin

I. DEFINITIONS

A. POLICY: Policy is a statement of the Department's philosophy on a given issue. Policy consists of principles and values, which guide the performance of Department employees by building a framework within which the officer can and

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should function. Policy is based on ethics, experience, the law, and the interests and desires of the community.

1. The Chief of Police will determine policy.

2. Each general order, rule, or regulation will begin with a policy statement.

B. RULE: A rule is a specific prohibition or requirement governing what an employee will or will not do. Rules describe the type of weapon to be carried, uniform requirements, employee behavior, and other specific conditions of employment.

1. Deviation from rules is not permitted unless there is a valid excuse for non-compliance.

2. Violations of rules typically result in disciplinary action.

C. PROCEDURE: A procedure defines a method of performing an operation or a manner of proceeding on a course of action. Procedures set forth the exact actions to be taken to best achieve a desired objective.

1. It is recognized that some flexibility and justifiable deviation may be allowed.

2. Whereas violations of rules typically result in disciplinary action, violations of procedural steps may result in disciplinary action.

3. Officers need to be prepared to justify such deviations and would normally do so in written form via an incident report.

D. GENERAL ORDER: General Orders are written tools to communicate policies, rules, and procedures on issues which are both recurrent in nature, and incidents which may occur on a sporadic basis. Arrest procedures and issuing of traffic citations are typical of recurrent issues. Response to barricaded subjects or civil disturbances are typical of sporadic incidents. Furthermore, General Orders will be issued to communicate changes in Department organization, installation of permanent programs, use of police facilities or equipment, and relationships with other agencies or citizens of this community. General Orders will be reviewed annually to determine if they should be continued, revised, or canceled.

E. SPECIAL ORDERS: Special Orders, when issued, will relate to a specific event or situation, outlining the policy and procedures to be adhered to in connection with that event or situation. A Special Order may or may not affect the entire Department and will be of a temporary or self-canceling nature. Parades or planned public demonstrations are examples of events or situations requiring a Special Order.

F. PERSONNEL ORDERS: Personnel Orders are written and issued for assignments, transfers, promotions, discharges and retirements.

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G. MEMORANDA: Memoranda will be used to communicate useful, specific information about an issue or an event when a formal order is not required. Memoranda constitutes a directive affecting specific behavior or to explain or emphasize portions of previously issued orders. Memoranda will be issued for a period of time and will normally be self-canceling. Any Memoranda issued that alters or affects a General Order will be indexed with that General Order and included with the periodic review of General Orders described in Section D above.

H. BULLETINS: Bulletins are issued for specific educational and informative purposes. Examples of information requiring a bulletin are: training bulletins announcing department weapons qualifications, criminal activity or intelligence information, or notification of Department sanctioned social or recreational events.

II. ISSUING AUTHORITY

Any member of the Department may, by virtue of expertise or position of function, be designated to author or provide source material for a written directive. Ultimate authority and responsibility is delegated to the following:

A. GENERAL ORDERS: General Orders are issued by the Chief of Police or his designee.

B. SPECIAL ORDERS: Special Orders are issued by the Chief of Police or his designee.

C. PERSONNEL ORDERS: Personnel Orders are issued by the Chief of Police or his designee.

D. MEMORANDA: Memoranda are issued by the Chief of Police, Deputy Chiefs of Police, Division Commanders or their designee.

E. BULLETINS: Bulletins may be issued by the Chief of Police, Deputy Chiefs of Police, Division Commanders, Unit supervisors or their designee.

III. PREPARATION OF WRITTEN ORDERS

A. Orders, memoranda and bulletins issued at any level of command shall not conflict with established policy or procedure unless such order, memoranda or bulletin has the necessary indexing and notations to do so. Example: If a memoranda is issued affecting a General Order, that memoranda will index the number of the General Order, and a statement at the start of the memoranda would qualify the relationship of the memoranda to the General Order.

B. Any order, memoranda or bulletin will be written in precise and positive language. An emphasis will be placed on giving direction to the personnel

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reading the order by describing actions or procedures to be taken, versus actions or procedures not to be taken.

C. Prior to being issued, written orders will be reviewed by the author's Bureau Deputy Chief and sent to the Accreditation Unit for review to determine if the order affects and/or meets CALEA accreditation standards, or any other Department policies.

IV. ORGANIZATION OF GENERAL ORDERS

A. General Orders will be indexed numerically and by subject matter. The numerical system will be as follows:

Series 1 – Law Enforcement Role, Responsibilities, and Relationship
Series 10 – Organization, Management, and Administration
Series 20 – Personnel Structure
Series 30 – Personnel Process
Series 40 – Law Enforcement Operations
Series 50 – Operations Support
Series 60 – Auxiliary and Technical

B. General Orders shall show reference to relevant rules, regulations, statutes, ordinances and previous orders that are to be superceded, cancelled, rescinded, or otherwise affected. All General Orders shall be prepared on the General Order format with the heading of each General Order being a four tiered, multiple cell heading to include the following:

1. GENERAL ORDER NUMBER: The number for the individual General Order being issued.

2. DISTRIBUTION: What personnel will receive the General Order.

3. PAGE: The number of pages the General Order contains.

4. ORDER TITLE: The title of the General Order.

5. SERIES NUMBER: Based on the numerical system described in "A" above.

6. SERIES TITLE / SUBJECT: The title of the series described in "A" above that corresponds with the series number.

7. REFERENCE: Key index words, statute numbers, previous orders.

8. APPENDICES: Examples of forms, lists, text of statutes, or other documentation supporting of the General Order.

9. ORIGINAL ISSUE DATE: When General Order was first issued.

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10. REISSUE / EFFECTIVE DATE: When General Order becomes effective. This may be different from "Original Issue Date" if the original is being superceded, cancelled, rescinded, or otherwise affected.

11. EXPIRATION DATE: If applicable, otherwise will state "This order remains in effect until revised or rescinded".

C. The text and sections of the General Order will be formatted in a style consistent with this document beginning immediately after the heading, using size twelve-(12), Times New Roman font, in Microsoft Word. Microsoft Word paragraph format options should coincide with those applied in this document in the sequence shown in the example below:

POLICY (Always in bold and caps)

PURPOSE (Always in bold and caps)

This Order is comprised of the following numbered sections: (always use this language as shown)

I. **DEFINITIONS** (Always listed first in bold and caps if applicable, if not move to first topic section)

II. **TITLE OF SECOND TOPIC SECTION** (Always in bold and caps)

III. **TITLE OF THIRD OR SUBSEQUENT TOPIC SECTION** (Always in bold and caps)

A. Major subdivision text

1. Section of major subdivision

a. Subsection, or description of the section

(1) Further breakdown of the subsection

IV. **EFFECTIVE DATE** (Always in bold and caps and always the last topic section)

BY ORDER OF

_____
NAME OF CURRENT CHIEF
CHIEF OF POLICE

D. Each page will include a footer at the bottom of that includes the General Order number, title and respective page number.

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E. Special Orders, Personnel Orders, Memoranda, and Bulletins will be issued in a standardized format using sequential numbering beginning on January 1st of each calendar year, continuing to the end of that calendar year. Example: Special Order 2004-001 (Appendix "A"), Personnel Order 2004-002 (Appendix "B"), Memoranda 2004-003 (Appendix "C"), Bulletin 2004-004 (Appendix "D"). The format for each of the above will be available on the Department Intranet for those persons authorized to author and issue the written document. Size twelve (12), Times New Roman font, in Microsoft Word, will be used for all narrative text.

V. DISTRIBUTION OF WRITTEN ORDERS AND MEMORANDA

A. General Orders will be issued to all sworn personnel and to those civilian personnel that the Order applies to.

B. Upon distribution, all affected personnel will date and initial a General Order Receipt Form acknowledging the receipt of the Order and their responsibility to read and adhere to the contents of the Order.

C. Special Orders, Personnel Orders, Memoranda, and Bulletins will be distributed to the affected personnel and posted on Department bulletin boards as determined by the issuing authority for the written document.

D. Supervisors are responsible for reviewing the content of any new or revised written documents with personnel under their supervision.

E. Originals of all written documents will be kept in the Accreditation Office.

F. Originals of all completed General Order Receipt Forms will be kept in the Accreditation Office.

VI. EFFECTIVE DATE

A. The effective date of this Order is February 6, 2004

B. **Replaces General Order 72-1 (A-1), dated June 1, 1972.**

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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Appendix "A"
ROCKFORD POLICE DEPARTMENT

SPECIAL ORDER NUMBER 2004-001			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the special order			
Subject: Topic of the special order			

SAMPLE ONLY

The narrative text of the special order will be written in this space by the author

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Appendix "B"
ROCKFORD POLICE DEPARTMENT

PERSONNEL ORDER NUMBER 2004-002			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the personnel order			
Subject: Topic of the personnel order			

SAMPLE ONLY

The narrative text of the personnel order will be written in this space by the author

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Appendix "C"
ROCKFORD POLICE DEPARTMENT

MEMORANDUM NUMBER 2004-003			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the memorandum			
Subject: Topic of the memorandum			

SAMPLE ONLY

The narrative text of the memorandum will be written in this space by the author

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Appendix "D"
ROCKFORD POLICE DEPARTMENT

BULLETIN NUMBER 2004-004			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the bulletin			
Subject: Topic of the bulletin			

SAMPLE ONLY

The narrative text of the bulletin will be written in this space by the author

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.02		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 8
ORDER TITLE ROCKFORD POLICE DEPARTMENT ORGANIZATION	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT, AND ADMINISTRATION	
REFERENCE Departmental Organization, Organization, Rockford Police Department, Rockford Police Department Organization			APPENDICES A
ORIGINAL ISSUE DATE April 28, 2004	REISSUE / EFFECTIVE DATE August 2, 2006	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to be organized by function in order to make efficient use of all resources of this agency.

PURPOSE

The purpose of this General Order is to state the functions and define the organization of the Rockford Police Department. This Order will also state the primary duties and responsibilities of the bureaus, divisions, units, and sections of the Department.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DEPARTMENTAL AUTHORITY
III. ORGANIZATIONAL STRUCTURE
IV. CHAIN OF COMMAND
V. SPAN OF CONTROL
VI. AUTHORITY AND RESPONSIBILITY
VII. EFFECTIVE DATE

APPENDICES

A. Organizational Chart

I. DEFINITIONS

A. Component: A subdivision of the Department such as a bureau, division or unit this is established and staffed on a full-time basis.

B. Bureau: The largest unit within the Department. A deputy chief will command a bureau.

C. Division: The primary segment of a bureau. A lieutenant or civilian supervisor will command a division.

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D. **Unit:** A segment of a bureau, which performs a specialized task supportive of the bureau or division's responsibilities. A sergeant will supervise a unit.

E. **Section:** A component within a bureau and is subordinate to the bureau responsible for a particular function. Command or supervision responsibility of a section may to directed to a deputy chief, lieutenant, sergeant or a civilian supervisor.

II. DEPARTMENTAL AUTHORITY

A. The Police Department is created as an executive branch of the city government by City Ordinance (Section 21-1), using powers vested through Illinois Compiled Statutes (65 ILCS 5/11-1). It is assigned the following functions:

1. The prevention and detection of criminal activity.

2. The apprehension of offenders.

3. The protection of life and property.

4. The enforcement of laws and ordinances.

5. Providing other services to the citizens of the City of Rockford that are deemed to be proper functions of the Police Department.

III. ORGANIZATIONAL STRUCTURE

A. **Chief of Police:** The Department is commanded by the Chief of Police who is responsible for the direction and guidance of all components of the Department through use of written and oral orders, policies, and directives. In addition to all the various components of the Department, the following will report directly to the Chief of Police.

1. **Office of Professional Standards:** Responsible to investigate all internally and externally initiated complaints and inquiries against sworn and non-sworn personnel, and to conduct staff inspections as assigned by the Chief of Police.

2. **Chaplain Section:** Responsible to assist officers, other city personnel, and the public with assistance ranging from death and accident notifications to assisting those in need of food, shelter, transportation, counseling, as well as coordinating the duty chaplain program.

B. **Administrative Services Bureau:** The Administrative Services Bureau will serve as an extension of the Chief of Police managing the administrative functions of the Department. Administrative staff functions assigned to this bureau are as follows.

1. **Accreditation Division:** Responsible for the development of departmental general orders, policies and standard operating procedures,

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as well as maintaining the "proofs" for standards relating to the Commission on Accreditation for Law Enforcement Agencies (CALEA).

2. **Evidence and Property Unit:** Responsible for the custody, control, transportation, sale, and destruction of all evidence and property coming into the possession of the Department, as well as the distribution of operating supplies within the Department.

3. **Fiscal Services Section:** Responsible for purchases, accounts payable, accounts receivable, disbursement and replenishment of petty cash, and the issuance of uniforms and equipment. Fiscal Services also monitors the budget, researches various police and office products, prepares bid specifications and oversees contracts with vendors.

4. **Information Services Section:** Responsible for the installation, maintenance and repair of the Department's computer hardware and software and web site development. Duties include anticipating future computer needs of the Department and developing plans to meet those needs.

5. **Payroll Section:** Responsible to maintain the official record of all work schedules. Records the use, payment, and administration of overtime. Documents hours worked, and accumulation/usage of holiday, vacation, and sick-time.

6. **Records Center Division:** Responsible for acting as the central repository for incident, arrest, traffic records, and offense crime data, after reviewing such data for completeness and accuracy. Duties include entry of data into the records management system as well as dissemination of the data to Department personnel or any other person or entity having a lawful and legal right to the data.

7. **Training and Personnel Unit:** The Training and Personnel Unit will serve as an extension of the Chief of Police managing the training, recruitment and personnel functions of the Department. Training and Personnel functions assigned to this unit are as follows.

   a. **Training Section:** Responsible for planning, executing, developing and managing the Department's training program. Duties include monitoring and maintaining the training records and supervising all Department instructors. This section serves as the Department's liaison with other agencies and educational institutions providing training to the Department.

   b. **Recruiting Section:** Responsible for attracting, seeking out and recruiting prospective candidates for employment with the Department. Duties include advising candidates as they move through the application and employment process. This section also coordinates the application and testing process and acts as the Department's liaison with the Board of Fire and Police Commissioners.

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c. **Armament Section:** Responsible for performing inspections, maintenance, repairs, and alterations to all duty and off-duty Department authorized weapons, as well as all Department owned specialized weapons.

C. Investigative Services Bureau: The Investigative Services Bureau will serve as an extension of the Chief of Police managing the investigation and follow-up of criminal incidents. This Bureau serves as the Department's liaison with the State's Attorneys Office as well as with other federal, state and local investigative agencies in the detection, investigation and prosecution of criminal activity. Investigative functions assigned to this bureau are as follows.

1. **Burglary Unit:** Responsible for conducting investigations of all commercial, residential, and vehicle burglaries.

2. **Domestic Violence Unit:** Responsible for reviewing and investigating complaints of domestic battery, domestic violence, domestic trouble and order of protection violations. This unit serves as the Department's liaison with the State's Attorneys Office as well as all court and social service agencies dealing with domestic related crime issues.

3. **Gang Crimes Unit:** Responsible for conducting investigations related to gang involved crimes. Serves as the Department's liaison with the Bureau of Alcohol, Tobacco and Firearms (ATF) for the purpose of tracing every firearm recovered by the Department.

4. **General Case Unit:** Responsible for conducting investigations of a wide variety including property crimes, thefts, computer and internet crimes, financial, and stolen identity crimes.

5. **Identification Unit:** Responsible for the documentation and processing of physical evidence at crime scenes, as well as other forensic related tasks required by the Department.

6. **Metro Narcotics Unit:** Responsible for narcotics related investigations of individuals and criminal enterprises. A joint unit of the Rockford Police Department and the Winnebago County Sheriff's Department, this unit also serves as a liaison with federal, state, and local law enforcement agencies conducting investigations of narcotics related crime.

7. **Violent Crimes Unit:** Responsible to conduct investigations of crimes against persons including murder and armed robbery.

8. **Youth/Sex Crimes Unit:** Responsible to conduct investigations of crimes involving victims or suspects under the age of seventeen (17) years, all sex offenses regardless of age, auto theft, and missing person incidents.

D. Field Services Bureau: The Field Services Bureau will serve as an extension of the Chief of Police managing the patrol and crime prevention functions of the Department. Functions assigned to this bureau are as follows.

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1. **Day Shift:** Responsible for providing timely emergency and non-emergency police services within the City of Rockford during daytime hours. Services may include investigations of criminal complaints, non-criminal calls for service and community care-taking functions.

2. **Afternoon Shift:** Responsible for providing timely emergency and non-emergency police services within the City of Rockford during afternoon and evening hours. Services may include investigations of criminal complaints, non-criminal calls for service and community care-taking functions.

3. **Night Shift:** Responsible for providing timely emergency and non-emergency police services within the City of Rockford during evening and nighttime hours. Services may include investigations of criminal complaints, non-criminal calls for service and community care-taking functions.

4. **Central Reporting Unit:** Responsible for *Front Desk* and *Deferred Police Response* (DPR) functions. Front Desk duties include providing information or referrals to citizens calling or visiting the Public Safety Building (PSB) and controlling visitor access to the second and third floors of the PSB. DPR duties include completing walk-in traffic crash reports as well as investigating and completing reports of non-emergency criminal complaints and other calls for service, via telephone.

5. **K-9 Unit:** Responsible for providing the Department with the unique capabilities specially trained dogs and dog handlers offer in the areas of building, vehicle and article searches, and the tracking of individuals as well as supplementing the three patrol shifts.

6. **Special Operations Division:** The Special Operations Division will serve as an extension of the Field Services Bureau managing the Bike Patrol, Rockford Housing Authority, School Liaison, Community Services, Tactical Team and Traffic functions of the Department. Special Operations functions assigned to this division are as follows.

    a. **Bike Patrol Unit:** Responsible for standard patrol duties as well as specialized patrol and support duties utilizing bicycles with an emphasis on community policing and communication.

    b. **Community Services Unit:** Responsible for support of the patrol function by working closely with citizens, businesses, and neighborhood groups in reducing or eliminating recurring crime and/or quality of life issues affecting neighborhoods and the community.

    c. **Rockford Housing Unit:** Responsible for standard patrol duties as well as specialized patrol and support duties within the housing developments run by the Rockford Housing Authority, with an emphasis on community policing and quality of life issues.

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d. **School Liaison Unit:** Responsible for assigning and staffing officers for initial and follow-up investigations of criminal incidents occurring on Rockford School District property with an emphasis on fostering the flow of information between the two organizations. Duties include security, conflict resolution, mediation, education and community policing.

e. **Tactical Team Unit:** Responsible for supporting the patrol and detective functions in unmarked vehicles by targeting high crime areas within the city with an emphasis on areas of repeated citizen complaints of criminal activity. Duties also include responding to and backing up uniformed officers of the three patrol shifts.

f. **Traffic Unit:** Responsible for the investigation and enforcement of traffic related incidents within the City of Rockford including traffic crash investigations and reconstruction, DUI enforcement, directed enforcement efforts, and other traffic related enforcement and service responses.

E. Support Services Bureau: The Support Services Bureau will serve as an extension of the Chief of Police providing assistance when and where increased numbers of personnel and/or specially trained and equipped personnel are required to handle events or incidents outside of the normal day-to-day operations of the Department. Functions assigned to this bureau are as follows.

1. **Support Services Unit:** Responsible for supporting the patrol function with inspection, maintenance, repairs and supplying of vehicles, radios and equipment, as well as scheduling for special events requiring hireback of officers.

   a. **Special Events Section:** Responsible for planning and providing police services, particularly security and traffic control for special events occurring in the City of Rockford (4th of July Event, On the Waterfront Festival).

2. **Bomb Unit:** Responsible for providing detection, evaluation and rendering safe procedures for suspect improvised explosive devices (I.E.D.), incendiary devices, explosives, hazardous materials, pyrotechnics, military ordinance and weapons of mass destruction.

3. **Dignitary Protection Section:** Responsible for planning and providing security details for dignitaries visiting the City of Rockford.

4. **Homeland Security:** Responsible for Department policies on the prevention of, and emergency response to, terrorist attacks in the City of Rockford and neighboring communities. Duties include pre-planning and training of personnel in the Department's response, and cooperation with other emergency services, in the event of an attack on infrastructure, police and fire department facilities, hospitals and other likely terrorist targets (Rockford Airport, Byron Nuclear Plant).

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5. **Mobile Command:** Responsible for deploying the Department's Mobile Command Vehicle and establishing a temporary command and communications center at major crime scenes, major traffic crash scenes, special events and/or any other incident when requested by an officer and authorized by the Deputy Chief of the Support Services Bureau or his/her designee.

6. **SWAT:** Responsible for providing protection, support, security, firepower and rescue during police operations in high risk situations where specialized weapons and tactics are necessary to minimize casualties.

IV. CHAIN OF COMMAND

A. The chain of command, descending from the Chief of Police to the lowest rank shall be as follows.

1. Chief of Police
2. Deputy Chief of Police
3. Lieutenant
4. Sergeant
5. Police Officer

B. Each employee or component is generally accountable to only one supervisor at any given time. Personnel may still receive commands, orders, or directions from a supervisor outside of their chain of command when immediate action is appropriate or required.

C. In the absence of a supervisor, personnel may also receive commands, orders, or directions from officers of equal rank if the officer of equal rank has more seniority on the Department. Officers assigned as investigators are also considered senior to uniformed officers at the scene of a crime or other incident in the absence of a supervisor. When a supervisor is present at a scene, investigators and uniformed officers are considered of equal rank.

D. Supervisory personnel are accountable for the performance of employees under their immediate control.

V. SPAN OF CONTROL

A. Span of control is dependent upon the complexity and nature of a duty assignment as well as the competency, reliability, and experience of immediate subordinates. It also may be affected by unforeseen or emergency circumstances that may require an expanded span of control beyond recommended limits.

B. In general the number of personnel under the immediate control of a supervisor will not normally exceed ten (10).

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VI. AUTHORITY AND RESPONSIBILITY

A. Authority to perform the required activities of a particular component of the Department is delegated by the Chief of Police through the chain of command structure to individual employees.

B. At every level of the Department, personnel are therefore given the authority to make decisions necessary to effectively accomplish their duties and responsibilities of their position.

C. At every level of the Department, personnel will be held fully accountable for the proper use of their delegated authority in accomplishing their duties and responsibilities of their position.

D. Personnel who have questions concerning their delegated authority should bring such questions to the attention of their supervisor or the Chief of Police for prompt answers and resolutions.

VII. EFFECTIVE DATE

A. The effective date of this Order is August 2, 2006.
B. Revised April 28, 2004.
C. **Replaces General Order 72-3(A-3), dated September 30, 1977.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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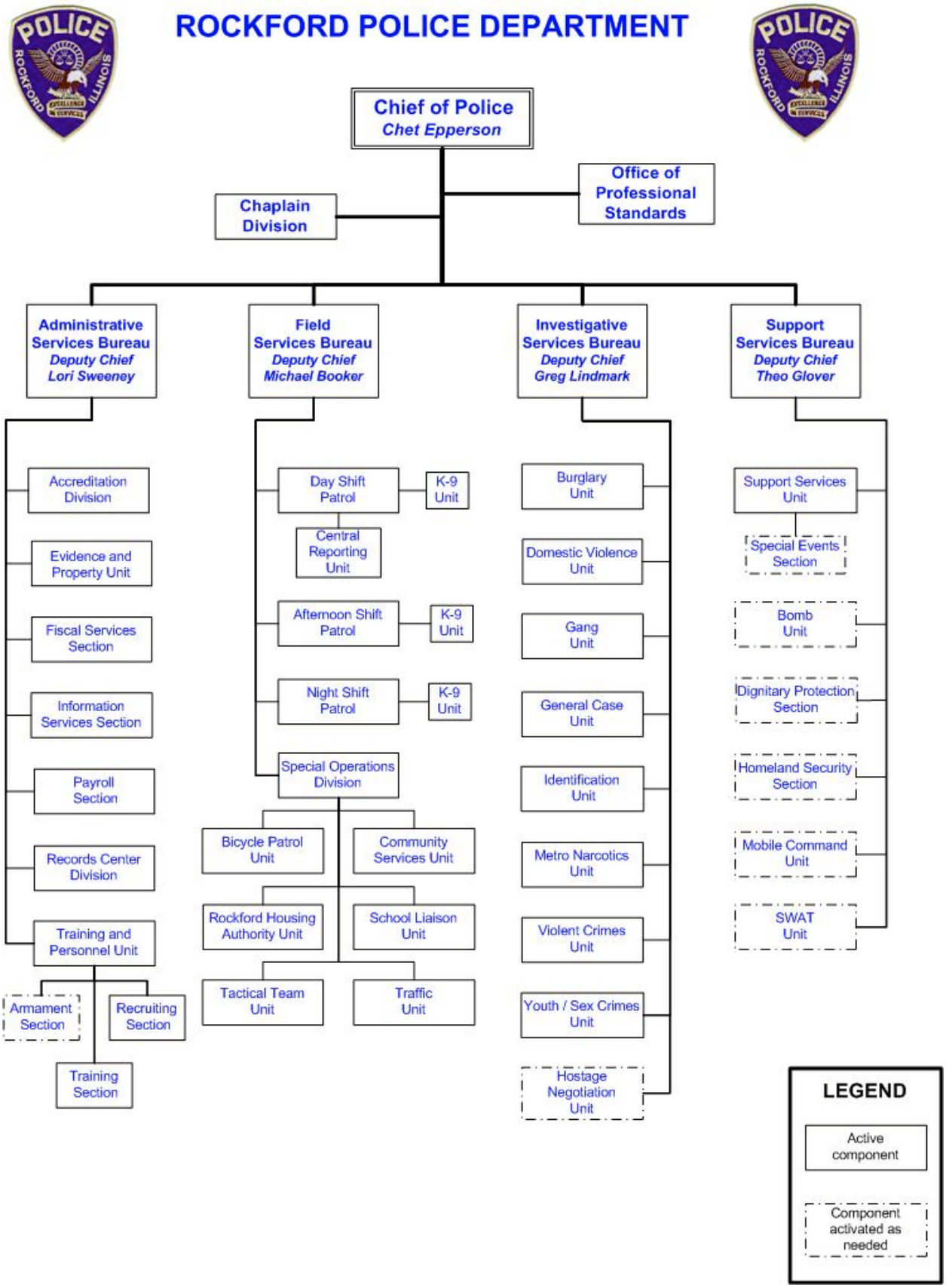
APPENDIX "A"



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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.03		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 8
ORDER TITLE INTERNAL INVESTIGATIONS	SERIES NO. 10	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
REFERENCE Citizens Complaints, Internal Complaints, Internal Investigations, Office of Professional Standards		APPENDICES A, B, C, D, E	
ORIGINAL ISSUE DATE June 30, 1975	REISSUE / EFFECTIVE DATE July 25, 2007	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 52.1.1, 52.1.2, 52.1.3, 52.1.4, 52.1.5, 52.2.1, 52.2.2, 52.2.3, 52.2.4, 52.2.5, 52.2.6, 52.2.7, 52.2.8			

POLICY

It is the policy of the Rockford Police Department that violations of any Federal, State, or City statutes or ordinances and/or; City of Rockford, Rockford Police Department, Board of Fire and Police Commission rules, regulations, or orders will be investigated as soon as possible after the Department becomes aware of the existence of the alleged violation(s). Investigations will be performed in a manner that will assure the community of prompt corrective action when Department members conduct themselves improperly and to protect the Rockford Police Department and its' members from unwarranted criticism pursuant to the discharge of their official duties.

PURPOSE

The purpose of this Order is to establish procedures for investigating externally and internally generated complaints against any employee of the Rockford Police Department.

The provisions of the Uniform Peace Officers Disciplinary Act, 50 ILCS 725/1 et seq., shall apply to all disciplinary investigations of officer conduct except to the extent the provisions of the Collective Bargaining Agreement between Unit Six of the Police Benevolent and Protective Association of Illinois and the City of Rockford, Illinois provide specifically to the contrary.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. GENERAL PROCEDURES
III. INVESTIGATING NON-CRIMINAL FORMAL COMPLAINTS
IV. INVESTIGATING NON-CRIMINAL INFORMAL COMPLAINTS
V. INVESTIGATING CRIMINAL COMPLAINTS
VI. INVESTIGATIVE STANDARDS
VII. DETERMINATION OF FINDING(S)
VIII. RECORD KEEPING
IX. EFFECTIVE DATE

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APPENDICES

A. Internal discipline Complaint Form
B. Sworn Affidavit
C. Officer Advisory Form
D. Officer's Report order to respond Form with Garrity Advisory
E. Compel Interrogation Order Form with Garrity Advisory

I. DEFINITIONS

A. **Informal Inquiry:** The meeting of supervisory or command personnel with an officer upon whom an allegation of misconduct has been made or an incident has occurred that warrants further investigation. The purpose of this meeting is to discuss the allegation or incident with the officer informally. An informal inquiry may result in a formal investigation. A formal investigation may be the basis for filing charges seeking the officer's termination or unpaid suspension of one (1) day or more.

B. **Official/Formal Complaint:** A written internal or citizen's complaint against any personnel of the Rockford Police Department which may be the basis for filing charges seeking his/her termination or suspension in excess of three (3) days. An official/formal complaint against sworn personnel must be accompanied by a sworn affidavit.

C. **Formal Investigation:** The process of investigation ordered by a commanding officer during which the questioning of an officer(s) are/is intended to gather evidence of misconduct which may be the basis for filing charges seeking his/her termination or suspension of one (1) day or more.

II. GENERAL PROCEDURES

A. The Chief of Police is charged with the responsibility and has the authority to maintain discipline within the Department. The Chief of Police will be notified whenever any member of the Department is under investigation and may initiate any investigation deemed appropriate.

B. The Office of Professional Standards, an officer's supervisor, or a designee of the Chief of Police will handle investigations relating to internal discipline complaints.

1. The Office of Professional Standards will be a command rank position and reports directly to the Chief of Police. The commander of the Office of Professional Standards is delegated the authority by the Chief of Police to conduct and direct investigations of misconduct.

2. The Office of Professional Standards or a member of the command staff of the Department will conduct all formal internal investigations. This does not prevent an officer of lower rank from assisting with investigations when it is deemed necessary and has been approved by the Chief of Police.

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Personnel assigned to assist investigations under this paragraph will maintain all information in strict confidence relative to the investigation.

3. No officer assigned to the Office of Professional Standards will become involved in any subsequent criminal investigation if the criminal investigation is a direct result of the internal investigation the officer was assigned to assist with and the suspect officer was the focus of that internal investigation.

4. All personnel will assist and cooperate with any member of the Department assigned to conduct an internal investigation. Any member of the Department who has, or is alleged to have, knowledge relating to an internal investigation, is required to submit a written or verbal response as directed. The response will include all known facts pertaining to the investigation.

5. The Office of Professional Standards will maintain a record of all complaints against sworn and non-sworn personnel.

6. The Office of Professional Standards will compile statistical summaries to be included in the Department's annual report.

C. Complaints against non-sworn personnel of the Department may be investigated by the Office of Professional Standards or the Personnel Department of the City of Rockford at the discretion of the Chief of Police. Such investigations will be conducted in accordance with the AFSCME collective bargaining agreement if the complaint involves a bargaining unit member.

D. All applicable provisions of the collective bargaining agreement between the City of Rockford and PBPA Unit 6 as well as the Uniform Peace Officers Disciplinary Act shall apply.

III. INVESTIGATING NON-CRIMINAL FORMAL COMPLAINTS

A. All formal complaints of a non-criminal nature filed against personnel of the Department shall be submitted on the Citizen Complaint Form (Appendix A)

1. Personnel who are the subject of a formal investigation will not be required to respond to allegations of misconduct until the complaint has been set forth in writing by the complainant or the person taking the complaint and receipt of a sworn affidavit.

2. Anyone filing an official/formal written complaint against a sworn officer must have the complaint supported by a sworn affidavit as stated in the Uniform Peace Officer's Disciplinary Act.

3. Anyone filing a false complaint for the purpose of harassing Department personnel, the Department itself, or to influence or avoid prosecution of criminal charges may be prosecuted for filing a false police report.

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4. Formal written complaints will not be accepted more than thirty (30) days after the complainant was provided with an Internal Discipline Complaint Form, with the following exceptions:

   a. When the complaint involves a criminal violation, the criminal statute of limitations will prevail.

   b. When the complainant can show good cause for not filing the complaint within the specified time limit.

B. The Office of Professional Standards will complete and forward the appropriate forms when an officer is advised that they are the subject of an internal discipline complaint and an officer's report or compel interrogation is ordered.

1. Forms may be forwarded to the officer via their commander or supervisor. Any commander or supervisor serving a form must sign and return the required receipt of acceptance and service to the Office of Professional Standards within five (5) working days.

2. Only an officer under investigation will receive Appendix C and D Forms and a Garrity Advisory Form.

3. An officer who is a witness to an incident must complete an Officer's Report or submit to an interview, if requested. These officer's will not receive a copy of Appendix C, D, or Garrity advisory Form.

4. Any compelled interrogation or Officer's Report must be a complete disclosure of all information known to the officer about the matter under investigation. The Officer's Report will not be a copy or a 'cut and paste' of an existing police report.

5. An Officer's Report must be returned to the Office of Professional Standards no later than 5:00p.m. (1700hrs) of the 5th working day after receipt of an order.

IV. INVESTIGATING NON-CRIMINAL INFORMAL COMPLAINTS

A. All complaints, including those resolved at the supervisory level, must be documented on an Internal Discipline Complaint Form and an Early Warning System Incident Documentation Form (General Order 30.04) and forwarded to the Office of Professional Standards. If the complaint was resolved, the Complaint Resolved box on the Complaint Form will be marked. Those not resolved will mark the form Forward to OPS box.

1. Complaints will be accepted by any commander, shift commander, supervisor or Office of Professional Standards.

2. A complaint may be investigated and/or resolved by a person's supervisor by conducting an informal inquiry when:

   a. The matter is minor in nature.

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b. All pertinent facts are available.

c. An oral reprimand or corrective action form, 'green slip' is appropriate for the infraction.

3. If a commander or supervisor has any doubt about an oral reprimand or corrective action form's, 'green slip' effectiveness or, with cause, wants an incident(s) investigated by the Office of Professional Standards he/she may forward the case without resolution for review.

4. In all cases, an Early Warning System Incident Documentation Form will be filled out and forwarded in compliance with General Order 30.04.

B. Complaint restrictions.

1. Complaints regarding a difference of opinion between an officer and a citizen over the issuance of a traffic citation will not be investigated unless there is an allegation of a violation of law or Department rules and regulations.

2. Complaints regarding a difference of opinion between a citizen and an arresting officer about the guilt or innocence of the citizen will not be investigated. However, if there are allegations that the arrest was malicious and/or illegal, the complaint may be forwarded to the Office of Professional Standards for review.

3. Complaints involving a citizen's misunderstanding of policy, which is resolved by a supervisor where the citizen is satisfied, will not be investigated.

4. Complaints regarding a difference of opinion between a citizen and an investigating officer about the contributing factors listed on a crash report will not be investigated.

V. INVESTIGATING CRIMINAL COMPLAINTS

A. Complaints of criminal activity by Department personnel or violations of Department rules, regulations, General Orders, or policy, may be conducted concurrently as two separate investigations.

1. One investigation will be criminal in nature.

a. The Deputy Chief of Investigative Services or designee, will conduct the investigation.

b. The Office of Professional Standards will be advised and kept current of all information developed and the case status.

2. One investigation will be non-criminal and disciplinary in nature. The Office of Professional Standards will conduct this investigation.

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B. Criminal complaints may be initiated in the same manner as internal complaints or after receipt of a completed incident report.

C. Criminal investigations of Rockford Police Department personnel will be conducted in accordance with the investigative standards in section VI of this Order.

VI. INVESTIGATIVE STANDARDS

A. All investigations will be conducted in a courteous and professional manner.

1. Interviews of Department personnel will be done at the discretion of the investigator; however, every effort will be made to conduct an interview during the person's normal working hours.

2. Prior to an interview commencing, personnel being investigated will be allowed to read the allegations.

3. The person being investigated, if a sworn officer, will be advised of their Garrity rights prior to the start of a compelled interrogation.

4. Personnel being investigated must answer all questions put to them that are pertinent and directly relate to the investigation, or be subject to disciplinary action.

    a. Responses are mandated by Rockford Police Department Rules and Regulations, Section III, Paragraph 38.

5. Questioning will be restricted to circumstances pertaining to the incident under investigation, and at no time will abusive or threatening language be used by the interviewer.

6. An officer under investigation will not be required to provide testimony before any non-government group or agency, defined as a group or agency not having power to issue subpoenas or compel a person's appearance.

7. <u>An officer suspected of criminal activity **will** be advised of their Miranda rights prior to questioning.</u>

8. No 'off the record' questioning will be allowed in any investigation.

9. Whenever possible, all interviews and/or questioning will be conducted at the Public Safety Building or at a location designated by the Office of Professional Standards.

10. Final disposition of an investigation will be based on just cause after a thorough investigation. Investigations will take no longer than sixty-five (65) days after receipt of the complaint unless exceptional circumstances exist.

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B. A complainant will be informed of the final disposition of their complaint in writing within seven (7) days of final disposition.

1. An exception to this will be if every reasonable effort to reach the complainant has failed.

C. An officer who is the subject of a formal investigation will receive a written report by the Office of Professional Standards of the final findings regarding non-criminal matters prior to the imposition of disciplinary action, if any, by the Chief of Police.

D. An officer who is the subject of a formal investigation may be required to submit to and/or cooperate with one or more of the following:

1. Medical and/or laboratory examinations.

2. Taking a current photograph of the officer

3. Participating in a line-up.

4. Submission of a financial disclosure statement(s).

VII. DETERMINATION OF FINDING(S)

A. Findings of fact will be reported as one or more of the following classifications:

1. Sustained: A preponderance of the evidence demonstrated conduct in violation of one or more Department rule, regulation, or procedure; City, State, or Federal statute; Fire and Police Commission rule or regulation; and/or City personnel code section substantiating the original allegation.

2. Sustained – Not Based on the Original Complaint: A preponderance of the evidence demonstrated conduct in violation of one or more Department rule, regulation, or procedure; City, State, or Federal statute; Fire and Police Commission rule or regulation; and/or City personnel code section. Investigation substantiated this finding not based on the original allegation.

3. Not Sustained: Insufficient information was developed or available to prove or disprove the allegation.

4. Exonerated: An act occurred, but actions were justified within the scope of current Department rules, regulations, and procedures; City, State, or Federal statutes; and/or Fire and Police Commission rules and regulations.

5. Unfounded: The alleged act(s) did not occur.

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VIII. RECORD KEEPING

A. The Office of Professional Standards will maintain all records and reports pertaining to formal internal investigations and inquiries in a secure area for an indefinite period of time.

B. A written log will be maintained showing when copies were made of internal investigation files and the reason for copies being produced, i.e. court order, subpoena, legal review, etc. No copies will be produced without approval of the Chief of Police or designee.

C. No copies will be released under court order or subpoena without the knowledge of the Chief of Police and the City of Rockford Legal Department.

D. Disciplinary letters issued after an internal investigation will be placed into the persons personnel file.

1. A person will receive written notification of the finding and duration of placement.

2. The duration the information will remain in file will be determined by the Chief of Police and/or the Board of Fire and Police Commissioners.

E. A person may review information contained in his/her personnel or internal investigation file after a matter has been resolved.

1. A written request must be forwarded to the Chief of Police or designee, who will arrange a viewing time and place.

2. The commander of the Office of Professional Standards will remain in the room with the person who is reviewing his/her file. Nothing is allowed to be added to, removed from, or copied from the file being reviewed.

IX. EFFECTIVE DATE

A. The effective date of this Order is July 25, 2007
B. Revised March 31, 1988
C. Revised July 15, 1977
D. Issued June 30, 1975

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

ROCKFORD POLICE DEPARTMENT
INTERNAL DISCIPLINE COMPLAINT FORM

Date _____

Rockford Police Case Number _____ **Internal Affairs File Number** _____
Address of Incident _____
Officer(s) Involved (include badge number if possible) _____
_____
Supervisor Receiving Complaint _____

COMPLAINT INFORMATION

Name _____ Age_____DOB _____
Address _____Phone _____

WITNESS INFORMATION
List additional witness on separate sheet of paper and attach to this form

Name _____ Age_____ DOB _____
Address _____Phone _____

NATURE OF COMPLAINT
Abusive Language _ Excessive Force _____ False Arrest _____
Other _____

DESCRIPTION OF COMPLAINT
(Use the backside of this form or use additional paper if more is needed)

_____
_____
_____
_____
_____
_____
_____
_____

SUPERVISOR'S ACTION
_____ Complaint Resolved
_____ Sent to Internal Affairs for more investigation
NOTE: Supervisor receiving complaint must mark one of the status boxes before complainant signs report.

Persons found to have filed a false complaint for the purpose of harassing an officer, the department, or attempting to avoid prosecution of criminal charges may be prosecuted for filing a false police report.

Complainant's Signature _____

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APPENDIX "B"

Sworn Affidavit

County of Winnebago)
)
State of Illinois)

Affidavit in Support of the Uniform Peace Officer Disciplinary Act (50 ILCS 725/3.8(b)

After first being duly sworn on oath I, _____ do depose and state the following:

That I am filing an Internal Discipline Complaint Form with the City of Rockford Police Department regarding an incident that alleges that a member(s) of the City of Rockford Police Department has violated an ordinance of the City of Rockford, law of the State of Illinois, or law of the United States of America including any Rockford Police Department Policy, Orders, Rules and/or Regulations.

That I, _____ affirm under oath that the attached Internal Discipline Complaint Form is true and factual, under the penalty of filing a false police report or perjury.

SUBSCRIBED AND SWORN TO before me _____ day of _____, 200X.

_____
Affiant

_____
Notary Seal: Notary

Internal Affairs use:

Date Received _____
Received By_____
IA Number_____

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APPENDIX "C"

Officer Advisory Form

ROCKFORD POLICE DEPARTMENT
INTERNAL INVESTIGATION ADVISORY NOTICE

Date
To: Officer_____ Badge Number

This letter is to inform you that a complaint has been lodge against you. The complaint arises from your actions in Rockford Police Department Incident Case Number _____ on _____, involving _____.

Copies of the complaint and sworn affidavit are also enclosed.

After review by our office, you will be contacted to arrange an Officer's Report and/or a personal interview. This report and/or interview will allow you to disclose all information known to you about the incident and your participation in it. If you have further questions, please contact our office.

Sincerely,

_____
(Name, Rank)
Office of Professional Standards

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APPENDIX "D"

MEMO

TO:

FROM: (name), Chief of Police

DATE:

SUBJECT: Internal/Citizens Complaint

Brief description of Incident. (date, time, event, etc.)

You are ordered to leave a detailed Officer's Report in response to the aforementioned allegations and your involvement in the (described incident). The report must be a complete disclosure of all information available or known by you about the incident under investigation.

NOTE:

IN ADDITION, you are to answer the following questions at the conclusion of your Officer's Report.

The following questions are to be numbered on your Officer's Report, as shown, and answered at the conclusion of your report. You do not need to restate the question as a part of you answer, but your answers must be numbered in order, as they appear.

Questions:

Garrity Advisory

You are advised that an Officer's Report is required from you as a part of an official internal investigation by the Rockford Police Department. You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this State and the Constitution of the United States, including the right not to be compelled to incriminate yourself. You are further advised that if you refuse to provide the requested Officer's Report which relates to the performance of your duties and/or fitness for duty, you will be subject to departmental charges which could result in your dismissal from the Rockford Police Department. If you do submit the required report, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent departmental charges.

I, (name), as Chief of Police of the Rockford Police Department, hereby order you to prepare and submit an Officer's Report answering truthfully the allegations set forth in this memo. Your Officer's Report is to be delivered to my office or the office of Professional Standards no later than 1700 hours on the fifth working **(Change to 7th day if contract is changed)** day after actually being served this order.

By order of,

(name)
Chief of Police

By _____
(Name, Rank)
Office of Professional Standards

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APPENDIX "E"

Compelled Interrogation Order
(on department letterhead)

Date:

Officer:

Pursuant to the provisions of the Uniform Peace Officer's Disciplinary Act (50 ILCS 725/1), you are ordered to appear at (location), (date and time).

You are advised that your cooperation is mandatory. This investigation concerns the allegation that you have (describe allegation).

I will be conducting the interrogation with the assistance of (names). A complete record will be tape recorded and/or transcribed.

Garrity Advisory

You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of the State of Illinois and the Constitution of the United States, including the right not to be compelled to incriminate yourself. I further wish to advise you that if you refuse to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges that could result in your dismissal from the Rockford Police Department. If you do answer, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent departmental charges.

Furthermore, you have the right to have a union representative present and counsel of your choosing to advise you during the interrogation.

By order of,
(name)
Chief of Police

By_____
(Name, Rank)
Office of Professional Standards

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.04	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
FIREARMS AND USE OF FORCE REVIEW BOARD	10	ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

REFERENCE	APPENDICES
Deadly Force Injuries; Deadly Force Incident Review; Firearms Review Firearms and Use of Force Review Board; Injuries, Serious Non-Accidental; Weapons Injuries	

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
February 15, 1995	February 9, 2007	This order remains in effect until revised or rescinded

POLICY

It is the policy of the Rockford Police Department to review incidents where an officer has used deadly force, has had deadly force used against them, or where force other than a firearm was used which resulted in death or serious injury to any person.

PURPOSE

The purpose of this Order is to establish procedures for an impartial review of incidents described in the policy statement to determine whether there are policy, training, weapon or equipment violations or issues to be addressed.

This Order is comprised of the following numbered sections:

I. AUTHORITY AND RESPONSIBILITY OF THE FIREARMS AND USE OF FORCE REVIEW BOARD
II. MEMBERSHIP OF THE FIREARMS AND USE OF FORCE REVIEW BOARD
III. PROCEDURES OF THE FIREARMS AND USE OF FORCE REVIEW BOARD
IV. EFFECTIVE DATE

I. AUTHORITY AND RESPONSIBILITY OF THE FIREARMS AND USE OF FORCE REVIEW BOARD

A. At the direction of the Chief of Police, the Firearms and Use of Force Review Board shall review incidents where an officer discharges any firearm, on or off-duty, including accidental discharges, other than at departmental training sessions, euthanizing injured animals, or other legally recognized activity.

B. A review by this Board shall be for administrative purposes only and shall be separate and distinct from any investigation, either criminal or internal, of the incident. The review shall be to provide the Chief of Police with a report of the incident as it relates to Departmental Policy, Training, and Equipment. The Firearms and Use of Force Review Board shall not make any recommendations concerning discipline. The Board shall forward a report to the Chief of Police of any recommendations in changes of policy, training needs or equipment.

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C. The Firearms and Use of Force Review Board will review any incident where an officer has used force, other than a firearm, which has caused death to any person or any incident where an officer is shot.

D. The Firearms and Use of Force Review Board may also review incidents where great bodily harm has been caused, incidents where an officer is seriously injured by non-accidental means, and incidents where an officer is disarmed or fired upon.

E. The Firearms and Use of Force Review Board may also review other reports generated from unusual occurrences and critical incidents.

F. The Firearms and Use of Force Review Board will review the annual analysis of The Use of Force Incidents Report compiled by the Training Unit supervisor as described in General Order 1.09 Sec VII, para. E., within 60 days of the report being published. Recommendations of the Board will be forwarded to the Chief of Police.

II. MEMBERSHIP OF THE FIREARMS AND USE OF FORCE REVIEW BOARD

A. The Firearms and Use of Force Review Board shall consist of the following personnel:

1. All Deputy Chiefs
2. One sergeant appointed on an annual basis by the Chief of Police.
3. One officer of any rank may be selected by the involved officer.
4. One officer of the same rank as the involved officer selected by the Chairman.
5. One observer appointed at the discretion of the President of the Policeman's Benevolent and Protective Association, Unit Six.
6. No member of the board will be an officer actively involved with the incident under review.

B. The Administrative Services Bureau Deputy Chief, or designee, will act as Chairman and be responsible for preparing all written reports to the Chief of Police.

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III. PROCEDURES OF THE FIREARMS AND USE OF FORCE REVIEW BOARD

A. The operations of the Firearms and Use of Force Review Board shall be as follows:

1. The Firearms and Use of Force Review Board shall commence its review of an incident as soon as practical after the criminal investigation of the incident is complete and the results presented to a Grand Jury for review.

2. During the review, the Firearms and Use of Force Review Board will have the authority to interview any person they feel may have information relevant to the investigation. The Firearms and Use of Force Review Board may use department resources as needed to aid in their review.

3. Upon completion of its review the Firearms and Use of Force Review Board will forward a report of their findings and any recommendations to the Chief of Police within 10 days.

B. The report of the Firearms and Use of Force Review Board shall be for the exclusive and sole use of the Chief of Police. The Chief of Police will determine how the report and recommendations are to be used and will decide if any portion of the report will be released to any person.

IV. EFFECTIVE DATE

A. The effective date of this General Order is February 9, 2007

B. Revised January 23, 2003

C. Revised March 20, 2002

D. Issued February 15, 1995 (1983-01, F-4)

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.05		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6
ORDER TITLE FISCAL MANAGEMENT AND AGENCY OWNED PROPERTY	SERIES NO. 10.05	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT AND ADMINISTRATION	
REFERENCE Budget, Purchasing, Property, Property Issuance, Property Maintenance		APPENDICES A, B	
ORIGINAL ISSUE DATE July 18, 2006	REISSUE / EFFECTIVE DATE July 18, 2006	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to follow established guidelines of the City of Rockford Finance Department as they relate to the fiscal activities of the Department, and to ensure all reasonable steps are taken for the proper issuance, use and maintenance of property entrusted to the Department.

PURPOSE

The purpose of this General Order is to establish policy and procedure for fiscal activities and to ensure purchased property is issued and properly used and maintained in fulfillment of Department goals and objectives.

This General Order is comprised of the following numbered sections.

I. FISCAL MANAGEMENT
II. BUDGET
III. PURCHASING
IV. CASH FUNDS
V. ACCOUNTING AND AUDITING
VI. PROPERTY, EQUIPMENT AND TRAVEL
VII. EFFECTIVE DATE

APPENDICES

A. Rockford Police Department Requisition Form
B. City of Rockford Travel Expense Report

I. FISCAL MANAGEMENT

A. The Chief of Police is responsible for the overall fiscal management of the Department. The Chief will work closely with the Mayor, City Administrator and Director of the Finance Department in fiscal matters.

B. The Administrative Services Bureau Deputy Chief is responsible for oversight of the Department budget preparation, purchasing and payroll. This includes

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maintaining a current and accurate accounting of all funds allocated to and expended by the Department.

C. The Fiscal Services Specialist assigned to the Fiscal Services Section will support the Administrative Services Bureau Deputy Chief in preparing the budget and overseeing day-to-day budgetary compliance and expenditures.

II. BUDGET

A. Budget preparation shall follow guidelines established by the City Finance Department.

B. The Administrative Services Bureau Deputy Chief shall coordinate the budget preparation process with input provided by Bureau Deputy Chiefs and supervisory personnel of all other organizational components.

C. Bureau Deputy Chiefs and supervisory personnel of all other organizational components shall address the following areas in their budget requests:

1. Capital outlay: This will include requests for new or replacement equipment such as vehicles, accompanied by detailed justification for the request.

2. Training requests: This will include requests for anticipated training needs for the coming year accompanied by listing the names of the class, location, dates and detailed justification for the request.

3. Supply: This will include requests for specialized equipment such as digital cameras, accompanied by detailed justification for the request.

4. Contractual: This will include requests for maintenance, upgrade or service contracts for equipment such as computer sytems.

D. Each requestor shall submit their request via Officer's Report through the chain of command. Bureau Deputy Chief's will review requests prior to submission to the Administrative Services Bureau Deputy Chief.

III. PURCHASING

A. All purchases of Department equipment and supplies shall be made in accordance with City Finance Department guidelines to include the following:

1. specifications for items requiring standardized purchases;

2. bidding procedures;

3. criteria for the selection of vendors and bidders;

4. procedures for the emergency purchasing or rental agreements for equipment; and

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5. procedures for requesting supplemental or emergency appropriation and fund transfer.

B. Personnel needing to obtain goods or services, other than standardized purchased items, will do so utilizing a Rockford Police Department Requisition Form (**Appendix "A"**) submitted to the Fiscal Services Specialist after approval from their supervisor.

C. Generally, purchases over the amount of one thousand ($1,000) dollars require three quotes. Purchases over the amount of ten thousand ($10,000) dollars require bids.

D. The Fiscal Services Specialist will enter all approved purchases into the City of Rockford MUNIS system for review by appropriate City Finance Department personnel.

E. Upon approval by the City Finance Department, purchase orders are initiated and purchases may be made.

F. If an emergency occurs which requires that supplies or equipment must be purchased or rented at a time when the normal purchasing process is unavailable, a supervisor may authorize and make the purchase/rental if the amount is under three-hundred ($300) dollars. Any emergency purchases/rentals over the amount of three hundred ($300) dollars will require approval from a Bureau Deputy Chief.

G. The supervisor authorizing the emergency purchase/rental is responsible for assuring the purchase is properly processed on the next regular business day.

H. Purchases outside of budget allocations may be authorized with approval of the appropriate Bureau Deputy Chief, provided that no purchase shall be made in anticipation of a supplemental appropriation.

I. In the event a supplemental appropriation is required for any reason, the Chief of Police will make the request for additional funding to the City Administrator and the Director of the City Finance Department.

IV. CASH FUNDS

A. Collection, safeguarding and disbursement of cash will follow City Finance Department procedures to include the following:

1. maintenance of a ledger or balance sheet that identifies initial balance, cash received, cash disbursed and the balance on hand;

2. receipts and documentation for cash received;

3. authorization for cash disbursement from the Chief of Police or appointed designee;

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4. maintenance of records, documentation and/or invoice requirements for cash expenditures.

B. The following personnel are designated by the Chief of Police as responsible for the appropriate handling and collection of cash:

1. Fiscal Services Specialist (petty cash fund, payments for personal long distance and cellular telephone calls, uniform purchases, other cash collected for deposit in financial institutions);

2. Police Chief's Secretary (petty cash);

3. Detective Bureau Deputy Chief or other persons authorized per General Order **40.13** (investigative/informant fund);

4. Records Center Division personnel (report and other document fees);

5. Patrol, Investigative and Evidence and Property personnel per duties described in General Orders **60.01, 60.02** and **60.03** (collection, seizure and preservation of cash in crimes and other law enforcement duties).

C. A petty cash fund is designated for small supplies and expenses, generally in amounts of fifty ($50.00) dollars or less. This fund will be stored in a secure location.

D. The petty cash fund is generally maintained at four hundred ($400.00) dollars and replenished as necessary by the Fiscal Services Specialist.

E. Petty cash activity and records will be maintained as specified by the City Finance Department.

V. ACCOUNTING AND AUDITING

A. The Department will use a budget/accounting system specified by the City Finance Department.

B. Budget status reports are available monthly to the Administrative Services Bureau Deputy Chief and other authorized Department personnel through the MUNIS system.

C. Assigned personnel will review budget status reports to assure that Department expenditures are within budget limits.

D. Budget status reports will provide information on the following:

1. initial appropriation for each account;

2. balances at the commencement of the monthly period;

3. expenditures and encumbrances made during the period;

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4. unencumbered balances.

E. Budget status reports will be reconciled with Department records and maintained on file.

F. The fiscal activities of the Department shall be audited on an annual basis during the course of the annual audit of all City of Rockford fiscal activities.

VI. PROPERTY, EQUIPMENT AND TRAVEL

A. The City Finance Department is responsible for inventory control of all capital assets as described in City policy.

B. Departmental responsibility for vehicle assets is assigned to the Fiscal Services Specialist as detailed in General Order **40.09**. The Patrol Services Bureau Administrative Supervisor will also assist in this function.

C. Departmental responsibility for issuance of uniforms and basic equipment necessary for the performance of the police officer function is detailed in General Order **60.09**.

D. Departmental responsibility for issuance of standardized purchases (copy paper, office supplies, and other non-law enforcement commodities) will be under the control of the Evidence and Property Division.

E. Orders for supplies described in "**D**" are done via the Department Intranet. Evidence and Property Division personnel will distribute supplies to the organizational components having placed the order.

F. All supervisors have a duty to take appropriate action if they become aware of personnel improperly ordering, using, hoarding or making personal use of any Department property or equipment.

G. Approved travel expenses will be provided to personnel prior to the date of travel. In accordance with City Finance Department policy receipts should be included with an expense report for reimbursement, if an advance was not made.

H. With certain exceptions, all expenses require a receipt. Only standard per diem meal allowances, taxis and mileage will generally not require a receipt.

I. All personnel are required to submit a "Travel Expense Report" (**Appendix "B"**) within five (5) business day upon return from travel. Receipts will be submitted with this report.

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VII. EFFECTIVE DATE

A. The effective date of this Order is July 18, 2006.

BY ORDER OF

_____

Chet Epperson
Chief of Police

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Appendix "A"

ROCKFORD POLICE DEPARTMENT
REQUISITION FORM

Item #	Quantity	Item Description	*Cost Center	Account #

Item # _____ Phone # _____ Item # _____ Phone # _____

Order From _____ Order From _____

Contact Person _____ Contact Person _____

Address _____ Address _____

***COST CENTER NUMBER REFERENCE**

21190	Patrol and S.W.A.T., K-9, Bomb Unit	21232	Police Chaplains
21200	Youth Division	21233	Internal Affairs
21201	Community Services / Officer Friend / D.A.R.E.	21234	Research and Development
21206	Victim / Witness	21235	Personal Services Officer
21210	Detective Division	21237	Identification Section
21212	Narcotics	21238	Training and Personnel, Range
21220	Traffic Division	21248	Records Division
21230	Administrative Services	21249	D.A.R.E. Program (Basketball, T-Shirts, Hats)
21231	Evidence and Property		

Date _____

Requested by: _____ (Print or Type)

Approved by: _____ (Commander's Signature)

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Appendix "B"

CITY OF ROCKFORD
TRAVEL EXPENSE REPORT

Name:_____

Department:_____

Purpose of Travel/Expense:_____

Date(s) of Travel/Expense:_____

Location of Travel/Expense:_____

Comments	Date of Expense	Auto	Hotel	Meals	Phone	Taxi/Bus	Other	Total
Mileage x 40.5								
Total Expenses								
							Cash Advances	
							Amount Owed to Officer	
							Amount Owed to City	

I certify that this is an accurate statement of the expenses incurred by me.

Signed:_____
Employee

Approved:_____
Department Head

Audited By:_____
Finance Office

Account Coding

Amount	Fund	Org	Account	Project
	1010	1238	72214	

This expense report is due within <u>FIVE</u> working days of the completion of your school

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.06		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4
ORDER TITLE LINE INSPECTIONS	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT AND ADMINISTRATION	
REFERENCE Line Inspections, Personal Appearance, Equipment Inspections		APPENDICES	
ORIGINAL ISSUE DATE March 19, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 5th Ed 53.1.1			

POLICY

It is the policy of the Rockford Police Department to ensure that all members are acting in concert with Department requirements and to ensure that all General Orders, Special Orders, Memorandums, Bulletins, and other instructions are communicated, understood, and properly carried out.

PURPOSE

The purpose of this General Order is to establish procedures for commanders and supervisors to conduct line inspections of all components of the Department. To identify deficiencies with Department facilities, property, personnel, equipment and activities in order to provide a means to correct those deficiencies.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. AUTHORITY AND RESPONSIBILITY
III. GENERAL
IV. LINE INSPECTIONS
V. LINE INSPECTION PROCEDURES
VI. EFFECTIVE DATE

I. DEFINITION

A. Line Inspections: Inspections conducted by commanders or supervisors in charge of the persons, facilities, property, or other elements being inspected. Inspections may be carried out by any commander or supervisor and is often conducted by those who are responsible for ensuring that any deficiencies revealed in the inspection are corrected.

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II. AUTHORITY AND RESPONSIBILITY

A. All Bureau Deputy Chiefs, Commanders and Supervisors are responsible for the ongoing inspection of Department property, facilities, furnishings and personnel within their area of responsibility.

III. GENERAL

A. The inspection process compares the Department's expectations with actual performance. Inspections, conducted with clear objectives, provide a means of communication within the Department.

B. Command and supervisory personnel should ensure that all Department equipment and work areas are well maintained and in good working order.

C. Inspections are essential for evaluating the quality of the Department's operations, ensuring the Department's goals are being met, identifying the need for additional resources, and ensuring control is maintained throughout the Department.

D. All sworn and non-sworn employees will give their full cooperation to commanders and supervisors conducting inspections This includes making available property, equipment, records and personnel for inspection or review.

E. Deficiencies identified through this process will be brought to the attention of the commander or supervisor responsible for the correction of the deficiency.

IV. LINE INSPECTIONS

A. All officers and physical resources of the Department shall be subject to line inspections. This includes the inspection of all organizational components, facilities, property, equipment, activities, and personnel.

B. All components of the Department shall conduct regular line inspections. The inspection process is essential for:

1. Evaluating the quality of the Department's operations.
2. Ensuring the Department's goals are being met.
3. Identifying the need for additional resources.
4. Assuring that control is maintained throughout the Department.

C. All Bureau Deputy Chief's are responsible for the ongoing inspection of the condition of Department vehicles assigned to their Bureau.

1. All sworn and non-sworn members of the Department shall make daily inspections of vehicles assigned to them or used by them. Any deficiencies in the vehicle or equipment shall be brought to the attention of their immediate supervisor and a faulty equipment notice filled out.

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D. All Bureau Deputy Chief's, commanders, and supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Department's facilities and furnishings within their area of responsibility.

1. All requests for repairs or maintenance will be forwarded to Administration. A record of the request will be kept on file for reference.

V. LINE INSPECTION PROCEDURES

A. All commanders and supervisors shall personally conduct daily inspections of personnel and areas under their responsibility.

B. Inspections shall be conducted in a fair, impartial, and objective manner. They may be announced or unannounced and will include all or selected items as follows:

1. Readiness for duty to include having the proper equipment and in good, workable condition.

2. Personal appearance, attire, uniform, accessories, and Department equipment issued or authorized that is carried and is up to Department standards.

3. Inspection of issued lockers at the Public Safety Building. Personnel are reminded that issued lockers are Department property.

4. Inspection of work areas for safety, security, and clean working conditions.

5. Department vehicles will be inspected for cleanliness, equipment, and operational readiness.

C. Deficiencies will be noted and corrected at the direction of the inspecting commander or supervisor without delay. The inspecting commander or supervisor may require personnel to remedy the deficiency, to include returning home on their own time, and report back properly prepared. A supervisor or commander will conduct a follow-up inspection to ensure the deficiency has been corrected. A deficiency notation shall be entered in the affected officer's personnel file and remain until the next evaluation after which it will be discarded. Continued deficiencies of a similar nature may result in progressive disciplinary action.

D. Commanders and supervisors will conduct unannounced inspections at random to check Department vehicles for cleanliness, equipment, supplies, and damage. Equipment assigned to vehicles will be accounted for and operational.

E. Serious deficiencies involving personnel, the building structure, or work areas will be documented in writing and forwarded to the Deputy Chief of Administrative Services. The Deputy Chief of the Bureau affected will also receive a copy of the written report.

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VI. EFFECTIVE DATE

A. The effective date of this Order is March 19, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.07	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
PLANNING AND RESEARCH	10	ORGANIZATION, MANAGEMENT AND ADMINISTRATION

REFERENCE	APPENDICES
PLANNING, RESEARCH, DEVELOPMENT	NONE

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
December 7, 2006		This order remains in effect until revised or rescinded

POLICY

To predict whenever possible and respond to changes in crime rates, community requirements and department needs in order to maintain a progressive and current level of law enforcement services to the community.

PURPOSE

To identify the various planning and research functions performed on a regular basis which are intended to ensure that the department effectively adapts to internal as well as external changes and demands.

This Order is comprised of the following numbered sections.

I. PROCEDURES
II. DISSEMINATION OF REPORTS
III. MULTI-YEAR PLAN
IV. EFFECTIVE DATE

I. PROCEDURES

A. In an effort to carefully research alternatives and plan future programs, each Deputy Chief of the department will be responsible for planning and research functions being conducted within or assigned to their respective Bureaus.

B. Sworn and non-sworn personnel not directly involved with the planning and research function are encouraged to offer their suggestions to their supervisor.

C. Established goals and objectives of the department and the respective Bureaus will be made available to all department personnel.

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D. The following are examples of the activities, performed on a regular basis, associated with the planning and research function and specifies how they are assigned. The Chief of Police may assign other planning and research projects to other department personnel at his discretion.

1. Administrative Services Bureau

    a. Budget development and management
    b. Multi-year plan
    c. Goals and objectives with annual update
    d. Facility development
    e. Development of operational procedures
    f. Strategic operational planning
    g. Manpower allocation

2. Field Services Bureau

    a. Budget development
    b. Goals and objectives with annual update
    c. Special operations planning
    d. Traffic analysis
    e. Development of operational procedures
    f. Contingency planning

3. Investigative Services Bureau

    a. Budget development
    b. Goals and objectives with annual update
    c. Crime analysis
    d. Forensic services
    e. Development of operational procedures
    f. Covert operations

4. Support Services Bureau

    a. Budget Development
    b. Goals and objectives with annual update
    c. Special events planning
    d. Special units planning
    e. Development of operational procedures

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II. DISSEMINATION OF REPORTS

A. In January of each year, Deputy Chiefs of each Bureau will submit a report to the Chief of Police evaluating the progress of the goals and objectives of their respective Bureau.

III. MULTI-YEAR PLAN

A. To ensure the department's goals and objectives are well planned and researched in order to provide adequate staffing and operational funding for the future, the Deputy Chief of Administrative Services, with input from the Deputy Chiefs of Field Services, Investigative Services, and Support Services, will develop a written multi-year plan with considerations in the following areas.

a. Goals and operational objectives
b. Anticipated workload and population trends
c. Anticipated personnel levels
d. Anticipated capital improvements and equipment needs

B. The multi-year plan shall cover three successive fiscal years. The plan will be evaluated annually and updated as needed.

IV. EFFECTIVE DATE

A. The effective date of this order is December 7, 2006

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.08	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 2

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
ALLOCATION AND DISTRIBUTION OF PERSONNEL	10	ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

REFERENCE	APPENDICES
Allocating Personnel, Authorized Strength, Distribution of Personnel, Workload Assessments	NONE

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
December 12, 2006		This order remains in effect until revised or rescinded

POLICY

It is the policy of the Rockford Police Department to equalize workloads and to use civilian employees to staff positions that do not require law enforcement arrest powers.

PURPOSE

To allocate personnel based on equalization of workloads and designate civilian positions within the department and to provide for the periodic review of all positions to determine whether they could be designated as civilian.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. WORKLOAD ASSESSMENTS
III. CIVILIAN POSITIONS
IV. CIVILIAN POSITION REVIEW
V. EFFECTIVE DATE

I. DEFINITIONS

A. Civilian Employee: Any employee who is not a sworn law enforcement officer.

B. Officer : A sworn member of the department who has taken an oath of office and has the power of arrest.

II. WORKLOAD ASSIGNMENTS

A. Each Bureau Deputy Chief is responsible for ensuring that personnel are distributed in a manner to provide for an equal workload.

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B. At the direction of the Chief of Police, each Bureau Deputy Chief shall conduct a workload assessment. The respective Deputy Chief shall use this information as a basis for:

1. Distribution of personnel to prevent overstaffing or understaffing
2. Equalization of individual workloads
3. Beat configurations
4. Requests for additional manpower
5. Conversion of positions

C. The workload assessments shall be documented and include, at a minimum, an outline of the calculations used and a listing of any source documents.

D. The department allocation and distribution of personnel within all Bureaus, shall be in accordance with documented workload assessments that are conducted at least once every three years.

III. CIVILIAN POSITIONS

A. Positions not requiring specific knowledge, skills, and abilities of a sworn law enforcement officer shall be classified as civilian positions and staffed accordingly.

B. Sworn personnel of the department may be temporarily assigned to civilian positions when on 'light-duty' status and working at the Public Safety Building.

IV. CIVILIAN POSITION REVIEW

A. Each Bureau Deputy Chief shall perform a workload assessment and review all positions within their Bureau to determine whether or not a position could be or should be filled by a civilian.

B. The position review shall be documented and be included in the triennial workload assessment.

V. EFFECTIVE DATE

A. The effective date of this Order is December 12, 2006

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 10.09		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7
ORDER TITLE CENTRAL RECORDS	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT AND ADMINISTRATION	
REFERENCE Records Division, Central Records, Department Records, Reports		APPENDICES NONE	
ORIGINAL ISSUE DATE June 11, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 74.1.3, 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.1.7, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.3.1, 82.3.2, 82.3.3, 82.3.4,			

POLICY

It is the policy of the Rockford Police Department to maintain, retrieve, control, and disseminate Department records within the guidelines established by Illinois Compiled Statutes and Department Rules and Regulations.

PURPOSE

The purpose of this Order is to identify the management of resources relevant to the administration of the records function within the Department. To establish procedures for the maintenance, control, release, and security of all Department records and documents pertaining to law enforcement operations.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. RECORDS COMPONENT
III. RECORDS CENTER RESPONSIBILITIES
IV. DOCUMENTATION OF INCIDENT REPORTS
V. REPORT DISTRIBUTION
VI. RECORDS CENTER COMPUTER SECURITY
VII. CRIMINAL HISTORY
VIII. JUVENILE RECORDS
IX. WARRANTS
X. EFFECTIVE DATE

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I. DEFINITIONS

A. CAD: Acronym for Computer Aided Dispatch system. CAD provides customized dispatch, inquiry task areas, mapping features, and an interface with ANI/ALI Enhanced 911 feature for the Public Safety Agencies within the City of Rockford.

B. CHRI: Acronym for Criminal History Record Information. CHRI is information collected for criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detention, indictments, information, or other formal criminal charges and any disposition arising therefrom.

C. NIBRS: Acronym for National Incident Based Reporting System. NIBRS is a national system by which all states can report their crime information directly to the Federal Bureau of Investigation. NIBRS differs from the Uniform Crime Reporting System by allowing agencies to report multiple offenses and suspect to victim relationships.

D. LEADS: Acronym for Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to law enforcement and criminal justice communities in the state of Illinois.

E. NCIC: Acronym for National Crime Information Center. NCIC is operated by the Federal Bureau of Investigation. The NCIC computer, located in Washington D.C., is connected directly to LEADS and other law enforcement computers or terminals in other states.

F. Net.RMS: Acronym for Records Management System. This system is the means for Rockford police officers to write their incident and supplemental reports. RMS fulfills many of the data processing requirements of the Department. Storage and retrieval of offense and incident reports, arrestee information, collection and analysis of crime data, management reports, and collection of NIBRS reporting is all done through the RMS system.

G. RECORD(S): An official document that records information which includes, but is not limited to, the following: original incident reports, supplement reports, attachments, accident reports, and other Department documents.

II. RECORDS COMPONENT

A. The Department maintains a formally organized central records component within the Records Division of the Administrative Services Bureau.

B. The Records Center is the central repository for Department records and has the primary responsibility for report control, record maintenance (archiving and destruction), record retrieval and dissemination of records.

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C. The Records Center is staffed by non-sworn civilian personnel 24hrs a day, 7 days a week. Access to the Records Center is restricted to authorized personnel only. Personnel must sign a log book stating their reason for requesting access and enter their time-in and time-out. The Records Center is secured by locked entry doors.

III. RECORDS CENTER RESPONSIBILITIES

A. The Records Center responsibilities include, but are not limited to, the following:

1. Report Review: The Report Review function is staffed by personnel who review reports and other documents that have been verified by Department supervisors. These documents are reviewed for proper NIBRS entries and coding. The reports are then approved by Report Review personnel.

2. D-Base Entry: The Records Center will complete data entry as needed for programs designed to collect false alarms, gun registrations, FOIA requests, and other data bases as needed for tracking, accountability and audit procedures.

3. Report Control: The Records Center controls the availability and confidentiality of all Department records.

4. Records Maintenance: The Records Center will maintain all Department records and distribute copies to authorized persons and agencies upon request.

5. Records Retrieval: Filing and retrieval of Department records will be by case number assigned by the CAD computer.

6. Legal Process: The Records Center will provide Department records maintenance related to the criminal process.

IV. DOCUMENTATION OF INCIDENT REPORTS

A. Every incident, in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Department, shall be documented.

1. Citizen reports of a crime.

2. Citizen complaints.

3. Citizen requests for service when;

   a. An officer is dispatched.
   b. An officer is assigned to investigate.
   c. An officer is assigned to take action at a later time.

4. Criminal and non-criminal cases initiated by an officer.

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5. Incidents involving arrests, citations, and/or summonses.

B. Appropriate recording of the incidents described in A above shall be determined by the nature of the incident, the action taken and the results realized. The documentation may be in the form of a CAD ticket, a incident report, a supplement report, or an accident report.

C. All reports of incidents forwarded to the Records Center shall be recorded and maintained according to a numbering system that assigns a unique identification number to each incident.

D. Reports and records that document incidents will include, at a minimum, the following information to be considered a valid NIBRS report:

1. Incident case number
2. Subject
3. Disposition
4. Entered on
5. Entered by
6. Reported on
7. Reporting officer
8. Reporting agency
9. Occurred on date/time
10. Offense
11. Location type
12. Completed
13. Hate bias
14. Domestic violence

E. Officers shall use the appropriate report form(s) to document incidents and investigations. The type of report to be used shall be determined by the nature of the incident being reported.

F. The Department uses an incident reporting system which assigns a unique, eight digit, sequential number to every reported incident. Each incident shall be assigned a different number. The first two digits are the year of occurrence followed by the remaining six digits which are assigned sequentially. For example: 07-000001 would be the first incident of the year 2007. The assignment of incident /case numbers is the responsibility of the 911 Communications Center.

G. Each month the Records Center will submit an electronic file of our crime statistics to the Federal Bureau of Investigation for participation in the NIBRS program. The Federal Bureau of Investigation will publish the City of Rockford statistics in their annual report(s).

H. All traffic crash information from crash reports is entered into the Net.RMS system. Traffic crash collision data, traffic enforcement data and roadway hazard data is available within the Net.RMS system

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V. REPORT DISTRIBUTION

A. Internal Distribution: All Records Center personnel have authorization to release reports to Department personnel upon completion of the required sign-out log book. Proper identification is required unless the person requesting the report is personally known by the Records Center employee who is releasing the report and is personally known to have authorization to receive the requested report.

1. Incident and supplemental reports are no longer printed for distribution. The Net.RMS system is a paperless report writing program. Reports are released and reviewed by the following Departments under their individual authorization.

   a. Rockford Police Department personnel: Any report entered into the system regardless of case status.
   b. Winnebago County States Attorney's Office: May only receive verified/approved arrest reports.
   c. City of Rockford Legal Department Office: May only receive verified/approved arrest reports.

2. All reports marked confidential may only be released and/or reviewed with the approval of the Chief of Police or Deputy Chief of Administrative Services.

3. All reports written by or originating from Metro Narcotics Unit officers may only be released and/or reviewed with the approval of the Chief of Police, Deputy Chief of Investigative Services, or the Metro Narcotics Unit supervisor.

B. External Distribution: The Records Center shall be responsible for the release and distribution of all records. Records Center personnel have authority to release reports to other law enforcement agencies upon verification and to the Winnebago County State's Attorney's Office upon completion of the required sign-out log book.

1. Release of records will be in compliance with the State of Illinois Freedom of Information Act.

2. All public requests for copies of records will be accompanied by a properly filled out Freedom of Information Act form and submitted to the Supervisor of Records. Release of copies of records must be authorized by the Chief of Police, Deputy Chief of any Bureau, or the Supervisor of Records.

3. Copies of accident reports and incident report summaries can be released upon the payment of a nominal fee. A Freedom of Information Act form does not need to be submitted for copies of these reports.

C. Copies of accident reports shall be made and distributed in the following manner:

1. Original – Rockford Police Records Center

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2. Copy 1 – Illinois Department of Transportation (IDOT)
3. Copy 2 – Traffic Engineering
4. Copy 3 – Rockford City Legal Department
5. Copy 4 – Traffic Unit supervisor

D. Evidence and Property reports are labeled and shall be distributed in the following manner:

1. Original – Rockford Police Records Center
2. Property and Evidence copy – Property and Evidence Unit
3. Investigative copy – Investigative Services Bureau
4. Legal copy – States Attorney or City Legal (only if arrest made)
5. Receipt – Owner's receipt (if applicable)

VI. RECORDS CENTER COMPUTER SECURITY

A. The Information Services Department is responsible for the security and maintenance of the Records Center computer systems to include:

1. All Records Center data back up and storage.
2. Access security to Records Center computer systems.
3. Annual password audits and security.

B. The Net.RMS Administrator is responsible for the security and access of the Net.RMS computer system to include:

1. Application account access
2. Module access
3. Rights and privileges within designated modules

VII. CRIMINAL HISTORY

A. Procedures for access and review of computerized criminal history records can be found in the Records Center Policies and Procedures Manual.

B. Criminal histories checked through the LEADS system are subject to LEADS access protocols for review and dissemination of information.

VIII. JUVENILE RECORDS

A. Juvenile records are distinguished and searchable by age in the Net.RMS system. The age field in the Net.RMS reporting system is a mandatory field.

B. Physical security and access to Juvenile records is addressed in Section II, paragraph C of this Order.

C. Juvenile records are maintained in the Net.RMS system after the Juvenile attains the age of majority.

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D. Expungement procedures are outlined in the Records Center Policies and Procedures manual.

IX. WARRANTS

A. Rockford City warrants are received each business day from the Circuit Clerk's office and, after being verified, are entered into the Net.RMS system. Warrants are also entered into the LEADS system (State of Illinois) and the NCIC system (National) according to LEADS and NCIC protocols. Warrant information received from other agencies may be listed in the general announcement area of the Department intra-net web page.

B. A warrant folder will be created for each warrant which contains the warrant, a copy of the warrant paper, and any criminal histories. The warrant folder will be filed in alphabetical order in the warrant file located in the Records Center.

C. The Circuit Clerk's office will deliver vacate slips to the Records Center. When a vacate slip is received, the warrant will be given to the Circuit Clerk personnel and a vacate cancel stamp indicated on the back of the warrant paper in the warrant folder. Cancellations of the warrant will be made in Net.RMS system, LEADS system, and NCIC system where necessary.

D. Warrants are available to Department personnel 24 hours a day, 7 days a week from the Records Center.

E. Only sworn law enforcement officers may serve an arrest warrant. Officers serving a warrant, must sign the warrant book before receiving the warrant. Served and vacated warrant folders are kept on file for a period of one year.

X. EFFECTIVE DATE

A. The effective date of this Order is June 11, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 20.01		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 10
ORDER TITLE TRAINING	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
REFERENCE In-Service Training, Roll Call Training, Training			APPENDICES NONE
ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE October 24, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to establish and maintain the basic and advanced training needs of the Department and its personnel.

PURPOSE

The purpose of this General Order is to establish and maintain a comprehensive training program to ensure that agency personnel remain abreast of current trends in law enforcement procedures, change in laws, and Department policies.

This General Order is comprised of the following numbered sections.

I. OVERVIEW OF TRAINING PROGRAMS
II. RESPONSIBILITIES OF THE TRAINING UNIT SUPERVISOR
III. ATTENDANCE AND RECORD KEEPING
IV. REMEDIAL TRAINING
V. LESSON PLANS AND TESTING
VI. STAFF AND INSTRUCTORS
VII. IN-SERVICE AND ROLL CALL TRAINING
VIII. SPECIALIZED TRAINING
IX. CIVILIAN EMPLOYEE TRAINING
X. ACCREDITATION FAMILIARIZATION
XI. EFFECTIVE DATE

I. OVERVIEW OF TRAINING PROGRAMS

A. The Department's training program will encompass the following:

1. Recruit training.
2. In-service training.
3. Roll call training.
4. Advanced and specialized training.
5. Instructor training.

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6. Field Training Officer Program training.

7. Identifying public and private organizations and resources available to supplement the training needs of the Department.

II. RESPONSIBILITIES OF THE TRAINING UNIT SUPERVISOR

A. It will be the responsibility of the Training Unit Supervisor to coordinate and administer the agency's training programs. The duties associated with training will include the following.

1. Plan, develop, and implement training programs.

2. Serve as liaison to the certified basic law enforcement training academy.

3. Notification of available training programs.

4. Develop and administer the Department's training budget.

5. Maintain training records.

6. Maintain training attendance records.

7. Prepare evaluations of training programs and submit an annual report for inclusion with the Department year-end report.

8. Supervise instructors.

9. Schedule instructors from outside resources, both public and private, offering services beneficial to training goals.

10. Assist in the formulation of civilian employee police related training specific to the needs of the Department. (Other civilian employee training may be conducted by the City of Rockford Personnel Department)

11. Assume the responsibilities as Rangemaster for the Department's firearms program, to include administration of range operations and maintenance.

12. Assist the Field Training Officer Coordinator with review of probationer evaluations and provide assistance with the Field Training Officer Program as needed.

III. ATTENDANCE AND RECORD MAINTENANCE

A. Mandatory attendance by all personnel is required for the following training.

1. Firearms proficiency training.

2. Annual in-service training.

3. Roll call training.

4. Programs identified by the Department as being required for assignments to specialized positions or promotions.

B. Attendance at all training programs will be documented by attendees signing attendance sheets.

C. Any overtime paid or work schedule and days off adjustments made due to training programs will be done so in accordance with agreed upon language in the collective bargaining agreement covering the affected personnel.

D. Personnel may be excused from training programs due to illness, court appearances, operational need, and emergency situations. It will be the responsibility of every officer when advised of a training date to check their calendars for other duty obligations and immediately inform their supervisor of the conflict.

E. Supervisors will contact the Training Unit Supervisor, or his designee, upon receiving such notification from an officer. The Training Unit Supervisor and the officer's supervisor will determine a date for the training to be made up by the officer.

F. Records for all training will be maintained in each employees training file to include the date of the training, the type of training, copies of certificates received, attendance, and test scores (if tests are administered).

G. The Rangemaster will maintain firearm proficiency training records.

H. The release of training records to persons outside of the Department will be made at the discretion of, and with permission from, the Chief of Police.

I. All expenses related to authorized and required training will be the responsibility of the Department. This includes tuition and fees, travel expenses (for out of town training), daily per diem, and any necessary uniforms or equipment required.

IV. REMEDIAL TRAINING

A. Any employee (sworn or civilian) may be temporarily assigned to the Training Unit for remedial training upon recommendation of their immediate supervisor, or member of their chain of command, if it appears the employee:

1. Demonstrates a lack of skills, knowledge or abilities in job performance based on evaluation reports or first hand observation.

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2. Has received disciplinary action(s) for conduct that may be corrected through additional training.

B. The Training Unit Supervisor and the Deputy Chief of the Bureau to which the employee is assigned will establish a timetable for which remedial training will be conducted and the criteria for successful completion.

C. Any employee temporarily assigned to the Training Unit for remedial training, regardless of rank, will be under the command of the Training Unit Supervisor.

D. Any officer failing to successfully complete an in–service proficiency training course, on the second attempt, may be subject to disciplinary action.

E. Any officer may request to be scheduled for temporary assignment to the Training Unit if the officer feels that a legitimate problem exists. The officer's immediate supervisor must give authorization.

V. LESSON PLANS AND TESTING

A. Instructors will submit lesson plans and samples of any instructional materials (including tests) to the Training Unit Supervisor for approval, at least one week prior to any scheduled training programs.

B. Lesson plans will be in outline form and contain the following:

1. Course title and instructor name.

2. A statement detailing the subject matter and the course job related objectives.

3. A description of the instruction method to be used (panel discussion, group discussion, lecture, audio/visual presentation, simulations, etc).

4. A statement of performance objectives that focus on the job related elements, provide clear statements of what is to be learned, and provides the basis to evaluate the trainee and the training program.

5. A description of proposed test questions or performance evaluations to be used based on the material presented. This could include, but not be limited to, any of the following:

   a. Competency based testing, designed to measure the participant's knowledge or abilities to apply the information that was learned, which should be used in most training programs.

   b. Test questions that, when used, should be written as true/false, multiple choice, short answer or essay.

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c. Unless recommended by the Training Unit Supervisor and authorized by the Chief of Police, the minimum passing grade will be 70%.

d. Pass/fail grading may be used for certain performance tests in less structured informal situations.

C. Test results will be kept in each employee's training record file.

D. The Training Unit will permanently retain all lesson plans.

VI. STAFF AND INSTRUCTORS

A. Staff and instructors are approved by the Training and Personnel Bureau Deputy Chief and Training Unit Supervisor. Instructors for specialty training programs will be selected by the Training Unit based on the following criteria:

1. Training and education.

2. Ability and performance.

3. Law enforcement experience.

4. Previous teaching experience and knowledge of teaching methods.

B. Once accepted, personnel will complete an instructor development course which includes at a minimum:

1. Lesson plan development.

2. Performance objective development.

3. Instructional techniques.

4. Learning theory.

5. Testing and evaluation techniques.

6. Resource availability and use.

7. Instructional aids.

C. Full time staff/instructors are considered permanent positions and are assigned to the Training Unit on a full time basis. Unless it is determined by the Training and Personnel Bureau Deputy Chief and Training Unit Supervisor that they are no longer capable of sufficiently performing their required duties. This position is considered an Investigator rank.

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D. Adjunct instructors are assigned to the Training Unit on a temporary basis depending on their areas of expertise and availability from their regularly assigned duties.

VII. IN-SERVICE AND ROLL CALL TRAINING

A. The Training Unit will schedule a mandatory in-service training program that will be attended by all sworn personnel.

B. The areas of training will include legal updates and any training conducive to the Department's goals including, but not limited to, the following:

1. A review of policies, procedures, rules and regulations.
2. The proper use of discretion.
3. Interviews and interrogations.
4. Instruction and review of use of force and pursuit policy and tactics.
5. Instruction on report writing skills.
6. Explanation and review of crime scene responsibilities.
7. Instruction on courtroom testimony.
8. Review of civil liability issues.
9. New investigative techniques and advances in technology.
10. Domestic violence policies, prevention, intervention and enforcement issues.
11. First responder and hazardous materials response.

C. The following will govern the Department's Roll Call Training Program.

1. Roll call will be conducted at the beginning of each scheduled shift. It will consist of instruction or review by the shift supervisors to include:

    a. Briefing officers with information regarding daily criminal and Department activity – "Squeal Sheets."

    b. Notifying officers of their daily assignment.

    c. Notifying officers of new directives or changes in directives and ensuring that all officers receive and sign for such changes.

    d. Evaluating officers' readiness to patrol via line inspections.

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e. Updating wanted persons, stolen vehicles, and major cases.

2. Subject matter for instruction may come from, but are not limited to, the following sources.

a. Videos, tapes, and films of law enforcement related issues.

b. Short training programs presented by shift supervisors or agency personnel.

c. Review of recent court decisions or legislative changes in laws or ordinances.

d. Department policy, procedures, rules, and regulations.

e. Current crime trends.

f. Review of any hazardous/officer safety situations.

g. Any other issue that may be of benefit to the health, safety, welfare, education, or interest to Department personnel.

D. All training should be structured in such a way as to motivate officers and to further the professionalism of the Department.

E. All supervisors are responsible for assuring the roll calls are conducted in a professional manner, and serves the purpose of delivering crime information, changes in procedures, and training personnel under their command.

F. Supervisors will ensure that personnel are given adequate time to review any materials received through training and, when applicable, officers sign a roll call training form stating that they received and understood the material presented.

VIII. SPECIALIZED TRAINING

A. The following Units/Teams or assignments within the Department will receive specialized training:

1. Newly promoted supervisors.

2. Motorcycle officers.

3. Traffic Investigators.

4. Identification Investigators.

5. Management personnel.

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6. Metro Narcotics Investigators.

7. Explosive Ordinance Technicians/BombTeam.

8. SWAT Team .

9. Hostage Negotiation Team.

10. Community Services Officers.

11. Bike Unit.

12. Rockford Housing Unit.

13. Field Training Officers.

14. Patrol Rifle Officers.

15. Department Armorers.

16. Recruiter.

17. New and current Department instructors.

18. Other Units/Teams or assignments where specialized training is deemed necessary and approved by the Chief of Police.

B. The Department will seek task related training for the aforementioned areas of specialists as soon as possible, preferably with thirty (30) days from appointment to the position. In each of the positions identified, the training may come from outside schools and seminars. In seeking outside training for such programs the following criteria will be utilized in selecting the training.

1. The course should be designed to provide, or enhance, the skills, knowledge, and abilities necessary to perform the job.

2. The course should address legal and policy issues peculiar to the position.

C. Personnel selected for specialized assignment or promotion will be made aware of administrative and management regulations, policies, and relationships of both supervisors and support services unique to each specialized unit or function.

D. Any specialized advanced training courses successfully completed by Department personnel may qualify for credit towards their mandatory in-service training pending approval by the Training Unit Supervisor.

E. Supervised on-the-job training may be incorporated into any specialized training programs.

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IX. CIVILIAN EMPLOYEE TRAINING

A. Prior to assuming job responsibilities, civilian employees will be trained in any specialized equipment or practices required for the performance of their position. Some of this training may be provided during new employee orientation sessions conducted by the City of Rockford Personnel Department. At a minimum this training will consist of the following.

1. The Department's role, purpose, and relevant policies and procedures of both the Department and the City of Rockford.

2. Working conditions and regulations.

3. Rights and responsibilities of the employee and management.

4. Facility orientation.

5. Department structure and chain of command.

B. Training for civilian positions requiring specialized training will be accomplished as appropriate to the position and may take the form of on the job or in-service training. Adequate training will be provided prior to personnel assuming full responsibility for the position. The following positions may require training:

1. Administrative/Receptionist/Senior Clerk Personnel

2. Property & Evidence Technicians.

3. Data Entry Operators.

4. Crisis Intervention Caseworkers.

C. Training provided civilian personnel will include:

1. The specific skills necessary to perform any technical aspects of their job.

2. The importance of the link civilian personnel provides between citizens and the Department.

3. The ability of civilian employees' to effectively deal with the public often shapes a citizen's opinion of the entire Department.

D. Records of training will be documented using procedures shown in "**III. C"** of this Order and maintained in employee's personnel file.

X. ACCREDITATION FAMILIARIZATION

A. Familiarization with the accreditation process will be provided:

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1. To all newly hired Department personnel within a reasonable period after employment begins. (For sworn personnel this will normally occur during the Department's City School portion of new officer training.)

2. To all agency personnel during the self-assessment phase associated with achieving initial accreditation and each attempt at re-accreditation.

3. Prior to any on-site accreditation assessor's visit.

B. Training will include the history, process, goals and objectives, and advantages of accreditation.

XI. EFFECTIVE DATE

A. The effective date of this Order is October 24, 2005.

BY ORDER OF

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Steven B. Pugh
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 20.02		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3
ORDER TITLE RECRUIT TRAINING	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL STRUCTURE	
REFERENCE Academy Training, Basic Training, Training		APPENDICES NONE	
ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE October 24, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to comply with the provisions of **50 ILCS 705 et seq.,** in that no person will receive permanent appointment as a law enforcement officer unless that person has been awarded a certificate attesting to the successful completion of the minimum standards basic law enforcement training course as prescribed by the Illinois Law Enforcement Training Standards Board.

Newly hired police officers will attend and successfully complete an Illinois Law Enforcement Training Standards Board certified academy, prior to being allowed to carry firearms on duty, enforce laws or make arrests.

PURPOSE

The purpose of this General Order is to establish the training and familiarization program for newly appointed officers.

This General Order is comprised of the following numbered sections.

I. INTRODUCTORY TRAINING
II. TRAINING ACADEMY ATTENDANCE
III. TRAINING ACADEMY CURRICULUM
IV. DEPARTMENT CITY SCHOOL
V. EFFECTIVE DATE

I. INTRODUCTORY TRAINING

A. Upon hiring but prior to reporting to basic academy training, new officers will receive introductory training consisting of, but not limited to, the following.

1. Administrative intake procedures.

2. Introduction to Department staff.

3. Introduction to Department vision statement, mission statement, ethics and values.

4. Introduction to various City of Rockford and Departmental services.

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a. Police Benevolent and Protective Association Unit #6.

b. Rockford Police Relief Association.

c. Employee Assistance Program.

d. Payroll procedures.

e. Insurance and benefits.

f. Deferred Compensation Program.

5. Equipment issue.

6. Introduction to firearms. NOTE: Newly appointed officers are not permitted to carry firearms on duty, or enforce the law until they are certified as a police officer in the State of Illinois by the Illinois Law Enforcement Training Standards Board following graduation from the basic academy. Off duty carry of any weapon is not authorized until successful completion of the probationary officer's Field Training Program and Evaluation Process, per General Order **50.01-Department Firearms and Ammunition**.

7. Introductory training is subject to change based on the number of recruits hired, recruits prior training and experience, and/or changing priorities of training needs.

II. TRAINING ACADEMY ATTENDANCE

A. All police recruits will attend an Illinois State authorized basic academy and pass the State mandated police certification test.

B. Officers, who have completed a certified academy with another department and have been granted a waiver by the Law Enforcement Training Standards Board, will not be required to attend the academy a second time. Officers meeting this criteria will either begin work in the Field Training Program (see General Order **20.03**) or begin the Department City School described in section **III** of this General Order.

C. While at the basic academy all recruits will be subject to Rockford Police Department orders, rules, and regulations as well as the orders, rules, and regulations of the host academy.

D. Approved Illinois academies issue written rules and regulations, testing and evaluation standards and requirements, physical fitness standards, and daily schedules to incoming recruits upon entry into their program.

E. The Training Unit supervisor will be the liaison with the training academy staff keeping the channels of communication open by monitoring the progress of recruits and to provide input to the academy program.

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F. The Training Unit supervisor, or his designee, will maintain dialogue with recruit officers while at the training academy and will ensure that a Department representative visit recruit officers at least once while at the training academy.

G. The Department will ensure that all costs assessed by the training academy related to the training of recruit officers are paid as required by training academy policy.

H. The Department will reimburse recruit officers for any legitimate unexpected out-of-pocket expenses incurred while at the training academy.

III. TRAINING ACADEMY CURRICULUM

A. Any training academy utilized by the Department will be required to have a curriculum based on a job task analysis of the most frequent assignments of officers who complete recruit training.

B. Any training academy utilized by the Department will be required to use evaluation techniques designed to measure a recruit's competency in the required skill, knowledge, and abilities to function as a police officer.

IV. DEPARTMENT CITY SCHOOL

A. Upon completion of basic academy training and prior to being placed in the Field Training Program, recruit officers will attend the Department City School.

1. The Chief of Police may waive the requirement for attendance at City School after reviewing a recruit officer's prior training and experience as a police officer, or due to a low number of recruit officers making scheduling of a City School impractical. Affected officers will immediately move into the Field Training Program.

B. The Department City School curriculum will consist of training specific to the operational patrol function with an emphasis on report writing and physical control tactics, as well as the Department accreditation (CALEA) program.

V. EFFECTIVE DATE

A. The effective date of this Order is October 24, 2005.

BY ORDER OF

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Steven B. Pugh
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 20.03		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 9
ORDER TITLE **FIELD TRAINING PROGRAM AND EVALUATION PROCESS**	SERIES NO. **20**	SERIES TITLE / SUBJECT **PERSONNEL STRUCTURE**	
REFERENCE **Evaluation, Field Training Unit, FTO, Probationary Officers**		APPENDICES	
ORIGINAL ISSUE DATE **October 24, 2005**	REISSUE / EFFECTIVE DATE **February 8, 2007**	EXPIRATION DATE **This order remains in effect until revised or rescinded**	

POLICY

It is the policy of the Rockford Police Department to provide a comprehensive program that trains and evaluates each probationary officer based on tasks of the most frequent assignments handled by officers who have completed the Field Training Program. The process is designed to provide job-related evaluation of the probationer's performance by utilizing standardized and systematic approaches to job/task performance documentation. Specific documentation of performance serves as the primary criterion for the retention or termination of the probationary officer.

PURPOSE

The purpose of this General Order is to provide policies, procedures, and time lines concerning field training and the evaluation process utilized to measure probationary officer's performance. The Field Training Program and evaluation process is an extension of the recruit training process, combining on-the-job training with an objective performance assessment to insure the standards of a competent law enforcement officer are met. Field training also assesses the effectiveness of the candidate recruitment, testing, selection, basic academy training, and certification process.

Uniformity of the Field Training Program and evaluation process assists in bringing the probationer to a level of competence appropriate to certify an officer for solo patrol operations. This process also provides retraining and orientation to sworn personnel returning to patrol operations after extended absences or non-uniform patrol service assignments, as well as exposing Field Training Officers to basic leadership, training skills, and personal performance assessment.

This General Order is comprised of the following numbered sections.

I. FIELD TRAINING COMMANDER
II. FIELD TRAINING OFFICER COORDINATOR
III. SHIFT COMMANDER AND SHIFT SERGEANT RESPONSIBILITIES
IV. FIELD TRAINING OFFICERS (FTO's)
V. PHASES AND STEPS OF THE FIELD TRAINING PROGRAM
VI. ASSIGNMENT OF PROBATIONERS
VII. EVALUATION PROCESS

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VIII. EMPLOYMENT CONFIRMATION PROCESS
IX. EMPLOYMENT STATUS PROCESS
X. FIELD TRAINING AND EVALUATION DOCUMENTATION
XI. EFFECTIVE DATE

I. FIELD TRAINING COMMANDER

A. The Deputy Chief of Field Services, or his designee, is the designated Field Training Commander. The Field Training Commander will be responsible for the overall administration of the Field Training Program and evaluation process.

B. The Field Training Commander, or his designee, will coordinate and present interim reports on probationer's development and status to the Chief of Police on a regularly scheduled basis. These reports will contain recommendations to retain, extend training, or terminate the probationer. Field Training Officers and patrol Sergeants will provide input for this report as needed.

C. The Field Training Commander, or his designee, will attend training sessions and Field Training Officers meetings to assess information concerning probationer performance. The Field Training Commander will also evaluate the instructional techniques of the Field Training Officers (FTO's).

II. FIELD TRAINING OFFICER COORDINATOR

A. The Field Training Officer Coordinator will be the Training Unit Supervisor.

B. The Field Training Coordinator will be responsible for assisting the Field Training Commander with the general administration and evaluation of the Field Training Program and evaluation process.

C. The Field Training Coordinator will monitor the development of FTO's and probationers during the Field Training Program and evaluation process. The Field Training Coordinator will assist FTO's in resolving performance deficiencies through training and coaching.

D. The Field Training Coordinator will work with shift supervisors of probationers during the Field Training Program and evaluation process to determine and correct any training deficiencies, and recommend the extension of any step of a probationer's training if necessary.

E. The Field Training Coordinator will maintain files relating to a probationer's progress in the Field Training Coordinator's office. These files will be available to supervisory and command officers as needed.

F. The Field Training Coordinator will attend the training sessions and Field Training Officer meetings to provide and receive information concerning probationer performance and development.

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III. SHIFT COMMANDER AND SHIFT SERGEANT RESPONSIBILITIES

A. The Shift Commanders will prepare an Officer's Report of a probationer's development during step four and five of Field Training, submitting the report to the Field Training Commander. The report should contain a recommendation to retain, extend training, or dismiss the probationer. All Field Training Officers and other Department members having direct supervision over the probationer, will be offered the opportunity to provide input to assist in this final Field Training evaluation report. The Shift Commander will create a Field Training Team for each step consisting of the Probationary Officer, FTO and Shift Sergeant. The Shift Commanders will oversee the day-to-day operations of the probationers and the Shift Sergeants assigned to them. A list of the assigned sergeants will be provided to the Field Training Commander and Field Training Coordinator. In the event that the Sergeant assigned to a probationer is unable to complete the 20-day evaluation period, the Shift Commander will assign a replacement Sergeant for the remainder of the period.

B. The patrol shift sergeants will have the responsibility of supervising the training and evaluation of probationers assigned to their shift. The assigned shift sergeants will inform the Shift Commanders of the progress of probationers assigned to the shift.

C. The assigned shift sergeants will ensure the individual training and evaluation process is being properly presented. The shift sergeants will use the Daily Observation Report, communications with FTO's, and personal observations of the probationer's performance to ensure the evaluation process is being properly presented. Shift Sergeants, in addition to the DOR's and FTO communication, will respond to a minimum of **8** calls with the probationer and their FTO for each 20-day evaluation period so that they may personally observe and evaluate the probationer for their Supervisor Summary Report.

D. The assigned shift sergeants are responsible for a weekly review of the probationer's file, located in the shift commander's office. The shift sergeants will ensure that Daily Observation Reports and bi-weekly Field Training evaluations are current and properly completed.

E. The assigned shift sergeants will complete a Supervisor Summary Report at the end of each step of a probationer's Field Training. The shift sergeant will also meet with each probationer and the assigned FTO's to review that report. The Supervisor Summary Report will be placed in the probationer's Daily Observation Report file after each review. A copy of the report will be forwarded to the Field Training Commander.

IV. FIELD TRAINING OFFICERS (FTO's)

A. An FTO has two primary roles to fulfill; that of police officer assuming full patrol responsibility and that of a trainer/assessor of probationers.

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B. The FTO will be responsible for the training and evaluation of the probationer. Probationers will be assigned to FTO's by the Field Training Coordinator.

C. The FTO will be a sworn officer who has met all qualifications and has successfully completed the FTO selection process.

D. All FTO's will receive formal FTO instruction prior to assuming probationer training and evaluation responsibilities, and re-training as necessary.

E. The selection process for FTO's (as set forth in the PB & PA Unit 6 Collective Bargaining Agreement) is as follows:

1. The Department will post notice of FTO openings.

2. Interested officers will make written requests to the Field Training Commander.

3. Minimum qualifications for FTO's will be:

   a. Three (3) years employment as a sworn member of the Department.

   b. Acceptable performance assessments and input from immediate supervisors with direct observation and knowledge of work habits and standards.

   c. Acceptable personnel action file entries.

4. The Chief of Police or his designee will make the final selection of FTO's.

F. An FTO may be released from the Field Training Program and evaluation process when one or more of the following have taken place:

1. At the direction of the Chief of Police.

2. Upon the recommendation of the Field Training Commander

3. Upon the recommendation of the Field Training Coordinator.

4. By removal of assignment from patrol duties.

5. At the written request of the individual.

V. PHASES AND STEPS OF THE FIELD TRAINING PROGRAM

A. The Field Training Program will be divided into two (2) PHASES and five (5) STEPS covering a probationary officers eighteen (18) month probation period.

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B. PHASE ONE will be a minimum of 800 hours (currently 80 working days) duration and includes Field Training Program and evaluation process STEP ONE through STEP FOUR.

1. STEP ONE: Consists of a minimum of twenty (20) working days.

   a. The first working day probationers will not be formally evaluated using the Daily Observation Report (DOR), but the FTO will document the training.

   b. A minimum of fifteen (15) working days will be worked in structured training and evaluation.

   c. A working day is defined as a shift in which the probationer is assigned to an FTO and completes a minimum of 50% of the scheduled shift.

   d. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.

2. STEP TWO: Consists of a minimum of twenty (20) working days.

   a. Training and evaluation will take place for the entire STEP TWO.

   b. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.

3. STEP THREE: Consists of a minimum of twenty (20) working days.

   a. Training and evaluation will take place for the entire STEP THREE.

   b. The Field Training Coordinator will ensure the minimum number of fifteen (15) training and evaluation days are completed.

4. STEP FOUR: Consists of a minimum of twenty (20) working days.

   a. The probationer will assume primary contact officer responsibilities (100% of workload distribution).

   b. The FTO and probationer will review previously trained topics as time permits during this period.

   c. Probationers must successfully complete STEP FOUR responsibilities in order to advance to their PHASE TWO-STEP FIVE assignment.

C. PHASE TWO will be for the remainder of the probationers eighteen (18) month probation period.

1. STEP FIVE: Consists of the following:

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a. Probationers will be assigned to patrol shift operations and be assigned as a solo field patrol unit.

b. Probationers will be permitted to carry off-duty weapons in compliance with Department regulations (General Order **50.01**).

D. In the event a probationer's performance is not acceptable (not responding to training, deficient performance, etc.) at the close of any STEP, the following protocols will be initiated:

1. The probationer's Field Training Program and evaluation process period may be extended upon the recommendation of the Field Training Commander and with the approval of the Chief of Police.

2. All extensions of training will be administered using a performance improvement plan developed for the probationer by the Field Training Commander, Field Training Coordinator, Shift Commander, assigned shift sergeants, and the FTO (if still assigned to an FTO) during an extension of training meeting.

E. At any point a probationer consistently performing at an acceptable level and has satisfactorily accomplished all training tasks, the probationer may be moved to the next training STEP. The Field Training Commander will make this determination after:

1. Reviewing all Field Training documentation to confirm that standards have been met.

2. Ensuring that a minimum of twenty (20) working days of STEP FOUR protocols have been accomplished to certify the probationer for solo patrol duties, if moving the probationer into STEP FIVE.

VI. ASSIGNMENT OF PROBATIONERS

A. Probationers will be assigned to the Field Services Bureau

B. Probationers will not be permitted to carry a firearm during off-duty hours until they have been certified for solo patrol duties.

C. Probationers assigned to patrol will be placed in the Field Training Program and evaluation process under the direct supervision of a FTO and shift sergeant until the probationer is certified for solo patrol duties.

D. The Field Training Commander will pre-determine assignment of probationers to individual FTO's with input from the Field Training Coordinator.

E. Changes in assignment due to probationers training needs or when a FTO is unable to continue with his duties may be made with the approval of the Field Training Commander.

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F. Probationers will be assigned in such a way to provide rotation through at least two (2) of the three (3) permanent patrol shifts.

G. The Field Training Commander may continue a probationer's field training assignment beyond the normal training period if the need for further training arises.

VII. EVALUATION PROCESS

A. Daily Observation Reports (DOR).

1. The DOR is completed daily by the FTO during each patrol shift.

2. Each DOR will document both performance assessments and training time in detail.

B. Bi-weekly Evaluation Reports.

1. The FTO will complete bi-weekly evaluation reports detailing the previous two weeks performance and training.

2. Bi-weekly evaluation reports will contain assessment ratings, training, and self initiated field activity (SIFA) percentages totaled and/or averaged for the training period.

3. At the end of the report the FTO will complete a narrative section summarizing the weeks activity and outlining training plans to correct any deficiencies.

C. Shift Sergeant Supervisor Summary Report.

1. The assigned shift sergeant will complete a Supervisor Summary Report at the end of each Step 1 through 4 in Phase One, and Step 5 in Phase Two.

2. The assigned shift sergeant will conduct a meeting with each probationer and his or her assigned FTO and review each Supervisor Summary Report.

D. Shift Commander Reports.

1. The Shift Commander will prepare an officer's report during the last week of STEP FOUR detailing the progress of the probationary officer.

2. The Shift Commander will prepare an officer's report during the last week of STEP FIVE detailing the progress of the probationary officer. The report will include a recommendation for retention or dismissal of the probationary officer.

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VIII. EMPLOYMENT CONFIRMATION PROCESS

A. The performance of probationary officers will be monitored by the Field Training Commander, Field Training Coordinator, Shift Commander and assigned Shift Sergeant. Formal action will be taken with respect to:

1. Advancement of probationers from Field Training STEPS ONE through FOUR to solo patrol status (STEP FIVE).

2. Advancement of probationers from probationary status to permanent employment status.

IX. EMPLOYMENT STATUS PROCESS

A. Recommendation for termination may be initiated at any time during the probationary period when performance is not at an acceptable level.

B. In the event the Field Training Commander recommends termination, the following will take place:

1. The Field Training Commander with the approval of the Chief of Police will preside over an Employment Status Hearing. The Field Training Commander, Field Training Coordinator, Shift Commander and assigned Shift Sergeant will present reasons for the termination recommendation. The FTO and probationer will be present during the hearing and will be permitted the opportunity to respond to the Field Training Commander's recommendation.

2. The Chief of Police or designee will make the decision in reference to the dismissal of the probationer after the Employment Status Hearing. If the Chief of Police concurs with the recommendation, the probationer will be administratively relieved of duty by the Field Training Commander and the Deputy Chief of Administrative Services.

3. The Chief of Police will immediately contact the Board of Fire and Police Commissioners and inform them of the recommendation. Final authority for dismissal rests with the Board of Fire and Police Commissioners.

X. FIELD TRAINING AND EVALUATION DOCUMENTATION

A. The probationer's Field Training Program and evaluation process reports will be filed in the officer's personnel file.

B. Field Training Program and evaluation process files of terminated employees consisting of the DOR's and the Probationary Officer's Manual will be secured and maintained by the Deputy Chief of Administrative Services until such time as

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the statute of limitations for personnel action has expired as set forth by Illinois Law.

C. The following documents related to the Field Training Program and evaluation process are available for inspection by supervisory and command personnel as appropriate.

1. Daily Observation Report (DOR).

2. Bi-weekly Evaluation Report.

3. STEP ONE through STEP FOUR Supervisory Summary Reports.

4. STEP FIVE Supervisory Summary Report.

5. Standard Assessment Guidelines.

XI. EFFECTIVE DATE

A. Revised February 8, 2007
B. The effective date of this Order is October 24, 2005

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 20.04		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE FIREARMS TRAINING PROGRAM / FIREARMS QUALIFICATION	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL STRUCTURE	
REFERENCE Firearms Training Qualification, Firearms Training, Qualification		APPENDICES A	
ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE July 10, 2007	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 1.3.10, 1.3.11			

POLICY

It is the policy of the Rockford Police Department to maintain a pro-active Firearms Training and Qualification program.

PURPOSE

The purpose of this General Order is to establish procedures for the training and qualification of sworn officers in the use and safety of duty and off-duty weapons.

This General Order is comprised of the following numbered sections.

I. GENERAL PROCEDURES
II. RESPONSIBILITIES OF THE TRAINING AND PERSONNEL UNIT
III. RESPONSIBILITIES OF BUREAU COMMANDERS
IV. RANGE SAFETY AND CONDUCT
V. RESPONSIBILITIES OF OFFICERS
VI. EFFECTIVE DATE

APPENDICES

A. State of Illinois Mandated, Rockford Police Department Annual Qualification Course of Fire – (Handgun)

I. GENERAL PROCEDURES

A. All officers will participate in Firearms Training Sessions, including Command Staff personnel. Excused absences will be allowed for the following reasons:

1. Training dates are on officers regularly scheduled days off.

2. An officer is on vacation.

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3. An officer is attending a Department authorized school, or is on authorized leave of absence.

4. An officer has a medical excuse.

   (a) Any officer assigned to light-duty must qualify with their duty weapon prior to being returned to full-duty status regardless of the length of time of the light-duty assignment.

5. An officer is on administrative leave.

6. Civil emergency.

B. All officers are required to qualify annually using the State of Illinois Mandated Annual Qualification Course of Fire listed in Item 1. of this paragraph. Additional firearms training and courses of fire may be offered periodically by the Training Unit during the year.

1. State of Illinois Mandated Rockford Police Department Annual Qualification Course of Fire (Appendix A).

   Note: This is a mandated State of Illinois qualification course of fire required of every sworn officer of the Department. Every officer must pass this course of fire. An officer not passing this course of fire will be subject to the remedial procedures described in paragraph E. below.

C. Officers must train with the make, model, and serial number weapon they carry on duty. Officers who carry a second or off-duty weapon will be required to qualify annually with such weapon(s).

D. Range hours will be 0800 hours to 1600 hours, and 1800 hours to 0400 hours, or on an as needed basis.

1. Only weapons authorized for on-duty and off-duty carry as described in General Order 50.01-Appendix “A” will be used during training sessions and open shoots.

2. Officers will draw and fire weapons only as directed by Range Officers.

3. The minimum acceptable qualification score for the State of Illinois Mandated Rockford Police Department Qualification Course of Fire is set by the Illinois Local Governmental Law Enforcement Officers Training Board. This minimum qualification score will be 35 hits out of a total of 50 rounds fired. The qualification score will be recorded on a pass/fail basis.

4. Assigned Range Officers will score targets.

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E. Officers who are unable to attain a minimum acceptable qualification score during the State of Illinois Mandated Rockford Police Department Qualification Course of Fire (Appendix A) will be subject to the following:

1. If the weapon is a secondary weapon, off-duty weapon, and/or any specialty weapon, the officer will forfeit their right to carry or use such weapon(s), on or off-duty, until successfully attaining the minimum acceptable qualification score.

   a. Any officer failing to qualify a secondary weapon, off-duty weapon and/or specialty weapon during the required qualification shoot and is found carrying or using such weapon(s) on or off-duty, will face disciplinary action.

2. If the weapon is the officer's primary duty weapon, the officer will be immediately provided additional opportunities to attain the minimum acceptable qualification score.

3. If the officer is unable to attain the minimum acceptable qualification score after additional attempts with the advice and counsel of the Range Officer, and they have ceased their attempts for that qualification day, they will be temporarily relieved of duty until such time that they are able to attain the minimum acceptable qualification score.

4. If the officer is unable to attain the minimum acceptable qualification score during remedial training, the Deputy Chief of Administrative Services will be notified and the officer's individual situation will be reviewed.

5. The Deputy Chief of Administrative Services will advise the Chief of Police on appropriate action to be taken up to and including ordering a fitness-for-duty evaluation. The Chief of Police will decide on the final action to be taken.

F. Officers will receive training in the Use of Force/Resistance, to include Deadly Force in accordance with General Order 1.09, during the Department's scheduled outside tactical firearms qualification shoot and physical encounter control training session(s).

II. RESPONSIBILITIES OF THE TRAINING AND PERSONNEL UNIT

A. The Training and Personnel Unit is responsible for scheduling all firearms training sessions.

B. The Training and Personnel Unit Sergeant is the designated Range Master.

C. The Training and Personnel Unit will notify Department personnel of all scheduled training.

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D. The Training and Personnel Unit will notify Bureau Deputy Chiefs, Commanders and Supervisors, of any officer(s) under their command who failed to attend a scheduled firearms training session. The notice will also include an assigned make-up date no later than 30 days after the training session which the officer failed to attend, for the affected personnel.

E. The Training and Personnel Unit will notify the Deputy Chief of Administrative Services in writing, within two weeks of the conclusion of the scheduled training session, of all unexcused absences for the scheduled training session, the number of unexcused absences for those officers during the calendar year, and the average score for all personnel year-to-date.

F. The Training and Personnel Unit is responsible for keeping accurate records of all sworn personnel firearms training and scores.

G. The Training and Personnel Unit Sergeant will submit a written report to the Deputy Chief of Administrative Services pertaining to those officers who fail to qualify. Included in this report will be recommended course of action to rectify the problems the officer may be experiencing with firearms qualification.

H. The Deputy Chief of Administrative Services will review reports of any officer failing to qualify as described in Section I, E of this order, and will make recommendations to the Chief of Police with regards to disciplinary action and fitness-for-duty evaluations.

III. RESPONSIBILITIES OF BUREAU COMMANDERS

A. Each Bureau Commander, Shift Commander, Supervisor or their designee, will schedule officers to attend mandatory firearms qualification sessions.

IV. RANGE SAFETY AND CONDUCT

A. Every officer is responsible for their safety as well as the safety of all other persons present while on the range.

B. Range Officers are in command of all personnel, regardless of rank, while in the firing range performing Range Officer duties during a firearms training session or other authorized open shoot. Willful disobedience of established rules and regulations or directions and orders from Range Officers cannot be allowed, and will be grounds for being ordered to leave the range. The Deputy Chief of Administrative Services will be notified immediately of any such incident in addition to the requirements of paragraph D in this section.

1. Such conduct includes, but is not limited to, unsafe weapons handling, intentionally shooting targets not assigned you, failure to obey range commands, use of other than authorized weapons or ammunition, or any other action that a Range Officer may deem as unsafe to range operations or personnel present.

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C. Loading and unloading weapons will take place only in designated areas. The only time a weapon is to be unholstered in the cleaning area is during the cleaning process after a shoot or at the direction of a Range Officer or Armorer.

D. Violation of any part of this section requires the Range Officer to submit a written report to the Training and Personnel Unit Sergeant explaining details and circumstances of the incident.

V. RESPONSIBILITIES OF OFFICERS

A. Each officer will comply with all provision of this General Order regardless of rank or duty assignment.

B. Each officer will shoot and qualify with the same make, model, and serial number of the weapon they are authorized to carry while on duty or off-duty.

1. Each officer who carries a secondary weapon will report this information to the Range Officer when qualifying for annual qualification.

C. Whenever an officer purchases an authorized weapon to be carried on duty or as a secondary or off-duty weapon, they must contact the Training and Personnel Unit and register the weapon in the Department's firearm database.

1. The officer must then qualify with the weapon and any authorized accessories prior to being allowed to carry the weapon either on-duty or off-duty.

VI. EFFECTIVE DATE

A. The effective date of this Order is July 10, 2007
B. Revised May 31, 2006.

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX "A"

STATE OF ILLINOIS MANDATED
ROCKFORD POLICE DEPARTMENT
HANDGUN QUALIFICATION COURSE OF FIRE

Total rounds: 50
Target: B21TC (BRPD) Center Mass Silhouette
Shots striking within the scoring ring area of the target are scored as a hit.
Shots striking the target outside the scoring ring are scored as a miss.
Minimum score (Pass/Fail) 35 hits.
All stages of fire will commence from a secured holster.

3 yards - Total of 10 rounds

Stage 1	Draw/Present and fire two (2) rounds in four (4) seconds.
Stage 2	Draw/Present and fire two (2) rounds in four (4) seconds.
Stage 3	Draw/Present and fire two (2) rounds in four (4) seconds.
Stage 4	Draw/Present and fire two (2) rounds in four (4) seconds.
Stage 5	Draw/Present and fire two (2) rounds in four (4) seconds.

6 yards - Total of 10 rounds

Stage 6	Draw/Present and fire five (5) rounds in ten (10) seconds.
Stage 7	Draw/Present and fire five (5) rounds in ten (10) seconds.

6 yards - Total of 10 rounds

Stage 8	Draw and fire five (5) rounds. Reload and fire five (5) rounds in 20 seconds.

12 yards - Total of 10 rounds

Stage 9	Draw and fire five (5) rounds. Reload and fire five (5) rounds in 24 seconds.

18 yards - Total of 10 rounds

Stage 10	Assume a right-hand barricade position. Fire five (5) rounds in 20 seconds.
Stage 11	Assume a left -hand barricade position. Fire five (5) rounds in 20 seconds. The shooter is not required to switch hands.

Optional stage 10 and 11: Fired prone or kneeling without barricade.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 20.05		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 2
ORDER TITLE CIVILIAN TRAINING	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL STRUCTURE	
REFERENCE Training, Orientation, New Civilian Employees		APPENDICES NONE	
ORIGINAL ISSUE DATE July 25, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 33.7.1, 33.7.2			

POLICY

It is the policy of the Rockford Police Department to strive for high productivity, efficiency, and to foster cooperation and unity of purpose by providing suitable training for civilian personnel.

PURPOSE

The purpose of this Order is to provide guidelines for pre-service and in-service training for civilian personnel.

This Order is comprised of the following numbered sections:

I. DEFINITION
II. CIVILIAN TRAINING
III. EFFECTIVE DATE

I. DEFINITION

A. Civilian Personnel: Employees of the Department who do not have power of arrest and have not taken a sworn oath of office.

II. CIVILIAN TRAINING

A. The City of Rockford provides an orientation program for all newly appointed civilian employees. The orientation program consists of, but is not limited to, the following:

1. Orientation to the City of Rockford and the Department's rules & regulations, role, purpose, goals**,** and procedures.

2. Working conditions, regulations, and employee benefits.

3. Responsibilities and rights of employees.

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4. Facility orientation.

B. In addition to orientation, training for civilian positions will be accomplished, prior to the employee assuming their job responsibilities, for the following positions.

1. Central Records

   a. L.E.A.D.S.

   b. Net.RMS training and certification.

2. Report Review

   a. L.E.A.D.S

   b. Net.RMS training and certification

3. Informational Services

   a. Net.RMS training and certification

4. Property and Evidence

   a. Net.RMS training and certification

   b. Computer Aided Lab Management System (C.A.L.M.S.)

C. Civilian training will normally be conducted in the following manner.

1. In-service training

2. On-the-job or field training

3. Formal classes and seminars as appropriate and authorized by the employees' supervisor.

III. EFFECTIVE DATE

A. The effective date of this Order is July 25, 2007

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.01 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
PERSONNEL AWARDS PROGRAM	30	PERSONNEL PROCESS

TOPICS / REFERENCE	APPENDICES
Awards, Distinguished Service, Exceptional Service, Lifesaving, Medal, Valor	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
December 22, 2003	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
26.1.2

POLICY

It is the policy of the Rockford Police Department to honor employees, groups, and other entities that have made an outstanding contribution to the law enforcement effort of the Rockford Police Department. The Awards Program will recognize exceptional effort and other significant contributions having a major impact upon the operation and functioning of the Rockford Police Department.

PURPOSE

The purpose of this General Order is to establish criteria and procedural guidelines to recognize, commend and cite exemplary performance as outlined in this Order.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. AWARDS PROGRAM BOARD
III. AWARD NOMINATION
IV. EMPLOYEE AWARDS
V. CITIZEN AND ENTITY RECOGNITION
VI. OTHER AWARDS AND HONORS
VII. PRESENTATION OF MEDALS AND AWARDS
VIII. DISPLAY OF AWARDS
IX. EFFECTIVE DATE
X. REVIEWS, REVISIONS AND CANCELLATIONS

Return to Index

I. DEFINITIONS

A. **Combat:** A physical confrontation with single or multiple suspects. This may or may not involve defense against the use of weapons or gunfire in justified shooting situations.

B. **Courage:** A quality that enables an individual to overcome great personal risk or danger to self without giving way to fear.

C. **Exceptional Bravery:** An act or series of acts that are indicative of exceptional courage and action, unusual in normal circumstances.

D. **Saving a Life:** An action that if not performed, would beyond doubt have resulted in the loss of life of a person.

II. AWARDS PROGRAM BOARD

A. This Order establishes the Awards Program Board, which shall be charged with the responsibility to award, commend and cite exemplary performance through the establishment of criteria and procedures as outlined in this Order.

B. The Awards Program Board shall consist of the following members:

1. Chief of Police or his designee,
2. Deputy Chief of Administrative Services Bureau,
3. One Lieutenant,
4. Training and Personnel Sergeant,
5. One Investigator,
6. One Officer,
7. One sworn employee selected by the Police Benevolent and Protective Association (P. B. & P. A.), and;
8. One non-sworn employee selected by the American Federation of State, County, and Municipal Employees (AFSCME/-PSB Employee).

C. The Chief of Police will select the officer Board Members.

D. Membership on the Awards Program Board will be for a term of two years with the exception of the Chief of Police, Deputy Chief of the Administrative Services Bureau and the Training and Personnel Sergeant.

E. Terms of office will commence on January 1st.

F. The Chief of Police shall call for the initial meeting of the Awards Program Board. Following the initial meeting, the Awards Program Board shall meet as scheduled by the Board.

G. Awards Program Board Officers: The Awards Program Board shall consist of two officers from its members; a Chairperson responsible for presiding over meetings of the Board, and a Secretary responsible for recording Board business and receiving nominations for awards.

1. Chairperson: The Deputy Chief of the Administrative Services Bureau will serve as the Awards Program Board Chairperson.

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2. Secretary

   a. The Deputy Chief of the Administrative Services Bureau will appoint the Awards Program Board Secretary.

   b. A Secretary will be selected at the first Awards Program Board meeting.

   c. The Secretary's term of office shall be for one year. The Secretary may be re-appointed annually.

   d. In the event the Secretary cannot fulfill the term of office, the Chairperson will appoint a new Secretary from the remaining members of the Board.

H. The Board will be required to have a quorum present (to include the Chairperson) to conduct official business.

I. The Board shall review and discuss all facts and determine the category of award.

J. The Board shall confirm or deny the presentation of each award by majority vote.

K. The names of those selected to receive awards and the category of the award to be received shall be made known to employees, groups and entities in an official letter from the Awards Program Board Chairperson and the Chief of Police.

L. Limitations on members of the Awards Program Board:

1. If a member of the Board is nominated for an award, he or she shall be excused for the particular process of determining the award and may return to serve out their remaining term following a final decision on the award.

2. In cases where numerous Board members have been nominated for an award who's absence from the Board will impede the work of the Board due to not having a quorum, the Chief of Police will appoint interim members to fill a quorum for the particular process of determining those awards. Those excused members may then return following a final decision on the awards for which they were nominated.

III. AWARD NOMINATION

A. Any employee of the Rockford Police Department or citizen having personal knowledge or is made aware of an act which may merit an award may formally nominate an employee.

B. Recommendations by employees must be submitted in an Officer's Report or a Civilian Report, clearly reporting facts concerning the employee's conduct. Statements of eyewitnesses, excerpts of official records, sketches, maps, diagrams, photographs and the like shall be attached to support or amplify stated facts.

C. Recommendations from citizens must be submitted in writing, clearly reporting facts concerning the employee's conduct.

1. Any City of Rockford employee can assist a citizen with writing a recommendation.

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D. The Officer's Report, Civilian Employee's Report or citizen recommendation shall be forwarded to the Awards Program Board Secretary.

E. Nominations should be submitted within 90 days of the act or acts for which the nomination is being made.

F. The Board will submit in writing the facts and basis for all awards for sworn, non-sworn, and citizen recommendations to the Chief of Police.

G. For annual awards, the Award Program Board may, at its discretion, solicit nominations from employees for these awards.

IV. EMPLOYEE AWARDS

A. Awards to be conferred by the Awards Program Board are as follows.

1. **Medal of Valor:** Awarded to sworn personnel who perform an act of EXCEPTIONAL BRAVERY with an awareness of the imminent possibility that such act could result in great bodily harm or death to themselves, or who had an extremely hazardous situation suddenly thrust upon them and their response reflected EXCEPTIONAL BRAVERY. (Merely being the victim of a violent or life threatening situation or responding to such a situation in an adequate, but expected fashion, does not meet the criteria.) EXCEPTIONAL BRAVERY does not include accidents or reckless behavior by an officer. Generally, the Award of Valor will be conferred as a result of combat.

2. **Distinguished Service Medal:** Awarded to sworn personnel for an act of courage and dedication, but which is performed under conditions described as less hazardous than those constituting valorous action. The employee is in actual performance of a police service on or off-duty involving significant risk to personal safety.

3. **Medal of Lifesaving**: Awarded to sworn personnel for an act that results in the saving or preservation of human life or lives who otherwise would have died without the involvement of the employee providing first aid, medical assistance, or physical intervention.

4. **Exceptional Service Medal:** Awarded for outstanding performance that has reflected credit upon an employee and the Rockford Police Department. The outstanding performance may be in the form of an unusual apprehension, investigation, extraordinary display of valor, successful completion of a difficult task(s), or an unusual service to the Department or community.

   a. Sworn and non-sworn employees are eligible for this award.

   b. The Exceptional Service Medal may be awarded annually.

5. **Letter of Commendation:** A commendation issued to any employee of any bureau, division, unit or section of the Rockford Police Department to acknowledge exceptional performance of duties. A Letter of Commendation shall be issued as soon as practical after the incident.

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6. **Seniority Pin**: Awarded to sworn personnel upon completion of ten years of service, with a new Seniority Pin (to replace the previous Seniority Pin) being awarded for each additional five years of service thereafter.

B. **Plaque Awards**: The design of the plaque awards shall be selected by majority vote of the Awards Program Board, with final approval by the Chief of Police.

C. Wearing of Awards

1. All employees are encouraged to display their respective award(s).
2. The placement of awards on uniforms or civilian clothing, order of placement and limitations and display shall be published as part of or amended to Department general orders regarding the wearing of uniforms and/or civilian clothing.

V. CITIZEN AND ENTITY RECOGNITION

A. Any Department employee may nominate a citizen or entity for Department recognition to the Awards Board Secretary. Citizen and entity awards include the following:

1. **Citizen Citation for Valor**: A plaque awarded to a private citizen for assistance rendered to the police which involved extreme risk of life to the citizen.
2. **Citizen Citation for Distinguished Service:** A plaque awarded to a private citizen for an act which involves significant risk of life to the citizen less hazardous than that which would constitutes valorous action.
3. **Citizen Citation for Lifesaving:** A plaque awarded to a private citizen for an act that involved the saving or preservation of human life or lives who otherwise would have died without the involvement of the citizen providing first aid, medical assistance or physical intervention.
4. **Citizen/Entity Service Above Excellence**: A plaque awarded to a private citizen or entity that has made an outstanding contribution to the professionalism of the Rockford Police Department.
   a. For this award there may be one or more recipients.
   b. This award does not have to be awarded annually.
5. **Citizen Commendation:** A letter of commendation is awarded to a private citizen for significant assistance rendered to the Rockford Police Department in achieving its mission. The act involved in this assistance would be considered to be less than what is required for a distinguished or lifesaving award.

B. The nominating procedure for citizen awards shall follow the same format as for employee nominations.

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VI. OTHER AWARDS AND HONORS

A. Awards are presented annually by various community organizations to officers of any rank and to various units of the Rockford Police Department. In cases where these organizations request that the Department select an officer or unit as recipient of the award the selection will be made by the Awards Program Board using the guidelines of the requesting organization.

B. The Awards Program Board will consider officers from all ranks and those officers who have received awards under the program as outlined in this Order.

C. The Awards Program Board will make their decision and notify the community organization of the selected officers in the same manner as outlined in this order.

VII. PRESENTATION OF MEDALS AND AWARDS

A. All medals and awards shall be accompanied by written documentation that details the actions of the individual or entity resulting in the award. The original of such documentation shall be given to the recipient along with any awards presented and a copy of the documentation shall be permanently placed in the employee's personnel file.

B. All presentations shall be conducted at an Honors Ceremony or one of the following alternate events:

a. Police Memorial Week,

b. Promotion ceremonies,

c. Swearing-in ceremonies,

d. Any other significant functions of the Department and community.

C. The Awards Chairperson and the Chief of Police will make the presentation of medals and awards.

VIII. DISPLAY OF AWARDS

A. Awards will be displayed in a trophy case, located in the Public Safety Building, 2nd floor hallway.

B. Sworn personnel will have their name inscribed on a permanent plate located in the trophy case.

IX. EFFECTIVE DATE

A. The Department's policy on the Personnel Awards Program became effective on December 22, 2003.

X. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **April** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***30.01 – Personnel Award Program*** issued December 22, 2003.

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C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 30.02		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE PERFORMANCE EVALUATION SYSTEM	SERIES NO. 30	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
REFERENCE Evaluation Procedures, Performance Evaluations, Evaluations		APPENDICES A, B, C, D, E	
ORIGINAL ISSUE DATE August 12, 1991	REISSUE / EFFECTIVE DATE March 27, 2007	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 35.1.1, 35.1.2, 35.1.5, 35.1.6, 35.1.7, 35.1.8			

POLICY

An effective performance evaluation system is a key component of individual career growth assisting the Department in reaching long term service goals. It is the policy of the Rockford Police Department that a performance evaluation system has meaningful two-way dialogue and is fairly and uniformly administered on a regular basis.

PURPOSE

The purpose of this General Order is the establishment of equitable criteria and procedures for assessing the job performance of personnel covered by this Order. It is in the best interest of the City of Rockford, the Rockford Police Department, and all personnel that a uniform system for assessing, measuring, and documenting the ongoing performance of individuals be in place.

This Order is comprised of the following numbered sections:

I. OBJECTIVES OF THE EVALUATION SYSTEM
II. EVALUATION PROCESS
III. APPEAL PROCESS
IV. DEFICIENCY PROCESS
V. GENERAL
VI. EFFECTIVE DATE

APPENDICES

A. PATROL OFFICER / INVESTIGATOR SELF-EVALUATION FORM
B. SERGEANT SELF-EVALUATION FORM
C. PATROL OFFICER PERFORMANCE EVALUATION FORM
D. INVESTIGATOR PERFORMANCE EVALUATION FORM
E. SERGEANT PERFORMANCE EVALUATION FORM

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I. OBJECTIVES OF THE EVALUATION SYSTEM

A. Performance evaluation systems benefit both the Department and individual personnel. The objectives of an evaluation system include but are not limited to:

1. Setting performance standards for all employees that lead to fair and impartial personnel decisions.

2. Maintain and improve an employees performance by:

   a. Measuring of individual strengths and weaknesses.

   b. Identifying training needs.

   c. Determining an individuals potential for specialized assignment.

   d. Determining an individuals potential for increased responsibility.

3. Provides a medium for discussion between a supervisor and an employee that allows for personnel counseling and feedback in order to improve job performance.

4. Gives merit to those employees that have shown strong performance or improved performance.

B. Commanders will meet with their supervisory staff annually to ensure the fairness and impartiality of the ratings given, their participation in counseling rated employees, and that ratings are applied uniformly.

II. EVALUATION PROCESS

A. A self-evaluation form (Appendix A or B) will be given to an employee by their supervisor or commander at least two weeks prior to the employee's annual anniversary date. The employee must return the form to their supervisor or commander within two weeks of receiving it.

B. Upon return of an employee's completed self-evaluation form, a performance evaluation review meeting with their supervisor or commander will be scheduled at a mutually agreeable time when the employee is scheduled to work.

1. An employee's supervisor or commander will gather and review any pertinent data. Data studied should include, but is not limited to, the self-evaluation, the most recent completed evaluation, the results of a <u>deficiency elimination plan</u> from the most recent evaluation (if any), and other pertinent information that helps document the current evaluation of the employee. The supervisor or commander shall complete the employee's new evaluation form (Appendix C, D, or E) in writing.

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2. The objective of the performance evaluation review meeting is to focus attention on the employee's overall job performance including ways to improve, set new goals, insure continued high performance, sustain a positive attitude, and renew a commitment to providing the community with professional law enforcement services.

3. The employee will be given the opportunity to include signed, written comments to supplement the completed performance evaluation. The comments will be limited to two pages and will be included in the file with the evaluation.

4. At the conclusion of the performance evaluation review meeting, the employee will sign the original evaluation and be given a copy. If the employee refuses to sign the evaluation, the supervisor or commander will mark the form 'refused to sign' and record the reason or reasons, if given. The supervisor or commander will sign and date the evaluation.

5. All completed evaluations, signed or unsigned, will be forwarded to the Deputy Chief of the Bureau the officer is assigned to. The Deputy Chief will review the evaluation and forward it to the Office of the Chief of Police for placement in the employee's personnel file.

C. Employee's receiving a numerical rating of three(3) or above in each of the nine categories, have completed the evaluation process. Employee's receiving a numerical rating of 1 or 2 in any category will be subject to the Deficiency Process in section IV.

III. APPEAL PROCESS

A. Any employee wishing to appeal their evaluation, shall give their Bureau Deputy Chief written notice of such appeal, within five(5) days after the performance evaluation review meeting, in the form of an Officer's Report. Included in the notice of appeal, will be a specific reason or reasons for the appeal. The Bureau Deputy Chief receiving the appeal, shall review the evaluation and respond, in writing, to the employee within ten(10) days. The Bureau Deputy Chief may: 1) accept the original evaluation as written or 2) order the evaluation be re-written. If the employee is not satisfied with the Bureau Deputy Chief's response, the employee may further appeal to the Chief of Police within five(5) days of receiving their Bureau Deputy Chief's response.

B. An employee may appeal the decision of their Bureau Deputy Chief to the Chief of Police by giving the Chief of Police written notice of such appeal, in the form of an Officer's Report, within five(5) days of the decision of their Bureau Deputy Chief stating the reason or reasons for the appeal.

1. Upon receipt of an appeal and within ten(10) days, the Chief of Police will meet separately with the employee, the employee's evaluating supervisor or commander, and the employee's Bureau Deputy Chief.

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2. At the conclusion of the meetings listed in paragraph 1, within ten(10) days the Chief of Police will issue a decision. The Chief of Police may: 1) accept the original evaluation as written or 2) order the evaluation be re-written.

3. The decision of the Chief of Police is final.

IV. DEFICIENCY PROCESS

A. Employee's receiving a numerical rating of 1 or 2 in any evaluation category will meet with their commander within two(2) weeks of the performance evaluation review meeting. If the employee chooses to use the appeal process, this meeting will be pending the outcome of the appeal. The date, time, and place of the meeting will be scheduled when the employee is working.

B. A deficiency review meeting is held to develop mutually agreed upon goals for improved performance in categories that were numerically rated a 1 or 2. Solutions may include counseling, additional training, referral to the Employee's Assistance Program (EAP), or other agreed upon practical plan for improving, correcting and/or eliminating the deficiency.

C. At the initial deficiency review meeting, future meetings will be scheduled for the employee and their commander to meet on a regular basis. The purpose of the scheduled meetings is to review the employee's progress toward achieving their goals of improved performance. Frequency of these meetings should be no less than once every three(3) months. Deficiency review meetings will continue until the employee and their commander agree that performance has improved and no further meetings are necessary or until the next annual performance evaluation.

D. Employee's who refuse to participate in a deficiency improvement plan, or who fail to show improvement while participating in such a plan, or who receive a numeric rating of 1 or 2 on the next performance evaluation immediately following the evaluation that resulted in such a plan are subject to disciplinary action.

V. GENERAL

A. There are nine(9) behavioral categories and/or performance variables each with a numeric scale attached. These provide only general information concerning a supervisor or commander's opinion of an employee's performance. In order for an individual to achieve the overall goal of personal and career growth, <u>a narrative statement to personalize the numeric rating must also accompany each category.</u>

B. Supervisors and/or commanders must have worked with an employee a minimum of ninety(90) days before completing a performance evaluation for that employee. In situations of less than ninety(90) days of working with an employee, the employee's commander may assign a supervisor to do the evaluation.

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C. Patrol shifts having multiple direct supervisors, will assign a primary supervisor for each employee on the shift. The primary supervisor is responsible for completing the performance evaluation, after seeking input from the employee's other shift supervisors and the shift commander. The shift commander will review all completed performance evaluations.

VI. EFFECTIVE DATE

A. The effective date of this Order is March 27, 2007
B. Revised August 13, 2004
C. Revised August 12, 1991

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

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CITY OF ROCKFORD

POLICE DEPARTMENT

SELF EVALUATION

THIS FORM IS TO BE COMPLETED BY THE PATROL OFFICER OR INVESTIGATOR AND SUBMITTED TO THE SERGEANT AND LIEUTENANT AS AN AID IN COMPLETING A THOROUGH PERFORMANCE EVALUATION.

NAME **POSITION** **DATE**
DIVISION **COMMANDING OFFICER**

PURPOSE: To effectively document and communicate the quantity, quality, and value of work you have accomplished, your views on your strengths and areas for growth. (Use additional paper if necessary)

WORK ACCOMPLISHED **Evaluation Period From to**

Training (courses taken, in-house training, number of hours):

Goals Accomplished:

APPENDIX "A"

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Goals Not Yet Accomplished (explain)

Special Projects Completed (if you are an investigator, include amount of cases you have closed):

Innovations This Evaluation Period (new ideas, suggestions, cost savings):

AREAS FOR GROWTH

What areas do you feel you need to improve (be specific)

APPENDIX "A"

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What training plans do you have for improving these areas?

****

SUMMARY

Please summarize the major contributions to the Police Department this period:

General Comments:

_____

Employee Signature **Date**

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APPENDIX "B"

Return to Index

CITY OF ROCKFORD

POLICE DEPARTMENT

SERGEANT SELF EVALUATION

THIS FORM IS TO BE COMPLETED BY THE SERGEANT AND SUBMITTED TO THE LIEUTENANT OR DEPUTY CHIEF AS AN AID IN COMPLETING A THOROUGH PERFORMANCE EVALUATION.

NAME **POSITION** **DATE**
DIVISION **COMMANDING OFFICER**

PURPOSE: To effectively document and communicate the quantity, quality, and value of work you have accomplished, your views on your strengths and areas for growth. (Use additional paper if necessary)

WORK ACCOMPLISHED **Evaluation Period From to**

Training (courses taken, in-house training, number of hours):

Goals Accomplished:

APPENDIX "B"

Return to Index

Goals Not Yet Accomplished (explain)

Activities Delegated To Subordinates (i.e. projects which were primarily completed by your subordinates):

Special Projects Completed (if you are an investigator, include amount of cases you have closed):

Innovations This Evaluation Period (new ideas, suggestions, cost savings):

AREAS FOR GROWTH

What areas do you feel you need to improve (be specific)

APPENDIX "B"

Return to Index

What training plans do you have for improving these areas?

How do you intend to develop your subordinates (be specific)?

Where in your areas of responsibility do you see the opportunity for change thatr will improve delivery of service to the citizens of Rockford?

****

SUMMARY

Please summarize the major contributions to the Police Department this period:

APPENDIX "B"

Return to Index

General Comments:

Employee Signature **Date**

Return to Index

CITY OF ROCKFORD
POLICE DEPARTMENT

JOB PERFORMANCE RATING SCALES FOR PATROL OFFICER

RATER NAME:
CANDIDATE NAME:
DOA:

APPENDIX "C"

Return to Index

PATROL OFFICER PERFORMANCE EVALUATION

NAME:
RANK: Patrol Officer
DIVISION:
DOA:

ATTENDANCE:
☐ Never absent (except for vacation, compensatory time or personal days)
☐ Was absent for illness days in the last months. Total sick hours used --total regular hours scheduled = % absent for illness % (2080 hours for full-time employees working 12 months).

PUNCTUALITY:
☐ Always punctual
☐ Was tardy times in last months.

DISCIPLINARY ACTION:
☐ No disciplinary action taken
☐ Was disciplined times in the last months.

DATE: ACTION:
REASON:
DATE: ACTION:
REASON:

RATING SUMMARY

PERFORMANCE VARIABLE	RATING
1. Human Relations	
2. Judgment	
3. Initiative	
4. Written Communication	
5. Verbal Communication	
6. Interviewing Skills	
7. Dependability	
8. Job knowledge & training	
9. Appearance	
TOTAL RATING:	

SUPERVISOR COMMENTS:

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

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HUMAN RELATIONS

The extent to which the officer shows enthusiasm and loyalty to the job. Puts forth extra effort and does not avoid getting involved. Interacts well with others and does not project an arrogant or superior image. Works well as a team player.

☐ 1. Attitude causes disruption/friction in the department. Does just enough to get by and no more. Constantly complaining. Comments:

☐ 2. Comments:

☐ 3. Rarely questions authority. Usually puts forth the effort required for the job. Rarely causes disruption. Coordinates effort with others. Comments:

☐ 4. Comments:

☐ 5. Always has a positive and enthusiastic attitude. Is always loyal and promotes a positive image of the department. Always willing to take on extra work. Responds positively to constructive criticism. Comments:

Return to Index

JUDGMENT

The extent to which the officer makes proper decisions based on the facts known to him or her at that time.

☐ 1. Difficult tasks usually assigned to others because of officer's history of poor judgment. Comments:

☐ 2. Comments:

☐ 3. Usually exercises sound judgment. Displays objectivity in assessing situations. Can be assigned most tasks that require the officer to exercise sound judgment. Comments:

☐ 4. Comments:

☐ 5. Is known for excellent judgment. Is given tasks that require difficult decisions. Does not make bad judgments. Takes appropriate risks using sound judgments. Comments:

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INITIATIVE

The extent to which the investigator is a self-starter and requires minimal supervision. Anticipates and takes appropriate action without being told.

☐ 1. Does just enough to get by. Must be constantly supervised to get things done. Comments:

☐ 2. Comments:

☐ 3. Takes what is assigned and adequately performs those duties. Occasionally initiates activities on his or her won. Exercises judgment in making decisions he/she has authority to do. Does not act on own behalf without permission if needed. Comments:

☐ 4. Comments:

☐ 5. Requires very little supervision. Always looks for more to do without being assigned. Always ready for more responsibility. Comments:

Return to Index

WRITTEN COMMUNICATION

The extent to which the officer's reports are accurate, clear, concise, and legible.

☐ 1. Reports frequently returned for corrections and completion. Comments:

☐ 2. Comments:

☐ 3. Reports are usually adequate. Comments:

☐ 4. Comments:

☐ 5. Reports are clear, concise, accurate, and legible. Questions are asked of supervisors if clarification is needed. Comments:

APPENDIX "C"

Return to Index

VERBAL COMMUNICATION

The extent to which the officer speaks clearly, concisely, and accurately. Listens effectively and responds appropriately.

☐ 1. Talks in a manner that is difficult to understand. Is abrasive or unprofessional. Department receives complaints from citizens, or fellow officers. Comments:

☐ 2. Comments:

☐ 3. Usually communicates adequately and in a professional manner. Comments:

☐ 4. Comments:

☐ 5. Modifies communication style to fit the situation. Communicates well in all circumstances. Comments:

Return to Index

INTERVIEWING SKILLS

The extent to which the officer is able to establish rapport with all types of individuals. Adapts interviewing techniques to extract relevant information.

☐ 1. Unable to establish rapport. Unable to extract relevant information. Comments:

☐ 2. Comments:

☐ 3. Usually able to establish rapport and extract relevant information. Comments:

☐ 4. Comments:

☐ 5. Always able to establish rapport and extract relevant information with all types of people and in all situations. Comments:

APPENDIX "C"

Return to Index

DEPENDABILITY

Sick Leave Usage:
Unexcused Absences:
Tardiness: Was tardy times in last months.

The extent to which the individual can be counted on to be present and on time. Answers calls promptly and properly. Can be counted on to perform all job duties properly with minimal supervision.

☐ 1. Frequently late or absent. Cannot be counted on. Requires an inordinate amount of supervision to get things done. Does not answer calls properly or promptly. Comments:

☐ 2. Comments:

☐ 3. Can be counted on to show up on time. Requires appropriate amount of supervision. Answers calls properly and promptly. Comments:

☐ 4. Comments:

☐ 5. Always shows up on time. Requires minimal supervision. Can always be counted on to complete all duties appropriately. Comments:

Return to Index

JOB KNOWLEDGE & TRAINING

hours of training in the last months.

Is familiar with department policies, as well as state, federal, and local laws. Attends and utilizes relative information from training programs.

☐ 1. Frequently makes mistakes because of a lack of job knowledge. Comments:

☐ 2. Comments:

☐ 3. Usually well versed in all aspects of job knowledge. Shows application of knowledge gained from training programs. Comments:

☐ 4. Comments:

☐ 5. Recognized and relied upon as a resource for job knowledge. Serves as a role model for fellow workers. Comments:

APPENDIX "C"

Return to Index

APPEARANCE

Professional bearing as determined by overall neatness, personal grooming, and presentation.

☐ 1. Poor personal hygiene. Disregards personal appearance. Violates department uniform standards. Comments:

☐ 2. Comments:

☐ 3. Usually well-groomed and complies with department standards regarding uniform. Comments:

☐ 4. Comments:

☐ 5. Always well-groomed and always complies with department standards regarding uniform. Comments:

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CITY OF ROCKFORD
POLICE DEPARTMENT

JOB PERFORMANCE RATING SCALES FOR INVESTIGATOR

RATER NAME:
CANDIDATE NAME:
DOA:

APPENDIX "D"

Return to Index

INVESTIGATOR PERFORMANCE EVALUATION

NAME:
RANK: Investigator
BUREAU:

ATTENDANCE:
☐ Never absent (except for vacation, compensatory time or personal days)
☐ Was absent for illness days in the last months. Total sick hours used --total regular hours scheduled = % absent for illness % (2080 hours for full-time employees working 12 months).

PUNCTUALITY:
☐ Always punctual
☐ Was tardy times in last months.

DISCIPLINARY ACTION:
☐ No disciplinary action taken
☐ Was disciplined times in the last months.

DATE: ACTION:
REASON:
DATE: ACTION:
REASON:

RATING SUMMARY

PERFORMANCE VARIABLE	RATING
1. Human Relations	
2. Judgment	
3. Initiative	
4. Written Communication	
5. Verbal Communication	
6. Interviewing & Interrogation Skills	
7. Appearance	
8. Dependability	
9. Job knowledge & training	
TOTAL RATING:	

SUPERVISOR COMMENTS:

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

Return to Index

HUMAN RELATIONS

The extent to which the investigator shows enthusiasm and loyalty to the job. Puts forth extra effort and does not avoid getting involved. Interacts well with others. Works as a team player.

☐ 1. Attitude causes disruption/friction in the department. Does just enough to get by and no more. Constantly complaining. Comments:

☐ 2. Comments:

☐ 3. Rarely questions authority. Usually puts forth the effort required for the job. Rarely causes disruption. Coordinates effort with others. Comments:

☐ 4. Comments:

☐ 5. Consistently has a positive and enthusiastic attitude. Is consistently loyal and promotes positive image of the department. Consistently willing to take on constructive criticism. Comments:

Return to Index

JUDGMENT

The extent to which the investigator makes proper decisions based on the facts known to him or her at that time.

☐ 1. Difficult tasks usually assigned to others because of investigator's history of poor judgment. Comments:

☐ 2. Comments:

☐ 3. Usually exercises sound judgment. Displays objectivity in assessing situations. Can be assigned most tasks that require the investigator to exercise sound judgment. Comments:

☐ 4. Comments:

☐ 5. Is known for excellent judgment. Is given tasks that require difficult decisions. Takes appropriate risks using sound judgments. Comments:

Return to Index

INITIATIVE

The extent to which the investigator is a self-starter and requires minimal supervision. Anticipates and takes appropriate action without being told.

☐ 1. Does just enough to get by. Must be constantly supervised to get things done. Comments:

☐ 2. Comments:

☐ 3. Takes what is assigned and adequately performs those duties. Occasionally initiates activities on his or her won. Exercises judgment in making decisions he/she has authority to do. Does not act on own behalf without permission if needed. Comments:

☐ 4. Comments:

☐ 5. Requires very little supervision. Always looks for more to do without being assigned. Always ready for more responsibility. Comments:

Return to Index

WRITTEN COMMUNICATION

The extent to which the investigator's reports are accurate, clear, concise, and legible.

☐ 1. Reports frequently returned for corrections and completion. Comments:

☐ 2. Comments:

☐ 3. Reports are usually acceptable. Comments:

☐ 4. Comments:

☐ 5. Reports are always clear, concise, accurate, thorough, and legible. Questions are asked of supervisors if clarification is needed. Comments:

APPENDIX "D"

Return to Index

VERBAL COMMUNICATION

The extent to which the investigator demonstrates interpersonal communication skills which include effective listening and verbal responses.

☐ 1. Talks in a manner that is difficult to understand. Is abrasive or unprofessional. Does not listen. Department receives complaints from citizens, command personnel, or fellow officers. Comments:

☐ 2. Comments:

☐ 3. Usually listens and communicates clearly, concisely, and accurately. Comments:

☐ 4. Comments:

☐ 5. Modifies communication style to fit the situation. Communicates well in all circumstances. Comments:

Return to Index

INTERVIEWING & INTERROGATION SKILLS

The extent to which the investigator is able to establish rapport with all types of individuals. Adapts interviewing techniques to effectively extract relevant information.

☐ 1. Unable to establish rapport. Unable to extract relevant information. Comments:

☐ 2. Comments:

☐ 3. Usually able to establish rapport and extract relevant information. Comments:

☐ 4. Comments:

☐ 5. Always able to establish rapport and extract relevant information with all types of people and in all situations. Comments:

APPENDIX "D"

Return to Index

APPEARANCE

Professional bearing as determined by overall neatness, personal grooming, and presentation.

☐ 1. Disregards department standards. Comments:

☐ 2. Comments:

☐ 3. Usually well-groomed and complies with department standards. Comments:

☐ 4. Comments:

☐ 5. Always well-groomed and always complies with department standards. Comments:

APPENDIX "D"

Return to Index

DEPENDABILITY

Sick Leave Usage:
Unexcused Absences:
Tardiness: Was tardy times in last months.

☐ 1. Frequently late or absent. Cannot be counted on. Requires an inordinate amount of supervision to get things done. Comments:

☐ 2. Comments:

☐ 3. Is punctual. Requires appropriate amount of supervision. Completes assignments properly and promptly. Comments:

☐ 4. Comments:

☐ 5. Requires minimal supervision. Can always be counted on to complete all duties appropriately. Comments:

Return to Index

JOB KNOWLEDGE & TRAINING

hours of training in the last months.

Is familiar with department policies, job related procedures, as well as state, federal, and local laws. Attends and utilizes relative information from training programs.

☐ 1. Frequently makes mistakes because of a lack of job knowledge. Comments:

☐ 2. Comments:

☐ 3. Usually well versed in all aspects of job knowledge. Shows application of knowledge from training programs. Comments:

☐ 4. Comments:

☐ 5. Recognized and relied upon as a resource for job knowledge. Serves as a role model for fellow workers. Comments:

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CITY OF ROCKFORD
POLICE DEPARTMENT

JOB PERFORMANCE RATING SCALES FOR SERGEANT

RATER NAME:
CANDIDATE NAME:
DOA:
GENERAL ORDERS OK:

APPENDIX "E"

Return to Index

SERGEANT PERFORMANCE EVALUATION

NAME:
RANK: Sergeant
DIVISION:

ATTENDANCE:
☐ Never absent (except for vacation, compensatory time or personal days)
☐ Was absent for illness days in the last months. Total sick hours used --total regular hours scheduled = % absent for illness % (2080 hours for full-time employees working 12 months).

PUNCTUALITY:
☐ Always punctual
☐ Was tardy times in last months.

DISCIPLINARY ACTION:
☐ No disciplinary action taken
☐ Was disciplined times in the last months.

DATE: ACTION:
REASON:
DATE: ACTION:
REASON:

RATING SUMMARY

PERFORMANCE VARIABLE	RATING
1. Job knowledge	
2. Leadership	
3. Human Relations	
4. Judgment	
5. Initiative	
6. Written Communication	
7. Verbal Communication	
8. Appearance	
9. Dependability	
TOTAL RATING:	

SUPERVISOR COMMENTS:

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

Return to Index

JOB KNOWLEDGE

The extent to which the sergeant understands and applies departmental policies and procedures as well as state, federal, and local laws. Keeps abreast of all changes in these areas.

☐ 1. Often makes mistakes because of a lack of job knowledge. Comments:

☐ 2. Comments:

☐ 3. Maintains a workable level of job knowledge. Comments:

☐ 4. Comments:

☐ 5. Maintains highest level of job knowledge. Comments:

Return to Index

LEADERSHIP

The extent to which the sergeant understands a leadership role. Assumes appropriate control of a situation. Motivates and directs others by setting a proper example and a level of performance to achieve departmental goals.

☐ 1. Avoids difficult situations and responsibilities: is indecisive. Fails to set proper example and promote departmental goals. Comments:

☐ 2. Comments:

☐ 3. Demonstrates acceptable leadership behavior. Could enhance leadership skills. Exercises appropriate supervision skills. Comments:

☐ 4. Comments:

☐ 5. Consistently demonstrates a high quality of leadership behavior. Adopts leadership style to the particular group and situation. Is highly effective at motivating and supervising people.

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HUMAN RELATIONS

The extent to which the sergeant shows enthusiasm and loyalty to the job and actively works to achieve department goals. Projects a positive outlook in carrying out all duties with department and community.

☐ 1. Negative attitude causes disruption/friction in the department. Does just enough to get by and no more. Constantly complaining. Comments:

☐ 2. Comments:

☐ 3. Usually projects a positive attitude. Openly communicates with subordinates and supervisors. Interpersonal skills are usually effective at promoting community relations and departmental goals. Comments:

☐ 4. Comments:

☐ 5. Consistently has a positive and enthusiastic attitude. Is consistently loyal and promotes positive image of the department. Consistently willing to take on extra work. Encourages team cooperation among officers. Comments:

Return to Index

JUDGMENT

The extent to which the sergeant obtains necessary information and makes proper decisions based on the facts available to him or her at that time.

☐ 1. Demonstrates poor judgment. Avoids making decisions. Comments:

☐ 2. Comments:

☐ 3. Usually exercises sound judgment based on facts available to him or her at that time. Displays objectivity in assessing situation. Comments:

☐ 4. Comments:

☐ 5. Consistently exercises sound judgment based on facts available to him or her at that time. Comments:

Return to Index

INITIATIVE

Anticipates and takes appropriate action without being told.

☐ 1. Must be constantly supervised to get things done. Comments:

☐ 2. Comments:

☐ 3. Adequately performs duties with minimal supervision. Initiates some activities on his or her own. Comments:

☐ 4. Comments:

☐ 5. Consistently looks for more to do without being assigned. Consistently ready for more responsibility. Comments:

Return to Index

WRITTEN COMMUNICATION

The extent to which the sergeant's reports are accurate, clear, concise, and legible. Completion of accurate and objective performance evaluations on other employees in a timely manner.

☐ 1. Written communications frequently inaccurate, disorganized, or unclear. Comments:

☐ 2. Comments:

☐ 3. Reports are acceptable. Follows SOP's on documenting employee incidents and discipline. Comments:

☐ 4. Comments:

☐ 5. Written communications are consistently clear, concise, accurate, thorough, and legible. Comments:

Return to Index

VERBAL COMMUNICATION

The extent to which the sergeant demonstrates communication skills which include effective listening and verbal responses.

☐ 1. Talks in a manner that is difficult to understand. Is abrasive or unprofessional. Does not listen. Comments:

☐ 2. Comments:

☐ 3. Usually listens and communicates clearly and accurately. Comments:

☐ 4. Comments:

☐ 5. Adapts communication styles to fit the situation. Communicates exceptionally well. Comments:

Return to Index

APPEARANCE

Professional bearing as determined by overall neatness, personal grooming, and presentation.

☐ 1. Disregards department standards. Comments:

☐ 2. Comments:

☐ 3. Usually well-groomed and complies with department standards. Comments:

☐ 4. Comments:

☐ 5. Always well-groomed and always complies with department standards. Comments:

APPENDIX "E"

Return to Index

DEPENDABILITY

Sick Leave Usage:
Unexcused Absences:
Tardiness: Was tardy times in last months.

The extent to which the sergeant can be counted on to be present and on time. Responds promptly and properly to all assignments.

☐ 1. Frequently late or absent. Cannot be counted on. Requires an inordinate amount of supervision to get things done. Comments:

☐ 2. Comments:

☐ 3. Usually punctual. Performs duties and responsibilities properly and promptly, but may require supervision to get things done. Comments:

☐ 4. Comments:

☐ 5. Requires minimal supervision. Can always be counted on to complete all duties and responsibilities appropriately. Comments:

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.03 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
COLLECTIVE BARGAINING	30	PERSONNEL PROCESS

TOPICS / REFERENCE	APPENDICES
AFSCME Local #1058, Contract, PBPA Unit #6, Unions	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
June 1, 2005	August 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
24.1.1 • 24.1.2

POLICY

It is the policy of the Rockford Police Department to participate with the City of Rockford elected and appointed officials in the collective bargaining process, recognize bona fide bargaining units representing Department employees, and participate in the bargaining process in "good faith."

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines for the collective bargaining process. If any part of a General Order is in conflict with any Collective Bargaining Agreement or the Illinois Public Labor Relations Act, **5 ILCS Act 315**, the Collective Bargaining Agreement and/or Act will prevail.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

I. OFFICIALLY RECOGNIZED BARGAINING UNITS
II. DEPARTMENT ROLE
III. COMMITMENT
IV. REVIEW AND DISSEMINATION
V. EFFECTIVE DATE
VI. REVIEWS, REVISIONS AND CANCELLATIONS

I. OFFICIALLY RECOGNIZED BARGAINING UNITS

A. Officially recognized bargaining units representing Department employees are:

1. Police Benevolent and Protective Association (P.B. & P.A.) Unit #6, representing sworn personnel below the rank of lieutenant.
2. American Federation of State, County and Municipal Employees (A.F.S.C.M.E.) Local #1058, representing certain non-sworn employees.

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II. DEPARTMENT ROLE

A. The City of Rockford, Office of the Mayor, or their designee, is responsible for negotiating with collective bargaining units and will determine who will act as the principal negotiator.

B. Members of the Department's command staff will participate as instructed by the Mayor or their designee.

C. The Department will, when necessary, and required by law and/or ordered by the Mayor or his designee, furnish information requested by either Union for collective bargaining.

III. COMMITMENT

A. In accordance with the Illinois Public Labor Relations Act, **5 ILCS Act 315**, the Rockford Police Department, City of Rockford representatives, and the respective bargaining units will participate in negotiations based on the principle of "good faith" bargaining.

B. The Department will abide by the procedures and ground rules established at the commencement of the collective bargaining process and continue to abide by them throughout the process.

C. The Department is committed to abide, in both "letter and spirit," by the collective bargaining agreement that is signed by representatives of the City and bargaining unit representatives and ratified by the bargaining unit and City Council.

D. In no case will reprisals be sought against anyone, regardless of rank or position, who may be lawfully engaged in the collective bargaining process.

IV. REVIEW AND DISSEMINATION

A. When a negotiated labor agreement is ratified by all parties, the Chief of Police, or his designee, will:

1. Obtain a written and signed copy of the agreement for review.
2. Begin a review of written directives and procedures and amend them, if necessary, to coincide with the terms of the labor agreement.
3. Review information relative to the new labor agreement with all supervisory personnel of bargaining unit employees, and with any clerical support personnel having duties that may be affected by the new labor agreement.
    a. This may be done in several ways, including the distribution of copies of the agreement to supervisors and affected clerical support personnel and/or through discussion of the agreement at staff meetings.

V. EFFECTIVE DATE

A. The Department's policy on Collective Bargaining became effective on June 1, 2005.

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VI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **March** by the **Deputy Chief of Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***30.03 – Collective Bargaining*** issued June 1, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.05 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
POLICE CHAPLAINS	30	PERSONNEL PROCESS

TOPICS / REFERENCE	APPENDICES
Assistant Chaplain, Chaplain, Duty Chaplain, Personnel Services Officer	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
May 1, 1974	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
55.2.6

POLICY

It shall be the policy of the Rockford Police Department to establish and maintain a Police Chaplain Division composed of local clergy who act in a non-sworn voluntary status under the direction of the chief of police and in accordance with this General Order. The Department does not endorse any particular religious affiliation.

PURPOSE

The purpose of this General Order is to establish a Chaplain's Division in the Rockford Police Department, to define the areas of responsibility of the chaplains and to set forth some basic rules governing procedures. Any time an officer requests the assistance of a chaplain as authorized below, they shall include that information in their report of the incident. The facilities and resources of the Police Department shall be made available to aid the Chaplain's Division whenever practical to do so.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. CHAPLAIN'S PROGRAM
II. CHAPLAIN'S CREED
III. ORGANIZATION
IV. DUTIES AND RESPONSIBILITIES
V. RULES OF PROCEDURE
VI. EFFECTIVE DATE
VII. REVIEWS, REVISIONS AND CANCELATIONS

APENDICES

A. Duty Chaplain's Report Form

Return to Index

I. CHAPLAINS PROGRAM

A. The purpose of the Chaplain's Program shall be:

1. To provide spiritual guidance and counseling to all members of the Department, sworn and civilian, and their families in times of need.

   a. The services of the chaplain are to be available on the basis of need and desire. They are not intended nor do they wish to replace an individual's own clergy..

2. To be an aid to Rockford Police Officers and the people of Rockford through a field service ministry. To provide spiritual guidance, counseling, comfort in times of crisis and such physical help as the chaplains are equipped to give on an emergency basis. This includes putting people in contact with the appropriate agencies to help them.

   a. Such service to be provided primarily by requests by or through members of the Rockford Police Department, the Rockford Fire Department or on request of other area law enforcement agencies on behalf of persons living in, in the immediate vicinity of, or passing through the City of Rockford.

II. CHAPLAIN'S CREED

Believing that God is the answer to man's dilemma, the chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis.

Chaplains should always seek to be responsive to God's leadership. They should pray that God will guide their words, thoughts, and actions, as their life is made a channel of God's love.

III. ORGANIZATION

A. The Chaplain's Division shall be headed by the police chaplain and shall be staffed by as many assistant police chaplains as necessary to accomplish the objectives and purposes set forth above. A personnel services officer will provide assistance and act as a liaison between the chaplains and the Department.

1. Police Chaplain

   a. The police chaplain shall be appointed by the chief of police, with the advice and consent of the President of the Police Benevolent and Protective Association Unit # 6.

2. Assistant Police Chaplains

   a. The assistant police chaplains shall be appointed by the chief of police with the advice and consent of the police chaplain.

3. Personnel Services Officer

   a. The personnel services officer shall be a sworn member of the Department and appointed by the chief of police. The personnel services officer must be able to display and convey a degree of empathy, which is conducive to the solution of personal problems.

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B. Requirements for membership.

1. The police chaplain and all assistant chaplains must:

   a. Be duly ordained or licensed ministers employed in a church or church related organization or retired from a church or church related organization.

   b. Have no felony convictions.

   c. Possess a valid Illinois Driver's License.

2. The assistant police chaplains must be willing to give at least one consecutive 24-hour period each month in service.

3. The chaplain's identification shall consist of a card issued by the chief of police. When participation in the chaplain service is discontinued, the chaplain must surrender their identification card to the chief of police or designee. Once service is discontinued the chaplain is no longer authorized to represent the Rockford Police Department or the Chaplain's Division.

IV. DUTIES AND RESPONSIBILITIES

A. Police Chaplain.

1. The police chaplain shall report to the chief of police and shall be held responsible for matters pertaining to the operations of the Division.

2. The police chaplain shall act as chaplain to the members of the Rockford Police Department and provide those services indicated by item **I. A. 1.** The assistant police chaplains shall stand ready to act in this capacity also if requested.

3. The administrative duties of the police chaplain shall include planning, organizing and directing the activities of the Chaplain's Division.

4. The police chaplain will submit statistical reports on the activities of the Division from time to time as deemed necessary by the chief of police.

5. The police chaplain shall stand ready to assist the assistant police chaplains in the field service ministry of the Division at any time as the need may arise.

B. Assistant Chaplains.

1. The assistant police chaplains will report to the police chaplain or the personal services officer as directed. The types of reports and frequency of reporting are to be determined by the police chaplain or the personal services officer.

2. Each assistant chaplain will be on call for a 24-hour period at least one day each month. During this time they pledge to make themselves available to answer calls for service.

3. The assistant chaplain may be called on to assist police officers in a variety of situations including but not restricted to:

   a. Death notices. This could be the result of murders, other homicides, suicides, accidents or natural deaths.

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b. Accidents involving serious injury. This could provide comfort to the injured and their families.

c. Persons who are confused or emotionally upset.

d. Attempted or potential suicide victims.

e. Persons who simply want or need to talk over problems.

f. Stranded persons in need of financial help for travel.

g. Persons in need of food, shelter, or medical services, who need direction to an agency that can help.

h. Assisting officers in quieting an upset person or possibly to aid when a person is being committed to a hospital.

i. Comfort to victims or members of their families.

j. Assist police officers and the people they contact in any other function of the ministerial profession as requested.

C. Personnel Services Officer

1. The personnel services officer will be assigned to the Chaplain's Division and responsible directly to the chief of police.

2. The personnel services officer may be called on to assist police officers, civilian employees or citizens in a variety of situations including but not restricted to:

   a. Serve as liaison between the Rockford Police Department and the Chaplain's Division.

   b. Serve as referral service for officers and their family members seeking professional help.

   c. Make sure that the duty chaplain's vehicle is delivered and properly serviced.

   d. Make sure that the duty chaplain responds and functions when needed.

   e. Assist the duty chaplains in the performance of their duties.

   f. Train assistant chaplains in the understanding of the rules and regulations of the Rockford Police Department.

   g. Conduct seminars to update chaplains with new policies and procedures.

   h. Visit officers and their families while hospitalized.

   i. Visit and provide assistance for retired officers, their families and their widows/widowers.

   j. Log and file reports left by chaplains.

3. The discretion of the personnel services officer will be considerable. However, this discretion will be limited by the General Order, Rules and Regulations of the Fire and Police Commission and the Rules and Regulations of the Department, especially section III. 21. of the Police Department Rules and Regulations.

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V. RULES OF PROCEDURE

A. The chaplain and assistant chaplains are **not** law enforcement officers and shall possess no law enforcement authority other than that of any private person. They are commissioned by the chief of police as police chaplain or assistant police chaplain and their responsibility is to assist Rockford Police Officers and other citizens of the city as outlined in this order. They shall in no way interfere with Officers in the performance of their duties.

B. Assistant chaplains will provide 24 hours per day 365 days a year coverage.

1. Each assistant chaplain will be assigned one duty day each month.

   a. The tour of duty will be 24 hours during which time the duty assistant chaplain will be on call. Shift change will be at 0800 hrs.

   b. If the assistant chaplain cannot serve on their duty day they must coordinate a substitute through, and approved by, the personal services officer or the Chaplains Division.

   c. A schedule of duty days will be available in the Chaplains Division Office. It is the assistant chaplain's responsibility to confirm their duty days.

2. When providing field service ministry, the chaplain should, as soon as practical, notify the involved person's clergyman. The chaplain should make proper referrals in those cases that need specialized attention. A directory of services will be part of a kit maintained by each assistant chaplain.

3. The chaplains, when on duty, shall present themselves in a professional, courteous manner, understanding they are not only a representative of their religious community, but also the Rockford Police Department.

4. The chaplain shall conform to the police radio procedures and be familiar with the 10-codes and other protocol used by the E-911 Communications Center.

5. The on-duty assistant chaplain shall make themselves available to the E-911 Communications Center dispatcher at all times, either via radio, pager or telephone.

6. Only the commissioned chaplain, assistant chaplain, employees assigned to the Chaplain's Division office, or authorized maintenance personnel shall drive the chaplain's car.

7. The duty chaplain shall assume the responsibility of contacting their relief and making arrangements for taking the chaplain's car to them at the end of their designated duty day. The duty chaplain shall immediately notify the Personal Service Officer when there are difficulties in transferring duties at the end of their shift.

8. The duty chaplain shall make a report on all field service cases using the chaplain's report forms. These report forms are for Chaplain Division use only and are to be kept confidential.

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9. The chaplains are not to release any information on cases they work, to any news media or insurance agencies. All information secured will be held in confidence and used only for the benefit of the person(s) involved. Any inquiries will be directed to the Patrol Shift Commander.

10. The duty chaplain shall not hesitate to ask for a police squad car to meet and assist them or to be nearby if they believe it advisable.

11. The chaplains are free to make follow-up calls at their discretion or they may make a follow-up request to the chaplain of the day or the Chaplain Division Office. How much a chaplain becomes involved in a case is their decision to make.

12. The chaplains shall not take part in or become a part of normal departmental grievance procedures.

VI. EFFECTIVE DATE

A. The Department's policy on Police Chaplains became effective on May 1, 1974.

VII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **April** by the **Chaplain's Division** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives.***

B. This order is a revision of and supersedes General Order ***30.05 – Chaplain Division*** issued February 13, 2008.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX A

ROCKFORD POLICE DEPARTMENT CHAPLAIN DIVISION
DUTY CHAPLAIN'S REPORT FORM

CHAPLAIN'S NAME:	DATE:

	TIME CALL STARTED:	TIME CALL ENDED:	TOTAL HOURS:	CONTACTED BY:	NAME, ADDRESS AND PHONE # OF THOSE ASSISTED:	DESCRIPTION OF ASSISTANCE GIVEN:
1.						
2.						
3.						
4.						
5.						
6.						

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 30.07		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6
ORDER TITLE RECRUITMENT, TESTING, SELECTION OF SWORN OFFICERS	SERIES NO. 30	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
REFERENCE Employment, Equal Employment Opportunity, Recruiting, Selection, Testing		APPENDICES NONE	
ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE October 24, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to recognize a formal recruitment process with the primary objective to actively recruit and employ a work force representative of the Department's service community. Furthermore, it is policy to prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignments, or any other matter of personnel management for reason of race, color, creed, religion, sex, national origin, place of residence, marital status, political affiliation, or disability not specifically exempted by statute. Recruitment and testing will be conducted in cooperation with the Board of Fire and Police Commissioners and the City of Rockford Personnel Department.

The Rules and Regulations of the Board of Fire and Police Commissioners of the City of Rockford, State of Illinois will be the final source on general requirements, applications, and examination procedures for the position of police officer.

PURPOSE

The purpose of this General Order is to identify the recruitment process and responsibilities within the Rockford Police Department and to establish the Department's commitment to equal employment opportunity.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. RECRUITMENT PROGRAM
III. EQUAL EMPLOYMENT OPPORTUNITY PLAN
IV. RECRUITMENT PRACTICES
V. APPLICATION PROCEDURES
VI. TESTING AND SELECTION
VII. RECORDS RETENTION AND DESTRUCTION
VIII. EFFECTIVE DATE

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I. DEFINITIONS

A. Equal Employment Opportunity: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, gender, religion, national origin, or disabilities.

II. RECRUITMENT PROGRAM

A. The Deputy Chief of Training and Personnel will have primary oversight for the development and implementation of the recruitment program to include advertising, testing and selection.

B. The supervisor of the Training Unit will assist the Deputy Chief of Training and Personnel in all phases of recruitment and testing.

C. The primary development and implementation of the recruitment program and the recruitment plan will be assigned to the Recruiting Section.

D. The Recruiting Section will be staffed by an investigator assigned to the section on a full time basis.

E. Personnel assigned to the Recruiting Section will receive training to provide ample knowledge in personnel matters related to recruitment, equal employment opportunity, benefits and compensation, and appropriate office management skills necessary for applicant tracking.

F. All Department personnel are expected to support the Recruitment Plan and work towards furthering the principles of equal employment opportunity.

III. EQUAL EMPLOYMENT OPPORTUNITY PLAN

A. The Deputy Chief of Training and Personnel is responsible for the development of an equal employment opportunity plan containing the following elements.

1. A statement of objectives and policy.

2. An action plan designed to achieve objectives identified in the recruitment plan.

3. An annual evaluation of the progress toward the plan objectives and provisions for revising and reissuing the plan as necessary.

B. The Deputy Chief of Training and Personnel will ensure those involved in the recruitment process be familiar with rules regarding equal employment opportunity and affirmative action principles.

C. All job announcements, recruiting brochures, pamphlets, posters and correspondence used by the Recruiting Section will contain an equal employment opportunity statement.

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IV. RECRUITMENT PRACTICES

A. All recruitment practices will be conducted in cooperation with the Board of Fire and Police Commissioners and the City of Rockford Personnel Department.

B. Recruitment practices will consist of, but not be limited to, the following activities.

1. Conducting interviews with and providing information to potential candidates.

2. Participating in job fairs and career days.

3. Making presentations to local schools and organizations expressing interest in the criminal justice field.

4. Maintaining liaison with faculty of universities and colleges involved with the criminal justice education system.

5. Notifying civic and church organizations of career opportunities and application periods for sworn officer testing.

6. Notifying local and regional media outlets of career opportunities and application periods for sworn officer testing.

7. Utilizing officers of the Department in group presentations, job fairs, and career days, where appropriate and in consideration of the ethnic background of the contact group.

C. Recruitment practices will not be limited to the jurisdictional boundaries of the City of Rockford and will be conducted where the likelihood of attracting qualified members of **all** ethnic groups or subcultures is greatest.

D. Recruitment practices will be ongoing including times during which the Department is accepting applications for employment.

E. During periods when applications are not being accepted, the Recruiting Section will utilize pre-employment contact cards which will be maintained to track interested candidates and to keep them informed of when the application and selection process begins.

V. APPLICATION PROCEDURES

A. The Chief of Police, upon recommendation from the Deputy Chief of Training and Personnel, will determine when the Department will actively begin to accept applications for employment.

B. The Chief of Police, or his designee, will ask permission to begin the application process from the Board of Fire and Police Commissioners.

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C. Upon receipt of permission from the Board of Fire and Police Commissioners to begin the application process, the Recruiting Section will determine the dates during which applications will be accepted.

D. The Recruiting Section will post job announcements utilizing electronic, print and other available media, ensuring that all announcements and publicity advertises the Department as an equal opportunity employer.

E. Job announcements will contain a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements, as well as the official application filing deadline.

F. Written notice will be provided to all applicants upon receipt of their application. This notice will provide a recruiting booklet and information about the date and time of physical agility and written testing.

G. The Recruiting Section maintains an individual file on each applicant in which all contacts, correspondence, and required documentation to or from the applicant is kept. This individual file may be in hard copy or electronic format.

H. The Recruiting Section will notify applicants of minor omissions or deficiencies with their applications in order for the application to be corrected prior to testing. Any applicant who knowingly falsifies information on their application will have their application rejected.

I. No applications will be accepted after the application filing deadline. The applicant will be informed that they may re-file an application during future application periods.

VI. TESTING AND SELECTION

A. The Recruiting Section will consult the Board of Fire and Police Commissioners in scheduling dates and times for all steps in the testing and selection process.

B. The testing and selection process will include the following steps.

1. Physical Fitness Assessment: Four (4) events scored on a Pass/Fail basis.

2. Written Examination: The National Police Officer Selection Test (POST) scored as 40% of the final weighted score. Minimum of 70% needed to pass.

3. Personality Traits Assessment: Advisory to the Board of Fire and Police Commissioners.

4. Pre-Interview Review: Candidates may be removed at this point based on review criteria established by the Board of Fire and Police Commissioners.

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5. Oral Examination: Questions will be asked of the candidate to enable the Commission to evaluate the applicant's capacity to discharge the duties of the position. Scored as 60% of the final weighted score. Minimum of 70% needed to pass.

C. All steps in the testing and selections process described in **"VI. B"** above will be administered, scored, evaluated, and interpreted in a uniform manner.

D. An eligibility list of applicants will be established based on the final scores derived from the testing and selection process. The eligibility list will remain in force for two (2) years from the date of approval, or until there are no applicants remaining on the list.

E. If an opening for employment exists and an applicant is offered a position as a sworn officer, the following steps will be conducted.

1. Background Investigation: Investigators of the Rockford Police Department Detective Bureau conduct an in-depth background investigation. When practical the background investigation will include personal visits to the home of the candidate, the canditates family, neighbors and personal references. This investigation is advisory to the Board of Fire and Police Commissioners and will include sensitive and confidential aspects of the applicants personal life including,

   a. verification of qualifying credentials;

   b. a review of any criminal record; and

   c. verification of at least three (3) personal references.

2. Post-offer/pre-appointment medical examinations, including drug testing: An extensive physical examination is required to determine fitness to perform the duties of a police officer.

F. Each applicant will receive written notice of the date and time of each step in the testing and selection process, written notice as to whether they passed or failed each step, and notification of their final status and eligibility for appointment to the Department. Copies of all mentioned notifications will be kept in the applicant's individual application file.

G. Any applicant not placed on the final eligibility list may re-apply during future application periods.

H. If a new testing and selection process begins, any applicant remaining on a current eligibility list will have options for re-testing based on rules established by the Board of Fire and Police Commissioners.

I. Any applicant hired will be further required to successfully complete basic police officer training, state certification exam, field training, and an eighteen (18) month probationary period.

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VII. RECORDS RETENTION AND DESTRUCTION

A. All applications, documentation, and test results submitted or generated about a candidate during the testing and selection process will be maintained in a secure method and be available for viewing only by persons directly related and involved with the process, and then only for the purposes of furthering the testing and selection process.

B. All records submitted or generated about a candidate and included in their individual application file will be retained by the Department for a period of seven (7) years, unless the candidate is hired, at which time the application file will be permanently included in the officers personnel file.

C. Destruction of application files may be requested under provisions of the Local Records Act (50 ILCS 205/) of the Illinois Compiled Statutes, and will be accomplished by personnel of the Recruiting Section using the method of shredding only after receiving written permission per the Local Records Act.

VIII. EFFECTIVE DATE

A. The effective date of this Order is October 24, 2005.

BY ORDER OF

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Steven B. Pugh
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.08 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
PHYSICAL FITNESS AND EXAMINATIONS	30	PERSONNEL PROCESS

TOPICS / REFERENCE	APPENDICES
Conditioning, Examinations, Exercise, Fitness	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
October 24, 2005	August 20, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
22.3.1 • 22.3.2

POLICY

It is the policy of the Rockford Police Department to strongly encourage all personnel to maintain a satisfactory level of general health and physical fitness for their own well being. The function of law enforcement can frequently require a level of fitness not demanded by many other occupations. Proper physical fitness allows personnel to perform more effectively and may reduce the need for sick leave due to injury or illness. Furthermore, satisfactory general health and physical fitness may positively affect mental health and aid in reducing stress and anxiety associated with the law enforcement profession.

PURPOSE

The purpose of this General Order is to establish the Department's policy on physical examinations and physical fitness of Department sworn personnel.

This General Order is comprised of the following numbered sections:

I. PHYSICAL EXAMINATIONS
II. PHYSICAL FITNESS
III. FITNESS FACILITY
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

I. PHYSICAL EXAMINATIONS

A. The Department encourages all personnel to receive physical examinations on a regular basis.

B. Entry-level physical examinations are required for all sworn personnel. This is to ensure general fitness to perform the tasks of their assignments, not to identify personnel with disabilities.

C. The Department will pay for all physical examinations required by the Department.

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II. PHYSICAL FITNESS

A. Physical fitness should be a personal and professional goal of all personnel.

1. Research and statistical evidence proves that physical fitness and a proper diet improve health and performance.
2. It is recognized that one single program will not meet the needs of all personnel. Therefore, the Department recommends a voluntary and varied physical fitness program for all personnel.

B. The Department recommends all sworn personnel strive to meet the standards adopted by the Illinois Law Enforcement Training Standards Board, which are identifiable, job-related and achievable.

1. Sworn personnel must meet the standards set by the Board to successfully complete basic training and become certified as a police officer.
2. All sworn personnel are encouraged, but not mandated, to meet and maintain these standards.
3. Prior to implementation of any personalized physical fitness program, an employee is encouraged to obtain a medical examination from their personal physician.

C. Physical fitness measurements adopted by the Illinois Law Enforcement Training Standards Board are as follows.

1. Sit and Reach Test.
   a. This test measures flexibility of the lower back and upper leg area.
   b. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems.
   c. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position.
   d. The score is in the inches reached on a yardstick.
2. One-Minute Sit-up Test.
   a. This test measures the muscular endurance of the abdominal muscles.
   b. It is an important area for performing police tasks that may involve the use of force, and is an important area for maintaining good posture and minimizing lower back problems.
   c. The score is the number of bent leg sit-ups performed in one minute.
3. One Repetition Maximum Bench-Press.
   a. This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate.
   b. It is an important area for performing police tasks requiring upper body strength.
   c. The score is a ratio of weight pushed divided by body weight.

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4. 1.5 Mile Run.

   a. This is a timed run to measure the heart and vascular systems' capability to transport oxygen.

   b. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.

   c. The score is in minutes and seconds.

5. The minimum standards are as follows:

Test	**Male**				**Female**			
(Age)	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
One Minute Sit-up	37	34	28	23	31	24	19	13
Max Bench-press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

III. FITNESS FACILITY

A. Department personnel are encouraged to utilize the exercise room located in the basement of the Public Safety Building.

B. Equipment is not to be removed from the exercise room.

C. Personnel are responsible for the cleanliness of the exercise room.

D. Weights are to be placed on appropriate racks when not being used.

E. Dumbbells and weight plates may be placed on the floor between sets; however, they should not be placed on padded benches and must be replaced on the racks when the user is finished.

F. Olympic bars are to be left stripped of weight plates when the user is finished. Collars are strongly encouraged when using Olympic bars.

G. Any broken or unsafe equipment should be reported to the Shift Commander or to the Deputy Chief of the Administrative Services Bureau.

IV. EFFECTIVE DATE

A. The Department's policy on Physical Fitness and Examinations became effective on October 24, 2005.

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V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **April** by the **Supervisor of Training and Personnel Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***30.08 – Physical Fitness and Examinations*** issued October 24, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.09 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
COMPENSATION AND BENEFITS	30	PERSONNEL PROCESS

TOPICS / REFERENCE	APPENDICES
Benefits, Compensation, Death Benefits, Disability Benefits, Holidays, Insurance, Liability Protection, Overtime, Retirement, Sick Leave, Vacation Leave, Civil Action Notification	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
January 29, 2007	August 20, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
22.1.1 • 22.2.1

POLICY

It is the policy of the Rockford Police Department and the City of Rockford to maintain competitive compensation and comprehensive benefit plans in order to attract and retain high quality personnel.

PURPOSE

The purpose of this General Order is to establish policy, procedures and guidelines for and to describe and acquaint Department personnel with, the compensation and benefits available to employees through the City of Rockford.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections:

I. COMPENSATION BENEFITS
II. EMPLOYMENT BENEFITS
III. HEALTH INSURANCE, DISABILITY AND DEATH BENEFITS
IV. LIABILITY PROTECTION
V. RETIREMENT BENEFITS
VI. EFFECTIVE DATE
VII. REVIEWS, REVISIONS AND CANCELLATIONS

I. COMPENSATION BENEFITS

A. Compensation related to the items listed below, will be in accordance with relevant collective bargaining labor agreements for employees that are bargaining members:

1. Entry level salary
2. Salary level upon completion of salary steps

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3. Salary differential within job classifications
4. Salary differential between ranks
5. Salary levels for those with special skills
6. Compensatory time policy
7. Overtime policy
8. Salary augmentation

B. Compensation related to salary, compensatory and overtime for exempt employees will be in accordance with city ordinance and personnel code.

II. EMPLOYMENT BENEFITS

A. Employment benefits related to the items listed below, will be in accordance with relevant collective bargaining labor agreements for employees that are bargaining members:

1. Holiday leave
2. Sick leave
3. Vacation leave
4. Personal leave
5. Administrative leave
6. Family medical leave

A. Employment benefits related to holiday, sick, vacation, personal, family, and other administrative leave for exempt employees will be in accordance with city ordinance and personnel code.

B. Educational benefits and tuition reimbursement will be established by relevant labor agreements or city ordinance applicable to a member's employment status.

III. HEALTH INSURANCE, DISABILITY AND DEATH BENEFITS

A. The City of Rockford provides medical and dental insurance programs covering all full-time employees and eligible dependents.

B. Information pertaining to health and dental insurance can be found in the applicable collective bargaining agreements, exempt employees ordinances and the "Employees Benefit Manual" issued by the Personnel Department.

C. Federal and state laws, city ordinances, any pension fund to which the employee belongs, and any applicable collective bargaining agreements govern disability and death benefits for full-time employees.

IV. LIABILITY PROTECTION

A. Sworn and non-sworn employees of the Department are indemnified from liability while acting under the color of law in accordance with provisions of the Illinois Compiled Statutes. Liability protection for employees that are bargaining members will be in accordance with relevant collective bargaining labor agreements in addition to the Illinois Compiled Statutes.

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1. **65 ILCS 5/1-4-6**, Indemnification from injuries caused by police officer – Notice – Liabilities for injuries incurred while assisting police officer.
2. **65 ILCS 5/1-4-8**, Riots or civil disturbances – Assistance from other municipalities – Liability of requesting municipality – Powers of officer – Liability Insurance.
3. **745 ILCS 10/2-101** et seq., Immunity of Public Employees.
4. **745 ILCS 10/2-302**, Indemnification of Public Employees.
5. **745 ILCS 10/4-102** et seq., Police Protection.
6. **745 ILCS 10/9-102** et seq., Payment of judgements or settlements.

B. Employees receiving notification of a civil suit against them arising from actions taken as a Department employee will notify the Chief of Police in writing within 5 days of receipt of such notification. Include with the notification copies of any documents the employee received with the notice. Employees on vacation will notify the Chief of Police on the first day of their returning to work. Employees on sick leave and away from the Public Safety Building will make arrangements with their supervisor to have the written notification and documents picked up at their location by a Department employee.

V. RETIREMENT BENEFITS

A. Retirement benefits are available to full-time police officers through the Rockford Police Pension fund. Pension fund contributions, rates, service requirements and benefits are described in **40 ILCS 5/3-101** et seq., Police Pension Fund.

B. Information regarding retirement benefits for all other full-time employees can be found in **40 ILCS 5/7-101** et seq., Illinois Municipal Retirement Fund.

VI. EFFECTIVE DATE

A. The Department's policy on Compensation and Benefits became effective on January 29, 2007.

VII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **November** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***30.09 – Compensation and Benefits*** issued January 29, 2007.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.01 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
POLICE MOTORCYCLES	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Pursuit, Special Purpose Vehicle, Use of Motorcycles	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
March 31, 2003	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
33.6.1 • 41.1.3

POLICY

It shall be the policy of the Rockford Police Department to promote the safe and efficient use of motorcycles for traffic enforcement, traffic direction, crash reduction and as a community relation's tool. Implementation of motorcycles will enhance the operational function of the Department and at the same time provide assistance to the day-to-day functions of the Traffic Unit.

PURPOSE

The purpose of this General Order is to establish procedures for the safe and efficient use of motorcycles for police traffic enforcement service. This General Order will also provide an understanding of police motorcycles and guidance for their proper use, as well as establishing all phases of motorcycle operations.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITION
II. ORGANIZATION, SELECTION AND TRAINING
III. OPERATION
IV. EQUIPMENT
V. SERVICE
VI. STORAGE
VII. EFFECTIVE DATE
VIII. REVIEWS, REVISIONS AND CANCELLATIONS

Return to Index

I. DEFINITION

Motorcycle: for the purpose of this policy, refers to a motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground, but excluding a tractor (Illinois Vehicle Code, Illinois Compiled Statutes, **Chapter 625 5/1-147**)

II. ORGANIZATION, SELECTION AND TRAINING

A. The Chief of Police maintains the ultimate authorization for motorcycle usage in various situations. In his absence or by delegation, the Deputy Chief of the Support Services Bureau shall have overall command of the motorcycle unit. The Traffic Unit Sergeant will supervise the day-to-day operations.

B. Assignment to the Traffic Unit is criteria for eligibility to operate the motorcycles. The Department will determine the number of officers required to operate the fleet of motorcycles. The Deputy Chief of the Support Services Bureau along with the Traffic Unit Sergeant will make recommendations of motorcycle officers, with the Chief of Police having the final approval.

C. License & Training.

1. Selected officers must possess a valid Illinois Class M license to operate a motorcycle. The Department shall pay the cost for this license change.
2. Selected officer(s) shall complete a Department approved motorcycle field course school and be certified from the school.
3. Motorcycle officers shall complete a yearly safety refresher course. The Traffic Unit Sergeant shall ensure all motorcycle officers complete this course.
4. The Traffic Unit Sergeant shall maintain an up to date list of authorized motorcycle operators.

III. OPERATION

A. The Deputy Chief of Support Services Bureau and/or the Traffic Unit Sergeant shall determine the days for motorcycle usage. Determination is based on weather conditions and other factors affecting the use of motorcycles. Factors excluding the use of motorcycles includes:

1. Rain,
2. Snow,
3. Ice.

B. The use of a motorcycle in a vehicular pursuit is prohibited. A police motorcycle driver **will not** initiate, pursue, street parallel or caravan with a police pursuit.

C. Motorcycle officers will not transport prisoners or provide a ride for anyone as a passenger.

D. Motorcycle officers will utilize all emergency equipment when initiating a traffic stop or responding to an emergency situation.

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IV. EQUIPMENT

A. The Department shall provide equipment to each motorcycle officer. It is the responsibility of each officer to maintain their equipment and notify the Traffic Unit Sergeant of any concerns. Every motorcycle officer shall wear and maintain the following equipment when operating a motorcycle:

1. Helmet,
2. Breechers (pants),
3. Boots,
4. Gloves (winter & summer issue),
5. Safety glasses.

B. The motorcycle shall have the following equipment on the vehicle:

1. Decals containing the Department's name, logo and the vehicle number,
2. Emergency lights and siren,
3. Police radio,
4. Public address system,
5. Radar unit,
6. Emergency reflectors,
7. Helmet radio headset,
8. First aid and airway kits in the carrying side compartment,
9. Flares and mini-traffic cones.

V. SERVICE

A. Complete and thorough inspections of the motorcycles will enhance the performance of the motorcycle and avoid injury to the officer and others.

1. The motorcycle officer shall conduct an inspection of the cycle prior to use. The motorcycle officer will complete a motorcycle inspection sheet. The motorcycle officer will forward completed sheets to the Traffic Unit Sergeant.
   a. Each motorcycle officer is responsible for keeping the motorcycle clean and washed.
   b. Motorcycle officers will immediately report damage resulting from a fall, collision, or any other means to the on-duty supervisor.
2. The Traffic Unit Sergeant shall conduct monthly maintenance checks of the motorcycle.
3. The Department shall maintain a scheduled maintenance agreement with the dealership providing the motorcycles.

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VI. STORAGE

A. Proper storage and security of the motorcycle will allow for quality control. Officers will utilize the designated parking stalls located in the Public Safety Building basement.

B. Only motorcycle officers and mechanics are authorized to move the motorcycles.

VII. EFFECTIVE DATE

A. The Department's policy on Police Motorcycles became effective on March 31, 2003.

VIII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **October** by the **Supervisor of the Traffic Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***40.01 – Police Motorcycles*** issued March 31, 2003.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.02		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE BIASED BASED PROFILING / RACIAL DISCRIMINATION	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
REFERENCE DISCRIMINATION, DISCRIMINATORY PRACTICES, PROFILING, RACIAL PROFILING, TRAFFIC STOPS, VEHICLE STOPS		APPENDICES A, B	
ORIGINAL ISSUE DATE March 20, 2001	REISSUE / EFFECTIVE DATE December 29, 2003	EXPIRATION DATE This order remains in effect until revised or rescinded	

This General Order updates and replaces General Order 2001-002 (G-7), original issue date March 20, 2001.

POLICY

The policy of the Rockford Police Department is to respect the civil rights of all persons and to prohibit and prevent any form of discrimination by members of this Department when any action taken on behalf of or by any member of this Department is motivated by race, color, ethnicity, age, gender, national origin, religion, economic status, cultural group, sexual orientation or any other identifiable group. Specifically, members of the Rockford Police Department will not engage in any activities that are discriminatory or indicative of a practice of biased based/racial profiling.

PURPOSE

The purpose of this Order is to ensure, in the absence of specific and credible probable cause; race, color, ethnicity, age, gender, national origin, religion, economic status, cultural group, sexual orientation or any other identifiable grouping of an individual shall not be the basis for the stop, detention, search, arrest or other disparate treatment of an individual by any member of the Rockford Police Department.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. RACIAL PROFILING/DISCRIMINATORY PRACTICES
III. INTERNAL MONITORING
IV. AUTHORITY AND RESPONSIBILITY
V. TRAINING
VI. DISCIPLINARY PROCEDURES
VII. EFFECTIVE DATE

APPENDICES

A. Screen print example of MDT DATA SHEET
B. Sample IDOT Traffic Stop Data Sheet

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I. 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 personally involved in criminal activity.

Discriminatory Practice: To take action based on partiality or prejudice; to take actions on the basis of class or category without regard to individual merit or to show preference or prejudice.

Racial Profiling: The detention, interdiction, or other disparate treatment of an individual on the basis of the racial or ethnic status of such individual; the practice of targeting people for police examination/intervention based on their race or ethnicity.

Search: Looking for or seeking out that which is otherwise concealed from view.

Stop: The restraining of an individual's liberty by physical force or show of authority.

II. RACIAL PROFILING/DISCRIMINATORY PRACTICES

A. Racial profiling and/or discriminatory treatment of individuals is strictly prohibited by members of the Rockford Police Department.

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

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

B. Stops, detentions, arrests or other actions based solely on race, color, ethnicity, age, gender, national origin, religion, economic status, cultural group, sexual orientation or any other identifiable group or prejudicial basis by any member of the Rockford Police Department are prohibited.

1. The detention of any individual that is not based on factors related to a violation, or suspected violation, of federal law, Illinois statutes, City of Rockford Code of Ordinances, or any combination thereof is prohibited.

2. No officer shall stop, detain, search, arrest or perform any action to or for any person when such action is motivated by race, color, ethnicity, age, gender, national origin, religion, economic status, cultural group, sexual orientation or any other identifiable group. The inability to use age as a determining factor to institute police action does not apply to age specific offenses such as those involving liquor, curfew, driving, etc.

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C. The Rockford Police Department is not responsible for the enforcement of immigration laws. As such, it is a violation of this policy to ask any individual for immigration papers, green card or any similar document unless specifically related to a pending criminal investigation concerning the immigration status of the individual.

III. INTERNAL MONITORING

A. The traffic stop is an essential element in the delivery of effective police services to the community. Traffic stops deter violations of motor vehicle laws, reduce motor vehicle accident rates and discourage criminal activity. Officers are encouraged to conduct traffic stops to the fullest extent allowed by law.

B. A comprehensive traffic law enforcement component is essential to ensuring the safe and expeditious flow of traffic through the community. To ensure the traffic enforcement activities of Department personnel conform to the provisions of the General Order, the Department will utilize an internal monitoring process. This process will involve the completion of traffic stop report forms that specifies the information needed to identify any indications of biased based profiling or racial discriminatory practices. This form is designed in an electronic format installed on mobile data terminals (See Appendix A for sample) and will be transmitted from the mobile data terminal to the main database in the Public Safety Building via the wireless network. Officers not having a mobile data terminal will complete a paper vehicle stop form (See Appendix B for sample). Paper vehicle stop forms will be routed to Report Review upon completion.

IV. AUTHORITY AND RESPONSIBILITY

A. **Any officer** conducting a traffic stop will complete a traffic stop form, per 625 ILCS 5/11-212, when the traffic stop is for an **alleged violation** of the Illinois Vehicle Code. The outcome of the traffic stop; uniform traffic citation, written warning, or verbal warning does not change the requirement of the traffic stop form being filled out. The officer will record the following:

1. **all** personal identifiers and address of the person stopped including the officer's subjective determination of the race of the person,

2. **all** vehicle information to include make, model, color and license plate number of the vehicle,

3. the alleged traffic violation leading to the stop and result of the stop (citation, written or verbal warning),

4. date, time, location and case number for the stop as well as the name and badge number of the officer conducting the stop,

5. whether of not a search contemporaneous to the stop was conducted of the vehicle, driver, or passenger(s), and, if so, whether the search was with consent or by other means (incidental to arrest, drug dog alert, etc.).

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B. Traffic stop forms will **not** need to be completed when:

1. the stop of the vehicle is for criminal investigation purposes based on an attempt to locate broadcast via the 911 communication center or other police communication method,

2. the stop of the vehicle is for criminal investigation purposes based on a dispatched call to an officer (either as primary or back up) via the 911 communication center or other police communication method,

3. the stop of the vehicle is for criminal investigation purposes based on a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the investigatory stop of a motor vehicle.

C. Each Commander or supervising officer is responsible for the continual examination of all areas of police action and/or Departmental service under his/her control, including arrest data for sworn personnel, to insure the mandates of this policy are being followed and to discover any indications of racial profiling or discriminatory practices.

D. The Deputy Chief of the Administration Bureau will ensure that an annual report of the data collected using the traffic stop report forms will be transmitted to the Illinois Department of Transportation as required by the provisions of Illinois Compiled Statutes.

E. The Information Management Unit will ensure that the data collected using the traffic stop report forms is collected and stored in a format that allows for the above described annual report to be produced, as well as any other reports required or requested by the Chief of Police or his designee, for the purpose of evaluating compliance with this General Order.

F. Every employee of the Rockford Police Department, whether sworn or civilian, who believes there is, or is made aware of, any violation or suspected violation of this General Order, is required to report the violation. The report shall be made as soon as practical to the reporting person's supervisor or commander, a Deputy Chief, or the Chief of Police.

V. TRAINING

A. All Police Department personnel shall receive training on racial profiling, discrimination, and diversity issues, including the review of this policy. A review of this training will be conducted on an annual basis.

B. Additional diversity and sensitivity training shall be designated for members with sustained biased based profiling/racial discrimination or other sustained discrimination complaints filed against them.

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VI. DISCIPLINARY PROCEDURES

A. Failure to report any suspected or known violations of this General Order by any member of the Department shall result in disciplinary action.

B. Appropriate discipline shall be administered for sustained violations of this policy.

VII. EFFECTIVE DATE

A. The effective date of this General Order is December 29, 2003. This Order shall remain in effect until revised or rescinded.

BY ORDER OF

_____

STEVEN B. PUGH
CHIEF OF POLICE

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APPENDIX "A" - MDT DATA SHEET

IDOT Traffic Stop Data Sheet

Case Number: 12-454545
Date Of Stop: 12/29/2003
Time Of Stop (HH:MM Military Time): 12:00
Badge #: 111
Officer Name: Barton, James

DRIVER INFORMATION

Name Of Driver (Last Name, First Name): Smith
Address: 1111 North My Street
City: Rockford
State: MA
Zip: 11111
Vehicle Make: Honda
Vehicle Year: 2003
Vehicle Color: Yellow
License Plate: Ma Me
Driver's Year Of Birth: 1999
Driver's Sex: Male
Race: African/American
Reason For Stop: Moving Violation
If Moving Violation Select Type of Violation: Speed
Result Of Stop: Citation
Type Of Roadway: Interstate
Beat: 2222
Location Of Stop: State Street
Search Performed: ☑

IF THE STOP DID NOT RESULT IN A SEARCH THE DATA SHEET IS COMPLETE

Vehicle
Driver
Passenger 1
Passenger 2
Passenger 3
Passenger 4
Passenger 5 Search Type
Passenger 6

Contraband Found ☐ **IF CONTRABAND WAS FOUND SELECT WHAT WAS FOUND**

Drugs/Alcohol/Paraphernalia ☐ Weapon ☐ Stolen Property ☐ Other ☐

Delete Record

Exit

Record: 1 of 3

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APPENDIX "B"

IDOT Traffic Stop Data Sheet

Case # _____

Date of Stop _____ Time of Stop _____ Badge #_____ Officer Name _____

me of Driver _____

Address _____ City _____ State _____ Zip _____

Vehicle Make _____ Vehicle Year _____ Vehicle Color _____ License Plate _____

Driver's Year of Birth _____ Driver's Sex: ☐ Male ☐ Female

Race: ☐ Caucasian ☐ African/American ☐ Native American/Alaskan ☐ Hispanic ☐ Asian/Pacific Islander

Reason For Stop: ☐ Moving Violation ☐ Equipment ☐ License Plate/Registration

Type of Moving Violation (If reason for stop is Moving Violation):
☐ Speed ☐ Lane Violation ☐ Seat Belt ☐ Traffic Sign or Signal ☐ Follow too Close ☐ Other

Result of Stop: ☐ Citation ☐ Written Warning ☐ Verbal Warning

Type of Roadway: ☐ Interstate ☐ U.S. Highway ☐ State Highway ☐ County/Township Road ☐ City Road

Beat Location of Stop _____ Location of Stop _____ Was a Search Conducted: ☐ Yes ☐ No

IF THE STOP DID NOT RESULT IN A SEARCH THE DATA SHEET IS COMPLETE

Vehicle Search Type:
Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Driver Search Type:
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 1 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 2 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 3 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 4 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 5 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Passenger 6 Search Type: (Only if a search was conducted)
☐ Consent ☐ Reasonable Suspicion ☐ Probable Cause ☐ Incidental to Arrest ☐ Custodial Arrest ☐ Drug Dog Alert ☐ Other

Was Contraband Found: (Only if a search was conducted) ☐ Yes ☐ No **IF YES, SELECT WHAT WAS FOUND**

☐ Drugs/Alcohol/Paraphernalia ☐ Weapon ☐ Stolen Property ☐ Other

Revised 12/31/03

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.02-A *ADDENDUM*		DISTRIBUTION **ALL PERSONNEL**	**PAGE 1 OF 2**
ORDER TITLE **BIASED BASED PROFILING / RACIAL DISCRIMINATION**	SERIES NO. **40**	SERIES TITLE / SUBJECT **LAW ENFORCEMENT OPERATIONS**	
REFERENCE **Discrimination, Discriminatory Practices, Profiling, Racial Profiling, Traffic Stops, Vehicle Stops**		APPENDICES **None**	
ORIGINAL ISSUE DATE **March 8, 2007**	REISSUE / EFFECTIVE DATE	EXPIRATION DATE **This addendum remains in effect until revised or rescinded**	

POLICY

The policy of the Rockford Police Department is to respect the civil rights of all persons and to prohibit and prevent any form of discrimination by members of this Department when any action taken on behalf of or by any member of this Department is motivated by race, color, ethnicity, age, gender, national origin, religion, economic status, cultural group, sexual orientation or any other identifiable group. Specifically, members of the Rockford Police Department will not engage in any activities that are discriminatory or indicative of a practice of biased based/racial profiling.

PURPOSE

The purpose of this addendum is to establish a protocol and define Department responsibilities for response to data, which indicates an officer conducting traffic stops, has exceeded set benchmarks for bias based policing.

This Order is comprised of the following numbered sections:

I. PROCEDURE
II. REMEDIES
III. EFFECTIVE DATE

I. PROCEDURE

A. The Deputy Chief of Field Services or designee shall review in the months of June and December, IDOT Traffic Stop Data to determine if there is reason to believe that any Department members have a pattern of stopping members of minority groups for violations of vehicle laws or ordinances in a number disproportionate to the population of minority groups residing or traveling within the City of Rockford.

B. The Deputy Chief of Field Services or designee will review the IDOT Traffic Stop Data and compare the data to an external benchmark derived from the racial percentage of the City of Rockford as determined by the US Census Bureau. In a non-census year, the estimated US Census for that year will be used. The

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comparison will only be made for officers that make a minimum number of fifty(50) traffic stops that are reported to IDOT.

C. If an officer is found to exceed the initial external benchmark, the Deputy Chief of Field Services will compare the data to the officer's assigned shift, patrol area, and Department assignment, i.e. Special Unit.

D. It is not an automatic determination that an officer has been engaged in biased based policing, or any other wrong doing, if an officer is outside of an internal benchmark for a minority. It is only a determination that the officer's activity is not consistent with the rest of the work group indicating that further review is necessary.

E. If the officer exceeds the internal benchmarks and the data reveals a pattern or disparity, the Deputy Chief of Field Services will disseminate the information to the officer's commander or supervisor for further review.

F. The officer's commander or supervisor shall meet with the officer and determine the reason for the disparity.

II. REMEDIES

A. After the analysis of the data and traffic stop disparities are identified, the commander or supervisor shall report all findings in written form and any recommendations to the Deputy Chief of Field Services.

B. Recommendations may include counseling, remediation, corrective training, and/or discipline.

III. EFFECTIVE DATE

A. The effective date of this Order is March 8, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.03 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
FIELD NOTES	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Incident Reports, Notes, Reports	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
February 6, 2004	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
82.2.1

POLICY

It is the policy of the Rockford Police Department to ensure all homicide and felony crimes against persons investigations are conducted in a manner fulfilling the requirements of **725 ILCS 5/114-13.** All investigative material generated or coming into the possession of this Department in homicide and felony crimes against person investigations, must be preserved and turned over to the State's Attorneys Office. The statute also states any material or information tending to negate the guilt of the accused or reduce his or her punishment in homicide and felony crimes against person investigations, must be preserved and turned over to the State's Attorneys Office

PURPOSE

The purpose of this General Order is to establish and outline the incidents requiring preservation of field notes and the method used.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. PROCEDURES
III. RESPONSIBILITY
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. Sample page of Standard Field Notes form

Return to Index

I. DEFINITIONS

A. **INVESTIGATIVE MATERIAL:** A broad range of information including but not limited to: incident reports, field notes, 911 communication center tapes and documents, letters, correspondence of any sort, computer documents, written documents of any sort. Anonymous letters concerning any homicide must be preserved and turned over to the State's Attorneys office.

B. **POSSESSION:** Any item coming into the control of personnel of this Department by any means or method. Possession, not authorship, determines the material to be preserved.

II. PROCEDURES

A. When conducting any **felony crime against a person** investigation, all officers will submit all field notes, correspondence and other documents, related to the case, that they create or that come into their possession.

B. Whenever possible, officers will use a Department supplied field note form / notepad (**Appendix A**) to take notes during any **felony crime against person** investigation. The officer using the field note form shall write the case number in the space provided in the upper right hand corner of **each** field note page used during the investigation.

C. If an officer uses another type of note paper (e.g., note pad, legal pad, spiral notebook) during a **felony crime against a person** investigation, all of those notes must also be submitted. These notes must have the case number clearly written on **each** page.

D. **All field notes** from a **felony crime against a person investigation** must be submitted by placing them in a 9 x 12 inch brown / kraft envelope. The officer submitting the notes will write the case number on the front of the envelope. ***Reminder* – All field notes** from a **felony crime against a person investigation,** whether taken on a Department supplied form, or any other type of paper, must have the case number clearly written on each page.

E. Field notes do not have to be preserved if the felony being investigated clearly does not involve a crime against the person of another and/or is clearly a crime against property. Any and all doubts about a document or information meeting the above criteria should be resolved in favor of preserving the items in question for the State's Attorneys Office.

III. RESPONSIBILITY

A. It is the responsibility of Department supervisors to ensure that field notes are included when approving reports of **a felony crime against a person investigation**.

B. It is the responsibility of the Records Center Division to electronically scan all submitted field notes, from a **felony crime against a person investigation,** and attach the files to the appropriate NetRMS case folder.

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IV. EFFECTIVE DATE

A. The Department's policy on Field Notes became effective on February 6, 2004.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **September** by the **Deputy Chief of the Field Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***40.03 – Field Notes*** issued February 6, 2004

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the ***Deputy Chief of the Field Services Bureau***.

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

APPENDIX "A"

_____
CASE NUMBER

ROCKFORD POLICE DEPARTMENT FIELD NOTES

OFFICER_____ DATE_____

PAGE _____ OF _____

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.04 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
ABANDONED NEWBORN INFANT PROTECTION ACT	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Abandoned Babies, Abandoned Juveniles, Babies, Infants, Newborns	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
July 30, 2004	August 6, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)

POLICY

It is the policy of the Rockford Police Department to ensure that the provisions of the Abandoned Newborn Infant Protection Act (**325 ILCS 2/**) pertaining to the relinquishing of a newborn infant at a police station, is understood and complied with by personnel of the Department.

PURPOSE

The purpose of this General Order is to establish procedures to be followed in the event a newborn infant is brought to the Public Safety Building and relinquished to the care of Rockford Police Department personnel.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. PROCEDURES
III. REPORTING
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

A. Newborn Infant: A child, who a licensed physician reasonably believes is 72 hours 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.

B. Neglect: When a person responsible for a child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect can also occur when an adult provides inadequate supervision of a child.

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C. **Physical Abuse:** When a parent or a person responsible for a child's welfare inflicts, causes to be inflicted, or allows to be inflicted upon a child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function. Physical abuse includes situations that create a substantial risk of physical injury, which are likely to have the physical impacts listed above, and also include various forms of sexual abuse.

D. **Police Station:** A municipal police station or a county sheriff's office.

E. **Relinquish:** To bring a newborn infant, who a licensed physician reasonably believes is 72 hours 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.

F. **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.

II. PROCEDURES

A. All personnel must accept a newborn infant brought to the Public Safety Building for the purpose of relinquishing the 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 emergency room for medical examination and a supervisor will be notified. It is the responsibility of the hospital to report the relinquishing to the Illinois Department of Children and Family Services.

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, **unless** 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 as with any other suspected case of abuse or neglect. In this circumstance it will be the responsibility of the reporting officer to contact 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 infant has the right to remain anonymous and to leave the Public Safety Building at any time and not be pursued or followed.

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G. Before the person relinquishing the newborn infant leaves the Public Safety Building, employees should attempt to inform the person that by relinquishing the child anonymously they will have to petition the court if they desire to prevent the termination of parental rights and regain custody of the child.

H. 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 supplied at the front desk and the Field Services squadroom.

I. If the person wishes to provide their name and fill out the application forms listed in section **"G"** above, 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 reclaim the infant within 72 hours after relinquishing the infant to the Department, the parent must be informed of the name and location of the hospital the infant was transported to.

III. REPORTING

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.**

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. The reporting officer will be listed on either report as the complainant. The newborn infant will be listed as "Doe, Baby John" or "Doe, Baby Jane", and shown on the report as a victim. If the person relinquishing the newborn infant provides a name for the infant, it will be listed as an "AKA".

D. Reports will also include whether or not the person relinquishing the newborn infant accepted the information packet required to be offered them in section "**II, H**" of this order.

E. Any personnel acting in good faith in accordance with the Abandoned Newborn Infant Protection Act are immune from criminal or civil liability.

IV. EFFECTIVE DATE

A. The Department's policy regarding the Abandoned Newborn Infant Protection Act became effective on July 30, 2004.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **October** by the **Deputy Chief of the Field Services Bureau** and, when necessary, revised or cancelled in accordance

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with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This is a revision of and supercedes General Order ***40.04 – Abandoned Newborn Infant Protection Act*** issued July 30, 2004.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Deputy Chief of the Field Services Bureau.

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.05 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 5

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
SCHOOL LIAISON	40	LAW ENFORCEMENT ORGANIZATION

TOPICS / REFERENCE	APPENDICES
Juvenile, School, Student	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
February 13, 2008	----------	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
44.2.4

POLICY

It is the policy of the Rockford Police Department to maintain a School Liaison Unit that places sworn police officers into the schools of Rockford School District #205. The School Liaison Unit has been developed to establish positive working relationships between police, school administration, educators, service agencies, parents, and students. The goal of the School Liaison Unit 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.

PURPOSE

The purpose of this Order is to establish policy and procedure for the School Liaison Unit program. This unit is established through a cooperative agreement between the Rockford Police Department and the Rockford School District Unit #205.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DUTIES AND RESPONSIBILITIES
III. ASSIGNMENT / HOURS
IV. PROCEDURES
V. EFFECTIVE DATE
VI. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

A. School Liaison Officer: A sworn member of the Rockford Police Department holding the rank of patrol officer who is primarily assigned to work in the school buildings of School District #205.

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B. **Intergovernmental Agreement:** A document signed by authorized authorities that creates and establishes the respective responsibilities of the Department and participating school districts pursuant to the Illinois Government Cooperation Act (*5 ILCS 220/1 et. seq.*) and Section 10 of Article VII of the Constitution of the State of Illinois.

II. DUTIES AND RESPONSIBILITIES

A. Officers will report for duty at their assigned times in full duty uniform and prepared to immediately begin their school assignment after roll call. Officers' responsibilities include, but are not limited to, the following activities during the course of their shift:

1. Fostering a peaceful learning environment in the schools through the presence of law enforcement officers.
2. Responding to emergency situations without unnecessary delay.
3. Conducting preliminary investigation and, when applicable, follow-up investigations in their designated buildings.
4. Daily monitoring of problem areas within the school building and grounds.
5. Attending large school functions that require police presence (e.g., sporting events, dances, etc.) as authorized by their supervisor.
6. Advising and answering questions of students and parents on law enforcement related problems.
7. Referring violations of school rules to appropriate authorities, but is not responsible for the enforcement of school rules.
8. Enforcing state laws and local ordinances and makes arrests as necessary.

B. School Officers will:

1. Coordinate law enforcement efforts involving their assigned schools.
2. Serve as liaison between the school and other agencies involved in the administration of justice as well as other law enforcement officers investigating allegations of criminal behavior involving students at their assigned school.
3. Represent the police as a consultant to the schools in matters of law enforcement and juvenile procedure.

C. The Sergeant of the School Liaison Unit will:

1. Supervise personnel assigned to the School Liaison Unit and officers working extra duty employment for District #205, make assignments, conduct scheduling and evaluation of personnel.
2. Maintain compliance with Departmental directives and ensure the goals and objectives of the Department are being pursued.
3. Ensure completion of related work as required.

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III. ASSIGNMENT / HOURS

A. Assignment to the School Liaison Unit will be made in accordance with the current collective bargaining agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.

B. Officers will work Monday through Friday while assigned to the School Liaison Unit. Officers may also work weekends or holidays for other school events. Hours and holidays will be in accordance with the current collective bargaining agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.

C. School Liaison Unit Officers are employees of the City of Rockford on assignment to the school district for the school year.

D. School Liaison Officers must adhere to all Department general orders and all applicable District #205 policies. If District #205 policies conflict with Department general orders, the general orders will take precedence. Additional guidance from the School Liaison Unit Sergeant or when not available any supervisor may be sought to clarify the conflict.

IV. PROCEDURES

A. Interviewing / Interrogation of Students

1. Except in exigent circumstances or in arrest situations as outlined in this policy, officers who wish to detain or question youths on school property shall first contact the school principal or his/her designate. The principal or designee will assist the officer with contacting the parent. To the degree possible, officers shall explain the nature of their business and the need to meet with the youth(s) in question.

2. Generally, students should not be publicly contacted by officers in the school setting for the purpose of questioning unless an arrest is anticipated or reasonably possible. Youths should be summoned by school officials to a private interview room or other appropriate area for purposes of questioning.

3. School officials may be present as observers during interviews or questioning of students if the school official requests.

4. Officers shall not enlist school officials or employees to conduct interviews, inquiries, or similar fact-finding activities regarding students as part of an investigation.

    a. School officials who act at the direction of or on behalf of the interests of the police constructively become police officers, and, in so doing, must abide by the legal provisions pertaining to a police officer.

    b. Police officers are not precluded from questioning school officials with regard to their knowledge of youths in their charge, their activities, and similar matters.

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B. Arrest/Removal of Students

1. Students shall not be removed from school property without notifying the school principal or his/her designate. Officers are responsible for ensuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal irrespective of the responsibility of school officials to make such notification.

2. Officers should notify the principal or his/her designate before making an arrest of a student during class hours on school property unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest.

3. Officers should use handcuffs or other restraining devices when making arrests in schools whenever deemed necessary to ensure the security of juvenile arrestees and the safety of the officers and others.

4. Arrest of students on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities and functions.

5. When a warrant exists, either school related or not, the principal shall release the student into officer's custody without delay.

C. Searching students and property

1. Police searches of students and their property on school premises are generally subject to the same legal requirements for a search warrant and probable cause as other searches.

   a. Exceptions to the search warrant requirement (e.g., consent to search, emergency situations) that apply to non-school searches also apply to school searches.

2. School officials may conduct searches of students and their property without a warrant but with reasonable suspicion.

   a. Searches conducted by school officials upon the request of, or with the active participation of the police, require a search warrant.

   b. Officers may only accompany school officials who are conducting a search without a search warrant, but may not participate with school officials in the search either directly or indirectly.

V. EFFECTIVE DATE

A. The effective date of this General Order is February 13, 2008

VI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **July** by the **School Liaison Unit Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives.***

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B. This order does not supercede or cancel any previously issued Department policy or procedure.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau.**

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.06		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 16
ORDER TITLE IMPOUNDING OR TOWING MOTOR VEHICLES	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
REFERENCE Abandoned Vehicles, Impounded Vehicles, Towed Vehicles			APPENDICES A, B
ORIGINAL ISSUE DATE February 9, 2005	REISSUE / EFFECTIVE DATE February 9, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is important that members of the Rockford Police Department be familiar with their obligations under law when impounding or assisting in towing a vehicle. All such operations are to be conducted in a fair and equitable manner without favoritism to any party. At no time will the authority to tow or impound a vehicle be used by any member of the Rockford Police Department in a punitive manner against any individual or group.

PURPOSE

The purpose of this General Order is to establish proper definitions for various types of abandoned, disabled, or wrecked vehicles. This Order also establishes procedures for those vehicles it may be necessary to tow and those vehicles it may be necessary to impound by the Rockford Police Department. This General Order will also establish procedures for maintaining records of vehicles impounded by the Rockford Police Department and for the disposal of vehicles which remain unclaimed.

This Order is comprised of the following numbered sections.

I. DEFINITIONS
II. PROCEDURES FOR HANDLING ABANDONED MOTOR VEHICLES
III. PROCEDURES FOR HANDLING DISABLED MOTOR VEHICLES
IV. PROCEDURES FOR HANDLING WRECKED MOTOR VEHICLES
V. PROCEDURES FOR TOWING VEHICLES
VI. PROCEDURES FOR IMPOUNDING VEHICLES
VII. EFFECTIVE DATE

APPENDICES

A. Department Evidence Storage Facilities and Impound Vehicle Storage Facility Locations.

B. 625 ILCS 5/4-203(f)5, 625 ILCS 5/4-203(b), and Code of Ordinances of the City of Rockford Sec. 16-151, Sec. 30-103

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I. DEFINITIONS

A. Abandoned Vehicle: Any vehicle left unattended on either public or private property for a period of at least seven (7) days, during which time there has been no apparent attempt by the owner to remove the vehicle from the location where it is parked, and provided that the owner of the vehicle is not the property owner where the vehicle has been parked.

B. Disabled Vehicle: Any vehicle with mechanical failure or found unsafe to move when its location presents a hazard to traffic, or conditions are such that it is necessary to render immediate assistance for the personal safety of the driver and/or occupants of the vehicle.

C. Wrecked Vehicle: Any vehicle that cannot be legally driven or cannot be driven due to damage suffered as a result of an accident.

D. Tow or Towing: To assist a driver or vehicle owner in arranging for a vehicle to be removed from its location to another legal location of the choice, or consent of, the vehicle driver or owner and at his or her expense.

E. Impound or Impounded Vehicle: To remove a vehicle from its location to the custody of the Rockford Police Department for evidentiary or other lawful purposes resulting from an investigation.

F. Traffic Hazard: For the purpose of this Order, a situation involving a vehicle in which the circumstance of location, road condition, weather, time of day or combination thereof constitutes a danger to other vehicles and drivers or a significant obstruction in traffic flow.

G. Impound Wrecker: The commercial business under contract with and approved by the City of Rockford to provide wrecker services when necessary to impound a vehicle or tow disabled Department vehicles.

H. Contract Impound Vehicle Storage Facility: A commercial business under contract with the City of Rockford to provide services to the City of Rockford for Impounded Vehicle Storage, release to owners of vehicles impounded (to include collecting of fees), and disposal of unclaimed vehicles.

I. Department Evidence Storage Facility: A secured garage or warehouse owned or leased by the City of Rockford for the storage of Impounded Vehicles and other items of evidence.

J. Rotating Wrecker List: A list of local businesses providing wrecker services that agree to meet standards for <u>required equipment, availability to respond to requests, towing operations, secure vehicle storage, and availability to customers</u> as determined by the Deputy Chief of Special Operations. The **Rotating Wrecker List** will be used when a non-specific request is made to the Department to obtain assistance in **towing** a **wrecked** or **disabled** vehicle at the expense of the party requesting such assistance.

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K. Rockford Police Department "Police Warning" Sticker: Fluorescent orange adhesive sticker with printed information to be applied to all vehicles during abandoned vehicle investigations, regardless whether the vehicle is parked on public or private property.

II. PROCEDURES FOR HANDLING ABANDONED MOTOR VEHICLES

A. Responsibilities of the 911 Communications Center

1. Attempt to collect license plate information and as much of a vehicle description as possible from complainant.

2 Run license plate information (if provided) for registered owner and stolen/wanted check.

3. Assign officer to investigate and provide any information obtained from license plate check.

4. Private property posted per **625 ILCS 5/4-203(f)5** and **Section 30-103** of the Code of Ordinances of the City of Rockford allow for towing or removal of any vehicle from private property **without owner/person in control consent, or police involvement** if the following are met:

   a. the sign or notice will state the amount of the towing charges to which the person parking may be subject,

   b. a minimum of one sign or notice meeting the above requirements shall be posted facing the interior of the parking area every one hundred lineal feet along the perimeter of the parking area,

   c. any towing or storage charges accrued will be payable by use of any major credit card, in addition to being payable in cash,

   d. if the registered owner or legally authorized person entitled to possession of the vehicle arrives at the scene prior to actual towing of the vehicle, the vehicle will be disconnected from the tow truck and the vehicle returned upon payment of a reasonable service fee of not more than one-half the posted rate.

5. Any towing charges and fee payments under the above mentioned private parking regulations are done as a private contractual function without Department involvement. Officers will direct citizens to the private tow company for questions and concerns.

B. Responsibilities of the Assigned Officer

1. Vehicles abandoned on public property

   a. Check vehicle for stolen or evidence of other criminal activity.

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b. Make all reasonable efforts to locate the owner or driver.

c. Issue the appropriate parking citation (if violation exists).

d. Apply a Rockford Police Department "Police Warning" sticker. Check the box for public parking, the proper "move by" date (48 hours), and the date and time of issuance.

e. Advise the 911 Communication Center to forward the CAD incident ticket to the Central Reporting Unit to be picked up by the Abandoned Vehicle Officer(s).

f. If the vehicle is a **traffic hazard, obstructing the flow of traffic**, or **obstructing access to private property**, a supervisor will be contacted to authorize the impounding of the vehicle.

2. Vehicles abandoned on private property

a. Check vehicle for stolen or evidence of other criminal activity.

b. Make all reasonable efforts to locate the owner or driver.

c. If the location is appropriately posted as described in section "**II, A, 4"** of this Order, issue a parking citation to be signed by the complainant if requested to do so.

d. If the location is appropriately posted as described in City of Rockford Ordinance **16-151**, (e.g. "Tenant Parking Only", "Church Parking Only"), issue a parking citation to be signed by the complainant if requested to do so. Apply a Rockford Police Department "Police Warning" sticker. Check the box for private parking, the proper "move by" date (minimum 7 days), and the date and time of issuance.

e. If the vehicle is not obstructing access to the property, the location is not properly posted, and the vehicle is not stolen or involved in apparent criminal activity, apply a Rockford Police Department "Police Warning" sticker. Check the box for private parking, the proper "move by" date (minimum 7 days), and the date and time of issuance. Do not issue a parking citation in this situation.

f. **In both "<u>d</u> and <u>e</u>" above, the process to tow the vehicle is the responsibility of the property owner who must contact Neighborhood Standards, 987-5566, or obtain the services of an ICC authorized tow service. Rockford Police Department personnel <u>will not</u> assist in this towing process.**

g. If the vehicle is **obstructing access** to the property or preventing the intended use of the property and the owner cannot be located; the officer may impound the vehicle. In this case, a supervisor

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must be called to the scene to view the situation and authorize impoundment.

(1) All fees in these circumstances are the responsibility of the vehicle owner.

h. Advise the 911 Communication Center to forward the Computer Aided Dispatch (CAD) incident ticket to the Central Reporting Unit to be picked up by the Abandoned Vehicle Officer(s).

3. Complete all impound reports and paperwork when impounding vehicle from either public or private property.

C. Responsibilities of the Abandoned Vehicle Officer(s)

1. Obtain abandoned vehicle CAD tickets from the Central Reporting Unit on a daily basis and review to determine those on public property and those on private property.

2. If any investigative steps described in section **II, B, 1** of this Order was not completed by the original investigating officer, follow-up and complete as necessary.

3. Complete and forward "Outside Department/Agency Action Referral" form for abandoned vehicles on private property meeting the criteria for handling by Neighborhood Standards.

4. Impound vehicle after determining it has been abandoned at least 48 hours or longer and complete all impound reports and paperwork.

III. PROCEDURES FOR HANDLING DISABLED MOTOR VEHICLES

A. The following procedures will apply when an officer is assigned to check for a disabled vehicle, to assist a stalled motorist, or observes a disabled vehicle situated as to present a traffic hazard or a motorist needing assistance**.**

1. The officer will, as conditions warrant, position his vehicle with emergency lights operating and/or lay out cones or flares to protect the disabled vehicle and occupants. Under extremely hazardous conditions, the officer will advise any occupants to exit the disabled vehicle and move to a place of safety.

2. If the motorist is present, determine if assistance has been summoned and if any further assistance or intervention is necessary.

3. A disabled vehicle should not be pushed by hand to a legal parking space unless exigent circumstances involving a persons safety is present due to the potential for injury to an officer.

4. If it is necessary to have the vehicle towed from the scene, requests for a specific service will be honored except when the request would cause

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undue delay in clearing the scene when a hazardous condition warrants removal as soon as practical. If the motorist does not have a preference, the officer will make a non-specific request for a wrecker from the Rotating Wrecker List.

a. If conditions at the scene constitute a Traffic Hazard as defined in this Order, the officer may make a non-specific request for the closest wrecker on the Rotating Wrecker List.

b. If the problem is a service type call such as no fuel or a battery jump, the officer may request the 911 Communications Center to contact an appropriate service facility in the area at the request of the motorist.

5. In all cases of disabled motor vehicles, the officer must consider the welfare and safety of the driver and vehicle occupants. When necessary to transport persons to a place of safety, permission must be obtained from a supervisor if the location is outside the officer's assigned area of responsibility. The 911 Communications Center will be notified of any transport.

6. A disabled vehicle cannot be left on any public roadway that presents an immediate hazard (**625 ILCS 5/4-203 (d)**). Immediate removal is authorized under the statute cited with the owner being liable for the cost of towing. If the owner or operator is present and refuses to consent to calling a wrecker to tow the vehicle, then this statute will be explained. If the owner or operator still refuses, the officer will make a non-specific request for a wrecker from the Rotating Wrecker List to tow the vehicle. The officer will complete an Incident Report detailing the circumstances that justified the action taken.

B. When an officer is assigned to check for a disabled vehicle, stalled vehicle, or a vehicle presenting a serious traffic hazard where no driver or owner is present, then the following procedure will apply:

1. The officer will, if conditions warrant, position his vehicle with emergency lights operating and/or lay out cones or flares to protect the disabled vehicle and direct traffic as required.

2. The officer will check the vehicle identification number (VIN), license plates, City Sticker number and any other information on or about the vehicle for ownership or operator information to be supplied to the 911 Communications Center for attempting owner or operator contact. If the owner or operator is contacted then the officer should proceed as in Section **III. A,** by relay through the 911 Communications Center.

3. If the owner, operator or other responsible party cannot be contacted within a reasonable amount of time, given the circumstances present at the scene, the officer may request permission of a supervisor to impound the vehicle. A supervisor may authorize impoundment immediately or after a delay for a specific length of time.

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4. If there is a delay, the 911 Communications Center will be instructed to continue to attempt to contact the owner, operator, or other responsible party. After the waiting period has expired and contact has not been established with anyone associated with the vehicle, the officer may proceed to impound.

C. If possible, the officer should attempt to legally park a vehicle. Vehicles will not be parked on private property without the express permission of the property owner. When a vehicle is legally parked, the driver or owner will be explicitly informed that arrangements must be made to move the vehicle within 48 hours to prevent the vehicle being considered abandoned.

IV. PROCEDURES FOR HANDLING WRECKED MOTOR VEHICLES

When an officer assigned to investigate an accident where a vehicle has sustained sufficient damage to render it inoperable or unsafe to operate, the officer will proceed as follows except when the vehicle is stolen or involved in other criminal activity.

A. Wrecked vehicles cannot be left at the scene of an accident and must either be towed to a service facility or the property of the owner.

B. If the driver or owner has a preference for a wrecker service to tow the vehicle, the request will be honored unless undue delay would result.

C. When a driver or owner does not have a preference for a specific wrecker service, a request for a wrecker from the Rotating Wrecker List will be made. If conditions exist at the scene that present a Traffic Hazard as defined in this Order, the officer may request that a nearby wrecker from the Rotating Wrecker List to expedite the restoration of normal traffic.

D. If the vehicle to be towed is of large size and/or the accident involves spilled cargo, the officer may make a non-specific request for a heavy-duty wrecker service capable of handling the problem.

E. The investigating officer will ensure that wrecker service drivers remove any debris deposited on the roadway as a result of the incident.

F. Situations where both vehicles are driveable, but there is a large amount of debris left on the roadway, require a call being forwarded to Public Works to assist with roadway cleanup.

V. PROCEDURES FOR TOWING VEHICLES

A. In all cases where it may be necessary to tow a vehicle, officers will not recommend a particular wrecker service but will honor a specific request for a wrecker service and/or type of wrecker whenever possible.

B. The Rotating Wrecker List will be used only when the driver or owner does not have a specific request. If a particular type of wrecker is requested, the list may

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be queried for the availability of the type requested to avoid undue delay in removing a vehicle considered a traffic hazard.

C. The investigating officer **will insure** that wrecker service drivers remove any debris deposited on the roadway as a result of the incident.

D. Officers will insure any additional billing for debris removal, cargo or spill cleanup and additional services such as additional wreckers needed for recovery are itemized on the tow bill at the scene and if possible, the owner or driver is made aware of these additional charges.

E. Officers must insure the owner or driver of the vehicle being towed has the name, address, and telephone number of the wrecker service towing the vehicle along with any special contact instructions.

F. The personal safety of the driver and passengers is a primary concern of the Rockford Police Department. Officers of the Department will look to the safety of any individuals involved in any roadway investigation, both during the investigation and following, especially during inclement weather. Investigating officers will coordinate with the parties involved to insure that these individuals reach a place of safety. If a person(s) involved is stranded at the scene of an accident, the officer will request permission from a supervisor to transport or have another officer transport the individual(s) to a place of safety. Any transportation will be coordinated through the 911 Communications Center.

VI. PROCEDURES FOR IMPOUNDING VEHICLES

A. Only the designated Impound Wrecker service contracted to the City of Rockford should be used to impound a vehicle. When or if an unusual circumstance develops (i.e., oversized vehicle) a supervisor may authorize the use of another firm for impound.

B. All impounds require the prior authorization of a supervisor except for the following:

1. Vehicles impounded in the course of abandoned vehicle duties performed by the Abandoned Vehicle Officer or other officers assigned this duty.

2. Vehicles impounded in the course of the arrest of the driver when the statute under which the arrest is being made <u>mandates</u> that the vehicle involved is impounded.

C. Vehicles may be impounded under the following circumstances.

1. The vehicle is a traffic hazard and no responsible party can be contacted. (See section **III** of this order.)

2. The driver is arrested for a charge mandating the impounding of the vehicle.

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3. The driver is arrested and the vehicle cannot be legally parked or there is no one available or legally able to drive the vehicle.

4. The vehicle is reported stolen and the owner has previously authorized or currently has authorized the vehicle to be impounded for safekeeping or the owner cannot be contacted for disposition. The Incident Report will be checked prior to impounding for the proper authorization.

5. The vehicle is criminal evidence.

6. The vehicle must be processed for evidence as follows:

   a. Fingerprinting

   b. Collection of blood, semen or other fluid stains

   c. Vacuuming for hair, fibers, glass or other samples

   d. Photography

   e. Measurements

   f. Collection of vehicle components or vehicle contents as evidence

7. The vehicle is an instrument of injury or fatality

8. The vehicle is subject to forfeiture as outlined in **720 ILCS 5/36-1**.

D. Responsibilities of the officer impounding a vehicle.

1. The investigating officer will inspect the vehicle and obtain the vehicle identification number (VIN), the license plate number (including state and year), City Sticker number and check any other information on or in the vehicle which may provide ownership information.

2. An inventory of the contents of the vehicle **will be made**. (See "Inventory Searches of Impound Vehicles" included in section **VI, F** this Order.)

3. The information obtained in the inspection of the vehicle will be used to query computerized vehicle records. *Officers will pay particular attention to circumstances where the vehicle description information returned* ***does not match*** *the vehicle being impounded or the owner identified by the vehicle identification number (VIN)* ***does not match*** *the owner identified by the license plates. Discrepancies will be cause to conduct a further investigation. Additionally, information returned may change or add to the nature of the investigation (i.e., stolen or wanted vehicle).*

4. An Impounded Vehicle Report will be completed and include all known information on the vehicle, registered owner, driver, release/hold information, property located in the vehicle or removed for safekeeping,

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evidence processing required, and any damage to vehicle. **Impounded Vehicle Reports will be turned in and not left with or in the vehicle being towed**.

5. Any property or identification, such as license plates that are stolen, involved in other criminal activity, or not registered to the vehicle, will be removed and tagged as evidence. The officer will utilize a separate evidence report.

6. If the vehicle is to be towed to the Impound Vehicle Storage Facility, the appropriate **facility copy** of the Impounded Vehicle Report will be given to the Impound Wrecker driver prior to the vehicle being moved from the scene. Keys to vehicles towed to the Impound Vehicle Storage Facility may be left with the vehicle driver or owner, or left with the vehicle itself. It is not mandatory for the Impound Vehicle Storage Facility to have the keys to a vehicle towed to their facility.

7. Vehicles towed to a location other than the Impound Vehicle Storage Facility, should have keys kept with the vehicle if the keys are available. In some incidents, keys themselves may be considered evidence but will be left in the impounded vehicle until the ID Unit has completed any evidence processing and there is no further need to move the vehicle.

E. Inventory Searches of Impounded Vehicles

1. The contents of all vehicles impounded by this Department are subject to inventory. A vehicle inventory is designed to protect vehicles and their contents while in police custody, to protect the Department against claims of lost, stolen or damaged property and to protect Department personnel and the public against injury or damaged property due to any potential danger from hazardous materials or substances that may be in the vehicle. Officers are reminded that searches conducted will be thorough and detailed with all items appropriately documented in the inventory search. **Examination of the contents of a vehicle pursuant to a criminal investigation or with the intent of discovering evidence of a crime is a search, not an inventory, and will be governed by probable cause and the rules of evidence.**

2. The inventory will be conducted at the location the vehicle was towed or seized unless limited by reasons of safety or practicality. In those cases, the inventory may be conducted following the impounding of the vehicle. The owner, if present and circumstances allow, will be asked to remove all valuables from the vehicle prior to impounding.

3. The inventory may extend to all areas of the vehicle, which personal property or hazardous materials may reasonably be found, including but not limited to, the passenger compartment, trunk and glove compartment.

4. All closed containers found within the vehicle will be opened for purposes of the inventory. Closed and locked containers will not be forced open without supervisory approval and if forced open will be listed on the

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Impounded Vehicle Report as such. If a key or lock combination is available, locked containers may be opened and inventoried.

5. Any property of value will be removed from the vehicle for safekeeping. Such property will be tagged as evidence and an Evidence Report completed. If there are doubts as to whether or not an item(s) will be removed and tagged, a supervisor will be contacted.

6. Any item found during the inventory that is contraband or evidence of criminal activity will be tagged as evidence and an Evidence Report completed. Additionally, an Incident Report or Supplement Report as necessary will be filed detailing the discovery of the contraband or evidence and its association with the vehicle and occupants.

7. Any hazardous or dangerous materials discovered should be immediately reported to a supervisor who will determine the appropriate course of action.

F. Holds placed on Impounded Vehicles

It will be the responsibility of the Departmental Bureau, Division, Unit, or Section, which places the hold on an impounded vehicle, to notify the Evidence and Property Division when the hold is to be removed.

G. Storage of Impounded Vehicles

1. The Impound Vehicle Storage Facility will be used for the storage of:

   a. abandoned vehicles,

   b. vehicles impounded as traffic hazards,

   c. recovered stolen vehicles not in need of evidence processing, and

   d. mandated impounds by statute not in need of evidence processing.

2. The Evidence Storage Facility will be used to store vehicles:

   a. which are criminal evidence,

   b. which are an instrument of injury or fatality,

   c. requiring evidence processing, (Coordination will be made with personnel of the Identification Unit to determine if the vehicle will be towed to the secure evidence section of the facility and if so, to meet the Impound Wrecker and provide access.)

   d. subject to forfeiture, (if not stored in another facility) and

   e. of such value, or with contents of such value, that for the protection of the city must be stored in a secure facility.

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3. Vehicles subject to forfeiture may be stored in the facility controlled by the Metro Narcotics Unit with the approval of the Unit supervisor.

4. At the discretion of the ID Detective assigned, a vehicle may be towed to the Evidence Collection Bay located in the basement parking area of the PSB for the purpose of evidence processing.

H. Responsibilities of Supervisors

1. Supervisory permission is necessary before an officer may impound a vehicle except where noted in section **VI, B** this Order.

2. Supervisors must insure impounding a vehicle is not for punitive reasons.

3. When circumstances warrant, a supervisor may authorize the services other than the Impound Wrecker to impound a vehicle.

4. Supervisors will insure all impounded vehicles are taken to a contracted or Department controlled impound facility and not to a tow or service facility's place of business, unless it is an accident tow.

5. Supervisors will assist officers when questions arise in the course of impounding a vehicle, such as what property to remove for safekeeping, storage location, etc.

6. Supervisors will review all Impounded Vehicle Reports for their accuracy and completeness. **No Impounded Vehicle Report will be approved, which is not complete in every way, with particular attention being given to legibility of license and VIN information.**

7. Supervisors will insure the Impound Report written on a vehicle in need of evidence processing is clearly marked "**EVIDENCE PROCESSING REQUIRED"** and a description of the evidence processing required is included in the narrative of the report.

I. Responsibilities of Report Review

1. Check all Impounded Vehicle Reports for accuracy and completeness.

2. Enter the required data on impounded vehicles in LEADS.

3. Insure that all messages and tow bills are attached to the Evidence & Property Division copy of the Impounded Vehicle Report and filed for pickup.

4. For all vehicles stored in the Impound Vehicle Storage Facility, file a copy for the Central Reporting Unit (CRU) personnel at the Front Desk.

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5. For all Impounded Vehicle Reports that are marked in the narrative with "**EVIDENCE PROCESSING REQUIRED"**, a copy of the report is made and filed for pickup by the Identification (ID) Unit.

6. On receipt of an Impounded Vehicle Release Report or an Impounded Vehicle Sale Report showing the release or sale of impounded vehicles, enter the required data to cancel the LEADS entries.

J. Responsibilities of the Central Reporting Unit (CRU)

1. Maintain a file of copies of Impounded Vehicle Reports of vehicles stored in the Impound Vehicle Storage Facility. Upon notification by the Evidence & Property Division that a vehicle has been moved to another facility or sold, remove the appropriate Impounded Vehicle Report and destroy it.

2. When a claim is made for a vehicle stored in the Impound Vehicle Storage Facility for which fees are to be paid prior to release, advise the person making the claim to contact Greater Rockford Auto Auction (GRAA) during normal business hours to schedule the release. **CRU officers will not collect fees due on impounded vehicles.**

3. Release vehicles to owners or other authorized parties that are stored at the Department Evidence Storage Facility when the vehicle is eligible to be released and when no fees are due prior to release.

   a. A Property Release will be filled out for each vehicle released to be signed by the party receiving the vehicle. The copy of the Impounded Vehicle Report on file at the Front Desk will be removed from the file and destroyed.

   b. A copy of the Property Release will be given the party receiving the vehicle to be shown to the officer assigned to release the vehicle.

   c. The CRU officer releasing the vehicle will coordinate with the 911 Communications Center for a mobile officer to meet the party receiving the vehicle at the Department Evidence Storage Facility. If there will be a delay prior to an officer being sent, the CRU officer will advise the party receiving the vehicle to wait at the PSB until notification is received that an officer is enroute. Additionally the CRU officer will instruct the party receiving the vehicle to call back or return to the PSB in case the releasing officer has not arrived within a specified time.

   d. Property Releases will be forwarded through the established approval process and routed to Report Review for distribution.

K. Responsibilities of the Evidence & Property Division

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1. General Responsibilities

   a. All impound operations falling under the responsibility of the Evidence & Property Division will comply with **625 ILCS 5/5** (ABANDONED, LOST, STOLEN OR UNCLAIMED VEHICLES) and any City of Rockford Ordinance regulating the conduct of impounded vehicle operations.

   b. Any commercial business under contract with the City of Rockford for the following:

      (1) the storage of impounded vehicles,

      (2) the release of impounded vehicles,

      (3) the collection of fees,

      (4) and the disposal of unclaimed vehicles,

      will be subject to the inspection and supervision of the Evidence & Property Division.

   c. Any failure to comply with the terms of the contract or identification of any business practice, which may compromise the integrity of impound operations or the reputation of the Rockford Police Department and the City of Rockford will be immediately reported in writing to the Deputy Chief of Administrative Services.

2. Collect all new Impounded Vehicle Reports and tow bills from Report Review each business day.

3. Query electronic databases for information on each newly impounded vehicle to include owners, titleholders and lien holders (by vehicle identification number), and registered owners (by license plates). A printout of information obtained will be attached to each Impounded Vehicle Report.

4. If an impounded vehicle is seven (7) years of age or newer, a written request for title information will be sent to the last know state where the vehicle was registered.

5. For each impounded vehicle, a written notice will be sent to each titleholder, lien holder, registered owner and other identified individuals who may have an ownership interest who are listed in the Impounded Vehicle Report. This notice will include the reason for impound, the date and time of impound, the vehicle description, who to contact in reference to the vehicle, and if the vehicle may be released, how the recipient may proceed to retrieve the vehicle. Notice will be sent as follows.

   a. For vehicles older the seven (7) years – Regular mail

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b. For vehicles seven (7) years of age or newer – Certified mail

6. If a vehicle is impounded and the vehicle identification number (VIN) is missing or absent from the report, Evidence & Property Personnel will inspect the vehicle as soon as possible to determine the vehicle identification number. If the VIN plate is defaced or missing, the Evidence & Property Division will immediately enlist other Department resources available to identify the vehicle. Once identification has been made, notices will be sent as indicated previously in this Order.

7. All tow bills will be forwarded as soon as practical to the Fiscal Services Section to be paid.

8. The Evidence & Property Division will keep accurate records of all impound activity, to include:

   a. identification of all vehicles impounded,

   b. the date, time and location of impound,

   c. names and address of all individuals identified as titleholders, lien holders, registered owners and others identified as having a possible ownership interest in the vehicle,

   d. evidence of all notices sent.

9. If the vehicle was released, accurate records will be kept of:

   a. the date and time of release,

   b. the identity of the person the vehicle was released to,

   c. fees that were paid.

10. If the vehicle was sold, accurate records will be kept of:

    a. all sale notices sent,

    b. date the vehicle was sold,

    c. proceeds received from the sale of the vehicle.

11. The Central Reporting Unit and Report Review will be notified when vehicles are sold or released so that reports on file may be destroyed and LEADS entries cancelled.

12. All impounded vehicles eligible for release will be kept for the time specified in Illinois Statutes. Unclaimed autos will be eligible for disposal.

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a. The Evidence & Property Division will make a list of all vehicles to be disposed of and an individual re-check will be made of each vehicle's identification number (VIN).

b. No vehicle will be disposed of unless all vehicle information is re-checked through vehicle, title, and registration databases and all titleholders, lien holders, registered owners and other individuals with ownership interest have be notified in writing of the impound.

13. Prior to any disposal written notice will be prepared and sent to each titleholder, lien holder, registered owners and other individuals identified as having possible ownership interest in the vehicle advising of:

a. a description of the vehicle,

b. the date, time and location of the sale,

c. information on how the recipient may retrieve the vehicle prior to it being sold.

14. **Two notices will be sent to each individual, one by <u>Certified</u> mail and one by regular mail**, at least 10 days prior to the sale of the vehicle.

L. Responsibilities of the Administrative Services Bureau

1. It will be the responsibility of the Deputy Chief of the Administrative Services Bureau, or his designee, to inspect the impounded vehicle operation of the Evidence & Property Division at least once each calendar year. Particular attention will be paid to record keeping, owner notifications, release receipts and sale proceeds received, and contractor obligations and performance.

2. The results of this inspection will be reported in writing to the Chief of Police with any discrepancies noted having been investigated with the results included in the report.

VII. EFFECTIVE DATE

A. The effective date of this Order is February 9, 2005.

B. Replaces General Order 1984-01 (K-1), dated October 1, 1984.

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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APPENDIX "A"

CURRENT DEPARTMENT EVIDENCE STORAGE FACILITIES

Madison Street Garage – 300 N. Madison Street

Rock Street Garage – 1300 Rock Street, Building #20
Note: Items held per Illinois State Statute (725 ILCS 5/116-4, Preservation of evidence for forensic testing) will be stored in this facility.

CURRENT DEPARTMENT IMPOUND VEHICLE STORAGE FACILITY

Greater Rockford Auto Auction – 5937 Sandy Hollow Road

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APPENDIX "B"

625 ILCS 5/4-203(f)5, 625 ILCS 5/4-203(b)
and
Code of Ordinances of the City of Rockford Sec. 16-151, Sec. 30-103

625 ILCS 5/4-203(f)5 Except for property appurtenant to and obviously a part of a single family residence, and except for instances where notice is personally given to the owner or other legally authorized person in control of the vehicle that the area in which that vehicle is parked is reserved or otherwise unavailable to unauthorized vehicles and they are subject to being removed at the owner or operator's expense, any property owner or lessor, prior to towing or removing any vehicle from private property without the consent of the owner or other legally authorized person in control of that vehicle, must post a notice meeting the following requirements

a. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property within 5 feet from the public right of way line. If there are no curbs or access barriers, the sign must be posted not less than one sign each 100 feet of lot frontage.

b. The notice must indicate clearly, in not less than 2-inch high light reflective letters on a contrasting background that unauthorized vehicles will be towed away at the owner's expense.

c. The notice must also provide the name and current telephone number of the towing service towing or removing the vehicle.

d. The sign structure containing the required notices must be permanently installed with the bottom of the sign not less than 4 feet above ground level, and must be continuously maintained on the property for not less than 24 hours prior to the towing or removing of any vehicle.

625 ILCS 5/4-203(b) When a vehicle is abandoned on a highway in an urban district 10 hours or more, its removal by a towing service may be authorized by a law enforcement agency having jurisdiction.

Sec. 16-151. Parking on private property.
No person shall without the permission of the owner or lessee of any private property, leave or park any vehicle thereon if there is in plain view on such property a "No Parking" sign or other sign restricting parking.
(Ord. No. 1983-140-0, 11-7-83)

Sec. 30-103. Removal of vehicle from private property.
The towing or removal of any vehicle from private property without the consent of the registered owner or other legally authorized person in control of the vehicle is subject to compliance with the following conditions and restrictions:

(1) (a) The sign or notice required by the Illinois Vehicle Code (625 ILCS; para. 5/4-203(f)5) shall state the amount of towing charges to which the person parking may be subject.
(b) Additionally, a minimum of one sign or notice meeting the above requirements shall be posted facing the interior of the parking area

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every one hundred lineal feet along the perimeter of the parking area. This subsection (1)(b) shall not apply to limited or controlled access parking lots where access to the lot is gained only by stopping at a gate or guardhouse prior to entry into the lot. The sign or notice required by subsection (1)(a) above shall be posted on the gate opening mechanism or guardhouse or within ten (10) feet thereof in a location clearly visible to stopped vehicles prior to their entering the lot.

(2) Any towing or storage charges accrued shall be payable by the use of any major credit card, in addition to being payable in cash.

(3) If the registered owner or legally authorized person entitled to possession of the vehicle shall arrive at the scene prior to actual removal or towing of the vehicle, the vehicle shall be disconnected from the tow truck and that person shall be allowed to remove the vehicle without interference, upon payment of a reasonable service fee of not more than one-half the posted rate of the towing service as provided by state law, for which a receipt shall be issued.

(Ord. No. 1992-187-0, 7-13-92; Ord. No. 1993-197-0, 8-2-93; Ord. No. 1994-34-0, 2-7-94; Ord. No. 1994-113-0, 5-9-94; Ord. No. 1994-256-0, 10-3-94)

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.08 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
EMERGENCY DRIVING	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Driving, Emergency, Response	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
April 22, 2005	August 20, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
41.2.1

POLICY

It is the policy of the Rockford Police Department to ensure that emergency operation of police vehicles is done in a manner that provides a reasonable amount of safety for the general public and the police officers involved. The decision to respond using emergency equipment must be based on the particular situation at the time. Emergency motor vehicle response is a serious matter and can potentially cause death, personal injury and/or property damage.

PURPOSE

The purpose of this General Order is to establish the Department's policy, procedures and guidelines regarding the operation of motor vehicles in response to emergency calls for services.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections.

I. DEFINITIONS
II. LEGAL AUTHORITY
III. DEPARTMENT EMERGENCY RESPONSE POLICIES AND PROCEDURES
IV. EFFECTIVE DATE
V. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. 625 ILCS 5/11-205

I. DEFINITIONS

A. Emergency Incidents: Situations such as in-progress forcible felonies, officers requesting emergency assistance, unknown and personal injury traffic crashes, all calls for services involving threat of injury or loss of life and any other situation or incident deemed to be an emergency.

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B. **Priority Incidents:** Calls for service involving situations where personal injury to any person or a potential risk of property loss is likely to occur if the response is unnecessarily delayed, and prompt police response may avert further injury or property loss, reduce the seriousness of the situation or increase the likelihood that an offender will be apprehended.

C. **Routine Incidents:** Calls for police service where a quick response is not essential for the preservation of life or property. Examples would include delayed response calls or public care-taking calls.

II. LEGAL AUTHORITY

A. The Illinois Vehicle Code, **625 ILCS 5/11-205** (see **Appendix A**), provides that the driver of a police vehicle, when responding to an emergency call or when attempting to stop the motor vehicle driven by an actual or suspected violator of the law, may:

1. Proceed past a red stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operations.
2. Exceed the maximum speed limits so long as not to endanger life or property.
3. Disregard regulations governing direction of movement or turning in specified directions.

B. The above provisions do not relieve the driver of a police vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

III. DEPARTMENT EMERGENCY RESPONSE POLICIES AND PROCEDURES

A. General limitations and responsibilities:

1. No officer will operate a vehicle at a speed or in a manner that interferes with complete control of the vehicle at all times.
2. The basic rules of traffic safety will be adhered to regardless of the call classification.
3. All officers will yield the right-of-way to fire department equipment, ambulances, and other life saving equipment.

B. Emergency Incident Response:

1. Officers responding to an emergency incident should respond in the most expeditious manner, without endangering their safety or that of others.
2. Officers responding to an emergency incident **must** use emergency lighting and an audible siren (See section **III. B. 3.** for exceptions). Officers responding may do the following with due care:
   a. Exceed the posted speed limit, but only to the degree as reasonable, taking into consideration the following factors:
      1. Time of day,
      2. Volume of vehicle and pedestrian traffic,
      3. Weather conditions; and

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4. Road conditions.

b. Proceed past a stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.

c. Disregard regulation governing direction of movement or turning in specific directions

d. Park or stand irrespective of the provisions of the Illinois Complied Statutes or local ordinances.

3. Officers may, when responding to certain emergency incidents, deactivate emergency equipment when close to the scene so as not to alert the suspect. When emergency equipment is deactivated officers must proceed with extreme caution and at a reasonable speed, so as not to endanger their life or the life and/or property of others.

4. Officers should be aware that the use of emergency equipment does not guarantee the safe use of the right of way.

5. These provisions do not relieve the officer from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the officer from the consequences of any reckless disregard for the safety of others.

C. Priority Incident Response:

1. Officers responding to a priority incident **may** use the vehicle's emergency lights and audible siren based on the officer's discretion. Officers responding, with emergency equipment activated, may do the following with due care:

a. Exceed the posted speed limit, but only to the degree as reasonable, taking into consideration the following factors:

1. Time of day,

2. Volume of vehicle and pedestrian traffic,

3. Weather conditions; and

4. Road conditions.

b. Proceed past a stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.

c. Disregard regulation governing direction of movement or turning in specific directions

d. Park or stand irrespective of the provisions of the Illinois Complied Statutes or local ordinances.

2. If an officer is responding with only the use of emergency lighting, the use of an audible siren is necessary in advance of intersections, blind alleys, or whenever necessary to clear traffic ahead.

3. Officers should be aware that the use of emergency equipment does not guarantee the safe use of the right of way

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4. These provisions do not relieve the officer from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the officer from the consequences of any reckless disregard for the safety of others.

D. Routine Incident Response:

1. Police officer responding to a routine call will do so promptly while observing all traffic patterns, signs and signals.

E. Any police response or action that results in a pursuit must follow the response to pursuits as detailed in **General Order *40.07 – Vehicle Pursuits***.

IV. EFFECTIVE DATE

A. The Department's policy on Emergency Driving became effective on April 27, 1983.

V. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **September** by the **Training and Personnel Unit Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***40.08 – Emergency Driving*** issued April 22, 2005.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson
Chief of Police

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APPENDIX A

625 ILCS 5/11-205

(625 ILCS 5/11-205) (from Ch. 95 1/2, par. 11-205) Sec. 11-205. Public officers and employees to obey Act Exceptions.

(a) The provisions of this Chapter applicable to the drivers of vehicles upon the highways shall apply to the drivers of all vehicles owned or operated by the United States, this State or any county, city, town, district or any other political subdivision of the State, except as provided in this Section and subject to such specific exceptions as set forth in this Chapter with reference to authorized emergency vehicles.

(b) The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Section, but subject to the conditions herein stated.

(c) The driver of an authorized emergency vehicle may:
1. Park or stand, irrespective of the provisions of this Chapter;
2. Proceed past a red or stop signal or stop sign, But only after slowing down as may be required and necessary for safe operation;
3. Exceed the maximum speed limits so long as he does not endanger life or property;
4. Disregard regulations governing direction of movement or turning in specified directions.

(d) The exceptions herein granted to an authorized emergency vehicle, other than a police vehicle, shall apply only when the vehicle is making use of either an audible signal when in motion or visual signals meeting the requirements of Section 12 215 of this Act.

(e) The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.10 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 22

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
JUVENILE PROCEDURES	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Delinquent, Juveniles, Minors, Missing Juveniles, Runaways, Status Offender	None

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
December 9, 1981	June 18, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.1.3 • 1.2.6 • 41.2.6 • 44.1.1 • 44.2.1 • 44.2.2 • 44.2.3

POLICY

It is the policy of the Rockford Police Department to develop programs designed to prevent and control juvenile delinquency and to enforce the laws with regard to juvenile offenders in a fair and impartial manner. It is also the policy of the Rockford Police Department to investigate all reports of missing or unidentified juveniles.

PURPOSE

The purpose of this Order is to establish guidelines and procedures concerning the handling of juvenile offenders, status offenders and other juveniles that come under police jurisdiction.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DEPARTMENT POLICIES CONCERNING JUVENILES
III. DAYTIME CURFEW VIOLATIONS UNDER CITY ORDINANCE
IV. NIGHTTIME CURFEW VIOLATIONS UNDER CITY ORDINANCE
V. HANDLING MINORS REQUIRING AUTHORITATIVE INTERVENTION (MRAI)
VI. HANDLING OF CIVIL AND CRIMINAL CUSTODY COMPLAINTS
VII. HANDLING NEGLECT AND ABUSE CASES
VIII. TRAFFIC ARRESTS
IX. INVESTIGATIONS IN SCHOOLS
X. JUVENILE ARREST RECORDS
XI. MISSING JUVENILES
XII. GENERAL PROCEDURES
XIII. COORDINATION WITH JUVENILE JUSTICE SYSTEM
XIV. ANNUAL PROGRAM REVIEW
XV. EFFECTIVE DATE
XVI. REVIEWS, REVISIONS AND CANCELLATIONS

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I. DEFINITIONS

A. Abused Minor: Any minor under 18 years of age whose parent or immediate family member; or any person responsible for the minor's welfare; or any person who is in the same family or household as the minor; or any individual residing in the same home as the minor or a paramour of the minor's parent:

1. Inflicts, causes to be inflicted or allows to be inflicted upon such minor physical injury by other than accidental means which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function; or
2. Creates a substantial risk of physical injury to such minor by other than accidental means which would be likely to cause death, disfigurement, impairment of emotional health or loss or impairment of any bodily function; or
3. Commits or allows to be committed any sex offense against such minor, as such sex offenses are defined in the Criminal Code of 1991 (***720 ILCS 5/1-1 et seq***.), and extending those definitions of sex offenses to include minors under 18 years of age; or
4. Commits or allows to be committed an act or acts of torture upon such minor; or
5. Inflicts excessive corporal punishment; or
6. Whose environment is injurious to the minor's welfare (***705 ILCS 405/2-3***)

B. Addicted minor: Any minor who is an addict or an alcoholic as defined in the Minor Alcoholism and Other Drug Dependency Act (***20 ILCS 305/1-101 et seq***.) as now or hereafter amended (***705 ILCS 405/4-3***).

C. Adult: A person 21 years of age or older.

D. AMBER Alert: Information released to the public by participating electronic news media regarding the abduction of a child whose life may be in danger.

E. Child: Any person under the age of 14 years.

F. Court Order: An order of an Illinois Court having jurisdiction over the person of the child.

G. Custody (Limited): A law enforcement officer may, without a warrant, take into limited custody a minor the law enforcement officer reasonably determines is:

1. Absent from home without consent of the minor's parent, guardian or custodian; or
2. Beyond the control of his or her parent, guardian or custodian in circumstances that constitute a substantial or immediate danger to the minor's physical safety.

NOTE: Limited custody shall not exceed 6 hours from the time of the minor's initial contact with the officer.

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H. **Custody (Temporary Protective):** The taking of a minor into custody by a law enforcement officer without a warrant when:

1. The officer has probable cause to believe the minor is abused, neglected or dependent; or
2. The minor is adjudicated a Ward of the Court and has escaped commitment ordered by the court; or
3. The minor is found on any street or public place suffering from any sickness or injury requiring any medical treatment or hospitalization.

NOTE: When a minor is taken into **Temporary Protective Custody t**he law enforcement officer shall immediately notify the Department of Children and Family Services by contacting either the central register established under part 7.7 of the Abused and Neglected Child Reporting Act or the nearest Department of Children and Family Services office. If there is reasonable cause to suspect that a minor has died as the result of abuse or neglect, the law enforcement officer shall immediately report such suspected abuse or neglect to the appropriate medical examiner or coroner.

Temporary custody shall not exceed 6 hours from the time of the minor's initial contact with the officer.

I. **Dependent Minor:** Any minor under 18 years of age:

1. Who is without a parent, guardian or legal custodian; or
2. Who is without proper care because of the physical or mental disability of his parent, guardian or custodian; or
3. Who is without proper medical or other remedial care recognized under state law or other care necessary for his or her well being through no fault, neglect or lack of concern by his parents, guardian or custodian, provided that no order may be made terminating parental rights, (nor may a minor be removed from the custody of his or her parents for longer than 6 months, pursuant to an adjudication as a dependant minor under this subsection); or
4. Who has a parent, guardian or legal custodian who with good cause wishes to be relieved of all residual parental rights and responsibilities, guardianship or custody and who desires the appointment of a guardian of the person with power to consent to the adoption of the minor under ***705 ILCS 405/2-29*** of the Illinois Compiled Statutes.

J. **Delinquent Minor:** Any minor who prior to his or her 17th birthday has violated or attempted to violate, regardless of where the act occurred, any federal or state law or municipal ordinance.

K. **Detention:** Any minor taken into temporary custody, where there is reasonable cause to believe that the minor is a delinquent minor, and:

1. Secured custody is a matter of immediate and urgent necessity for the protection of the minor or of the person or property of another; or
2. The minor is likely to flee the jurisdiction of the court; or

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3. The minor was taken into custody under a warrant.

L. **Emancipated Minor:** Any minor 16 years of age or over who has been completely or partially emancipated under the "Emancipation of Minors Act."

M. **Guardianship:** The duty, authority and responsibility, subject to residual parental rights of the minor, to make important decisions in matters of a minor having a permanent effect on the life and development of the minor and to be concerned with his or her general welfare.

N. **Interim Crisis Intervention Service:** A local agency that is under contract with the Department of Children and Family Services to provide crisis intervention services to handle minors who are runaways and Minors Requiring Authoritative Intervention (M.R.A.I.).

O. **Juvenile:** Any person under the age of 18.

P. **Juvenile Court:** As defined within 705 ILCS of the Illinois Compiled Statutes.

Q. **Juvenile Police Officer:** A sworn police officer that has completed a basic recruit training course and has completed the necessary juvenile officers training as prescribed by the Illinois Law Enforcement Training Standards Board.

R. **Minor:** A person under the age of 21 years subject to the Juvenile Court Act. (***705 ILCS 405/1-3 (10)***)

S. **Minor Requiring Authoritative Intervention (MRAI):** Any minor under 18 years of age who is:

1. Absent from home without consent of parent, guardian or custodian, or beyond the control of his or her parent, guardian or custodian, or in circumstances which constitute a substantial or immediate danger to the minor's physical safety; and

2. After being taken into limited custody for the period provided for in this section and offered interim crisis intervention services, where available, refuses to return home after the minor and his or her parent, guardian or custodian cannot agree to an arrangement for an alternative voluntary residential placement or to the continuation of such placement.

T. **Missing Juvenile:** A minor 17 years of age and under who has failed to return home and is missing under what appears to be suspicious circumstances. Also see Minor Requiring Authoritative Intervention (MRAI).

U. **Neglected Minor:** Any minor under 18 years of age whose parent or any other person responsible for the minor's welfare;

1. Does not provide the proper or necessary support and education as required by law; or

2. Does not provide proper medical or other remedial care recognized under state law as necessary for a minor's well-being, including adequate food, clothing and shelter; or

3. Is abandoned by his or her parents or other person responsible for the minor's welfare; or

4. Is located in an environment that is injurious to the minors welfare; or

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5. Any infant who was born drug exposed not as a result of medical treatment; or

6. Any minor under 14 whose parent or other person responsible for the welfare of the minor leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety or welfare of the minor based on factors in ***705 ILCS 405/2-3 (d)*.**

V. **Parent:** The father or mother of a child to include any adoptive parent. It also includes the father whose paternity is presumed or has been established under the law of this or another jurisdiction. It does not include a parent whose rights in respect to the minor have been terminated in any manner provided by law.

W. **Residual Parental Rights:** Those rights and responsibilities remaining with the parent after the transfer of legal custody or guardianship of the minor, including, but not limited to, the right to reasonable visitation, the right to consent to adoption, the right to determine the minor's religious affiliation and the responsibility for his support.

X. **Runaway:** A minor 17 years of age or under who is absent from home without parental consent.

Y. **Station Adjustment:** A diversionary intervention procedure where a delinquent minor, who is alleged to have committed a misdemeanor offense, is informally interviewed by a Juvenile Officer. Station adjustments will not be used when the delinquent minor is formally or informally on probation at the time of the offense or:

1. The offense is a crime involving the use of drugs or alcohol; or

2. The offender possessed a weapon during the offense.

NOTE: Juvenile Probation shall receive a copy of the report in which the station adjustment was documented

Z. **Status Offense:** An act or conduct declared by statute to be an offense, but only when committed or engaged in by a juvenile, that can be adjudicated only by a juvenile court. Examples include violation of curfew, truancy, runaways, underage drinking, etc. Status offenders **CANNOT** be held securely in Juvenile Detention or the Winnebago County Jail.

II. DEPARTMENT POLICIES CONCERNING JUVENILES

A. **Responsibilities** – The responsibility for maintaining a positive relationship with juveniles and supporting the Department's juvenile operations function will be shared by every member of this Department. It shall be the responsibility of all sworn personnel of this Department to maintain a working knowledge of the Juvenile Court Act, ***705 ILCS 405*** of the Illinois Compiled Statutes, as it pertains to juveniles, to follow the Department's policies, procedures, and regulations regarding juveniles and to familiarize themselves with the various support programs utilized. Each member of the Department is responsible for:

1. Discovery of delinquency.

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2. Investigation of delinquency and cause of delinquency.

3. Protection of juveniles.

4. Delinquency prevention.

B. Determining Harm or Allegations of Harm

1. When dealing with all minors under the age of 18 officers are to check if the minor is harmed or in danger of being harmed. Officers should determine the following:

   a. If there are visible signs of injury to the minor.

   b. If the minor appears to be ill or in distress.

   c. The validity of any complaints of illness or injury made by the minor

   d. If the environment the minor is in is determined to be unsafe.

2. When the officer determines any of the situations listed in section **II. B. 1. a. - d.** exist the officer will take the appropriate action to include, but not limited to, transporting the minor to the nearest hospital or removing the minor from the unsafe environment.

3. If a minor is removed from a dangerous environment or transported to a hospital a Juvenile Officer must be notified. Depending on the situation, I.C.I.S. or D.C.F.S must be notified as well.

C. Juvenile Arrest Policy – When information of an offense by a juvenile or a condition dangerous to a juvenile's well-being is brought to the attention of a police officer, such officer shall make, or cause to be made, a complete investigation of the complaint and the person or situation complained of, to determine whether or not the juvenile shall be arrested, and/or the information submitted for subsequent follow up investigation by the Youth and Sex Crimes Unit of the Investigative Services Bureau.

1. Officers are encouraged to use the least coercive alternative to arrest when possible. The following is a summary of authorized alternatives to arrest

   a. Release of juvenile to parent or guardian with no further action;

   b. Voluntary participation with a social service agency;

   c. Station adjustment without court referral;

   d. Juvenile taken to Juvenile Assessment Center for counseling.

2. Traffic Citations and Notice to Appears, when used within in the guidelines of General Order ***1.15 - Arrests and Alternatives to Arrest***, are recommended in lieu of taking the minor into custody.

3. In determining the proper alternative action to be taken, an officer must consider several factor in the process. Those factors that should be considered include, but are not limited to:

   a. The nature of the alleged offense;

   b. The age and circumstances of the alleged offender;

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c. The alleged offender's criminal history and past police contacts;

d. The availability of community based rehabilitation programs;

e. Cooperativeness of the juvenile and the parents or guardian;

f. Any other factors that might affect the juvenile.

4. Juveniles who are involved in misdemeanor offenses and who have no prior criminal record may, at the discretion of the officer, be diverted from the standard arrest routes. The officer, with the cooperation of the parent or guardian, may request the juvenile to comply with behavior modification rules at home. The officer may also explain the juvenile justice system and offer a stern warning. Compliance with these diversions may result in the officer not filing charges against the juvenile.

5. Juveniles must be referred to the court system when any of the following criteria are met, unless justifiable circumstances, such as those listed in **II. C. 3.,** dictate an alternative course of action:

a. All felonies;

b. All cases where a weapon is involved;

c. All gang related crimes;

d. All crimes against a person;

e. Any crime committed while the juvenile is on probation or when there is a case pending against the juvenile in court;

f. All repeat delinquent acts that have occurred within the preceding 12 months;

g. Juveniles who have been selected for a diversion program but have refused to participate; or

h. Cases in which it has been determined that parental supervision is not effective.

6. A law enforcement officer may, without a warrant, take into temporary custody a minor;

a. Whom the officer, with probable cause, believes to be a Delinquent Minor as described in **Section I. J.**; or

b. Who has been adjudicated a ward of the court and has escaped from any commitment ordered by the court under the Juvenile Court Act; or

c. Who is found in any street or public place suffering from any sickness or injury, which requires care, medical treatment or hospitalization; or

d. When the officer reasonably believes the minor has violated a condition of his probation or supervision ordered by the court.

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7. Whenever a petition has been filed and the court finds that the conduct and behavior of the minor may endanger the health, person, welfare or property of himself or others; or that the circumstances of his home environment may endanger his health, person, welfare or property of himself or others; a warrant may be issued immediately to take the minor into custody.

D. Juvenile Procedures and Detention Policy - The detention of juveniles is protective in nature, not punitive. Officers are encouraged to either station adjust juveniles or to release directly to Winnebago County Juvenile Assessment Center**.**

1. When any delinquent minor is taken into custody for committing a felony or serious misdemeanor (e.g., weapon violation, sex offense), the arresting officer shall notify their supervisor who will then contact the Youth and Sex Crimes Unit's Supervisor. When handling a minor involved in less serious misdemeanors, the officer(s) shall bring the minor to the Juvenile Assessment Center for processing. If the Juvenile Assessment Center is closed the minor shall be released to their parents or other responsible adult. When handling a minor involved in a status offense violation the officer(s) shall take the minor to the Juvenile Assessment Center. If the Juvenile Assessment Center is closed the minor shall be released to his/her parents or other responsible adult.

   a. When a minor is delivered to the Winnebago County Detention Facility or the Juvenile Assessment Center, the officer transporting the minor shall complete the intake form including the probable cause section.

   b. For all those minors who are not taken to the Juvenile Assessment Center and a report is made, the Youth and Sex Crimes Unit will have the responsibility for any follow-up investigation that may be necessary in the case.

   c. In the event of any problem with this procedure, it will be brought to the attention of the Youth and Sex Crimes Unit Supervisor. The Youth and Sex Crimes Unit Supervisor will then contact the Supervisor of the Juvenile Probation Department for discussion and resolution of the problem.

2. Parents or guardians of an arrested juvenile who have questions regarding the juvenile justice system should be referred to the Winnebago County State's Attorney Office, Juvenile Section of the Family Division.

E. Place of Detention - If the minor taken into custody must be detained, is delinquent (charged with an offense) and under the age of 17 years, he shall be detained at the Winnebago County Juvenile Detention Center.

1. Parole violators who are under the age of 17 will NOT be detained in the Winnebago County Jail unless determined by juvenile authorities that it is necessary. Parole violator's 17 years of age and older shall be detained in the Winnebago County Jail.

2. If the minor is arrested on a warrant and is 17 years of age or older the minor shall be lodged in the Winnebago County Jail.

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3. If the minor is under 17 years of age at the time of the offense and has subsequently turned 17 years old but no warrant has been obtained an officer can arrest and release the minor to parents or other responsible adult.

F. Juvenile Interrogation – When a juvenile is interrogated, while in custody, the following shall apply. See section **IX. B. 3** for information on interviewing juveniles while in school.

1. The juvenile will be advised of their constitutional rights prior to the interrogation.
2. The officer or investigator will take into account the age and severity of the crime during an interrogation. The interrogation itself will not be excessively long. If the interrogation is longer than one hour, the juvenile will be given the opportunity for a restroom break, water, and/or something to eat if requested.
3. No more than two (2) officers or investigators will be present during the interrogation of a juvenile.
4. At some point during the interrogation process, the officers or investigators will try to answer any questions the juvenile or his/her parent(s) may have and explain the juvenile justice procedures, as it applies to the situation involving the juvenile and their parent(s).

G. Status Offender – An officer who takes a juvenile into custody for a status offense (e.g., curfew, truancy, runaways, underage drinking):

1. Limit custody to less than 6 hours.
2. Contact the juvenile's parent(s), legal guardian or custodian and release the minor to them.
   a. If the juvenile refuses to stay at his place of residence or a parent, legal guardian or custodian refuses to allow the minor to remain there, the officer will notify an interim crisis intervention service, such as the *Crisis Intervention Youth Services Network* (24 hour hotline 815-986-1953) and arrange a meeting with a youth services case worker. The youth services caseworker will take custody of the minor.
3. Complete an incident report documenting all actions taken and whom the minor was released to.

H. Prevention Programs – In addition to the Department's enforcement and crime prevention efforts in the adult community, it is the commitment of the Department to develop and perpetuate programs designed to prevent and control juvenile delinquency.

1. In the past the Department has participated in these juvenile programs:
   a. Rockford Youth Police Academy.
   b. Police on Your Street.
   c. PB&PA Cops and Bobbers.

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d. PB&PA RCops.

2. The Department will continue participation in these programs and develop or assist in developing additional programs.

III. DAYTIME CURFEW VIOLATIONS UNDER CITY ORDINANCE

A. Rockford City Ordinance 19-28.5 established a daytime curfew. The general rule is that any person under 18 years of age is prohibited to remain in any public place or on the premises of any establishment during daytime curfew hours. The restrictive hours are:

1. 9:30 a.m. to 2:00 p.m. Monday through Friday

B. The following exceptions to the general rule exist:

1. The school in which the minor is enrolled is not in session (e.g., Spring break, summer vacation).
2. The school in which the minor is enrolled is on a holiday observed by the closure of classes.
3. The minor has graduated from high school or received a high school equivalency certificate.
4. The minor has permission to be absent from school or be in a public place or on the premises of any establishment from an authorized school official.
   a. In the case of a minor who is enrolled in a private school at home, a parent of such minor shall be deemed a school official.
   b. It shall not be a defense to a violation of daytime curfew that the minor is suspended or expelled from school.
5. The minor is accompanied by his/her parent or guardian or other person in custody or control of the minor.
6. The minor is on an errand at the direction of his/her parent or guardian, without any detour or stop.
7. The minor is in a motor vehicle involved in interstate travel.
8. The minor is engaged in an employment activity or going to or returning home from an employment activity, without any detour or stop.
9. The minor is involved in an emergency.
10. The minor is on the sidewalk abutting the minor's residence or abutting the residence of a next-door neighbor, as long as the neighbor did not complain to the Police Department about the minor's presence.
11. The minor is attending an official school, religious or other recreational activity supervised by adults and sponsored by a government or governmental agency, a civic organization or another similar entity that takes responsibility for the minor.

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12. The Minor is going to or returning home from, without any detour or stop, an official school, religious or other recreational activity supervised by adults and sponsored by a government or governmental agency, a civic organization or another similar entity that takes responsibility for the minor.

13. The minor is exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech and the right of assembly.

14. The minor is married or had been married or is an emancipated minor under the Emancipation of Minors Act.

C. **Enforcement -** Before taking any enforcement action under this section, a law enforcement officer shall ask the apparent offender's age and reason for being in the public place. The officer shall not issue a citation or make an arrest under this section unless the officer reasonably believes that an offense has occurred and that, based on any response and other circumstances no defense in section **III. B. 1-13**. is present.

IV. NIGHTTIME CURFEW VIOLATIONS UNDER CITY ORDINANCE

A. The general rule under City of Rockford Ordinance 19-28 is a person less than 18 years of age is prohibited from being present at or upon any public assembly, building, place, street or highway during certain hours. The restricted hours are as follows:

1. Between 12:01 A.M. and 6:00 A.M. Saturday and Sunday.

2. Between 11:00 P.M. on Sunday to Thursday inclusive and 6:00 A.M. of the next day.

3. In simpler terms as far as times, minors can be out until 12:00 A.M. Friday and Saturday nights, and 11:00 P.M. on all other nights.

B. **The following exceptions to the general rule exist:**

1. The minor is accompanied and supervised by a parent, legal guardian, custodian, sibling, stepbrother or stepsister at least eighteen (18) years of age; or

2. The minor is accompanied and supervised by another responsible person at least twenty-one (21) years of age and approved by parent or legal guardian; or

3. The minor is engaged, participating in, going to, or returning from, without any detour or stop:

   a. Employment which the laws of this state authorize a person the minor's age to perform; or

   b. A school sanctioned activity; or

   c. A religious event; or

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d. An emergency involving the protection of a person or property from an imminent threat of serious bodily harm or substantial damage; or

e. An activity involving the exercise of the minor's rights protected under the First Amendment to the United States Constitution or Article 1, Sections 3, 4, and 5 of the Constitution of the State of Illinois, or both, such as the free exercise of religion, freedom of speech, political activity and the right of assembly; or

f. An activity conducted by a non-profit or governmental entity that provides recreation, education, training or other care under the supervision of one (1) or more adults; or

g. In a motor vehicle involved in interstate travel.

4. The minor is married or had been married or had disabilities of minority removed in accordance with Illinois law.

C. Prohibited places - The place from which minors are prohibited should be interpreted broadly. Any place where the general public is allowed entry, whether by admission, charge or otherwise, should be considered within the meaning of public assembly, building or place.

1. The place need not be publicly owned and operated.

2. A curfew violation can occur even though the minor is on privately owned property.

D. Enforcement - Before taking any enforcement action under this section, a police officer shall ask the apparent offender's age and reason for being in the public place.

1. Once the officer has determined a violation has occurred a citation may be issued.

E. Parental Responsibility - It is also unlawful for a parent, legal guardian or other person to knowingly permit a person in their custody to violate this ordinance.

1. For the minor to be out after curfew, the minor must be **accompanied and supervised** by the parent, legal guardian or other person of age.

2. For the minor to qualify under the exception that he is accompanied by another person at least 21 years of age, there must be parental approval in advance and not after the fact that an arrest has been made. Parental consent can be given only in advance.

V. HANDLING MINORS REQUIRING AUTHORITATIVE INTERVENTION (MRAI)

A. When an officer takes into custody a minor he/she believes to be an MRAI, the officer shall:

1. Make a reasonable effort to contact the parent(s), guardian or legal custodian and make a “good faith” effort to return responsibility to them before contacting an interim crisis intervention service.

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a. If the minor consents, the officer shall make a reasonable effort to transport or arrange for transport to release the minor to the parent, guardian or legal custodian. The officer may meet the parent, guarding or legal custodian at a specified location.

2. Unless the officer is a certified juvenile police officer, the officer taking the minor into custody must notify a juvenile police officer of the limited custody.

3. The officer shall ensure that the limited custody of the minor shall not exceed six (6) hours.

4. The officer shall complete an incident report documenting the actions taken and whom the minor was released to.

B. Crisis Intervention Youth Services (CIYS)

1. A youth services caseworker will be contacted from the callback calendar provided by the intervention services (CIYS) office. Such callback calendars will be maintained in the Investigative Services Bureau, the Communications Center and the Patrol Shift Commander's Office. CIYS will not accept a juvenile charged with a delinquent act or where there is a pending investigation for abuse or neglect being conducted by the Rockford Police Department.

2. A youth services caseworker will then come to the Rockford Police Department and assume charge of the child.

3. The facilities of the Rockford Police Department will be made available to the youth services caseworker to conduct any necessary interviews.

4. It will be the responsibility of the officer to contact a parent, guardian or other relative and to advise them who has custody of the child and that a youth services case worker will be in contact to arrange an **IMMEDIATE** conference.

C. Wards of the Department of Child and Family Services (D.C.F.S.) - If the child is a ward of D.C.F.S., that department will be contacted and a caseworker from that department will then take charge of the child.

D. Out-of-state Runaways - Out-of-state runaways apprehended by the Rockford Police Department will be turned over to an I.C.I.S. caseworker unless there is a court order on file from the state from which the minor ran. A Teletype message confirming this court order must accompany the order and the minor to Juvenile Detention for the purpose of detaining the minor. If it is thought that an out-of-state runaway may flee from an I.C.I.S. caseworker or from an I.C.I.S. home, the Chief Probation Officer or on-call caseworker should be contacted and may then authorize detention.

E. Illinois runaways from counties other than Winnebago - Any runaway reported missing from a county of Illinois other than Winnebago County may be handled using the procedures outlined above for out-of-state runaways.

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VI. HANDLING OF CIVIL AND CRIMINAL CUSTODY COMPLAINTS

A. The purpose of this section is to clarify the responsibilities and limitations of members of the Rockford Police Department when dealing with child custody complaints.

B. **Civil Custody Complaints -** When a member of the Department is assigned or comes upon a situation where the question of legal custody of a child is raised, the following guidelines should be followed:

1. If the person claims to have a court order granting them custody, ask to inspect it and note the issuing court, the date, the child or children's names and the name of the person granted custody. If custody was granted in Winnebago County, copies may be obtained from the Clerk's Office during normal business hours. It would be prudent to ask for identification from this person. This information should be included in any report prepared on the case.

2. Accompany the person to the place or residence where the child or children are alleged to be and ask if they are in fact there.

3. If they are there, allow the person given the court order to request that they be given up to his or her custody.

4. If the person having physical control refuses to release the child or children, officers are **NOT** to take coercive action either physically or verbally to retrieve the child or children, as long as the child is in no danger. At this point, it would be proper to advise the complainant to contact his or her attorney and the issuing court for further directions.

5. The above policy will be followed unless the investigating officer(s) feel, based on probable cause, that the child or children are being endangered, abused or neglected. At this junction it has shifted from a civil matter to a criminal case and should be investigated as such.

    a. If this situation exists, under **NO** circumstances should the child or children be given to the other parent or guardian.

    b. The child or children are to be put under protective custody for further disposition by the formal court. Department of Children and Family Services (D.C.F.S.) shall be notified as soon as possible.

6. If an officer comes upon a situation where the question of legal custody of a child enters the area of being a criminal matter the officer shall notify a supervisor. The offense of Child Abduction includes situations in which a person, with intent to violate a court order awarding custody of a child to another:

    a. Removes the child from Illinois without consent of the person lawfully having custody of the child; or

    b. Conceals the child within the State of Illinois.

7. In all cases, a detailed report must be prepared stating the circumstances of the incident.

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VII. HANDLING NEGLECT AND ABUSE CASES

A. The primary purpose of a police investigation of suspected child abuse or neglect is the protection of the child. A police officer has both the authority and the responsibility to immediately take into protective custody any children who are found in a situation where they are likely to be subjected to violence, injury or where willful or negligent failure to provide proper care for a child is indicated. The thoroughness required in such an investigation may only be achieved when joint cooperation is maintained between personnel of D.C.F.S. and members of the Rockford Police Department.

B. Child Abuse

1. **"Abused Child"** means a child whose parent or immediate family member or any person responsible for the child's welfare or any person residing in the same home as the child, or a paramour of the child's parent:

   a. Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, or impairment of physical or emotional health, or loss or impairment of any bodily functions; or

   b. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of bodily function; or

   c. Commits or allows to be committed any sex offense against any child under 18 years of age; or

   d. Commits or allows to be committed an act or acts of torture upon such child; or

   e. Inflicts excessive corporal punishment.

2. Investigation of Child Abuse.

   a. The investigation of child abuse will ordinarily begin with the assignment of a Patrol Officer and a Patrol Supervisor. In cases of a serious nature, the Youth and Sex Crimes Unit Supervisor will be notified.

   b. In cases being investigated in a home, a doctor's office or emergency medical facility, photographs will **always** be taken of any visible injuries.

      1. The officer shall request photographs to be taken by an Identification Officer.

      2. If an Identification Officer is not available then a Department issued digital camera may be used.

   c. A written description of the injuries and a general statement from any attending physician should be collected.

   d. If a known instrument was used to inflict an injury, the instrument should be treated as evidence.

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e. If great bodily harm or death has occurred and the officer is not at the scene of occurrence, an additional unit should be dispatched immediately to preserve the crime scene and to attempt to identify and record the identity of any witnesses.

1. In the event of a death investigation, the Youth and Sex Crimes Unit Supervisor **shall** be notified.

f. If during the course of an investigation, the officer determines a need exists to take a child into protective custody and the child is not hospitalized, the officer assigned will notify a caseworker from D.C.F.S. This will also include sexually abused children who may be in danger of further abuse if returned to the home.

C. Child Neglect

1. **"Neglected Child"** means any minor, under 18 years of age, whose parent, guardian or person responsible for the minor's welfare;

a. Does not provide the proper or necessary support and education as required by law; or

b. Does not provide proper medical or other remedial care recognized under state law as necessary for a minor's well-being, including adequate food, clothing and shelter; or

c. Is abandoned by his or her parents, guardian or other person responsible for the minor's welfare; or

d. Is located in an environment that is injurious to the minors welfare; or

e. Any infant who was born drug exposed not as a result of medical treatment; or

f. Any minor, under 14 years of age, whose parent, guardian or other person responsible for the welfare of the minor leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety or welfare of the minor; or

g. Any minor who has been provided with interim crisis intervention services and whose parent, guardian or custodian refuses to permit the minor to return home unless the minor is an immediate danger to themselves or others living in the home.

2. Investigation of Child Neglect.

a. The investigation of child neglect will ordinarily begin with the assignment of a Patrol Officer.

b. In most cases of neglect the child generally will not have to be removed from the home.

c. In cases of serious neglect or danger to the child, a Police Supervisor must be notified. At the discretion of the officer, D.C.F.S. may be called to take the child into protective custody.

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VIII. TRAFFIC ARRESTS

A. The following procedures will be adhered to when dealing with juvenile traffic offenders:

1. Under age 13 – Offenders less than 13 years of age will be handled by the Juvenile Court System. The minor is to be taken to the Juvenile Assessment Center. If the Juvenile Assessment Center is closed, the minor is to be released to their parent or guardian. The parent or guardian is to be notified of the minors pending court date

2. Ages 13 through 16 - Offender in this age bracket will be handled through adult Traffic Court. Processing of these tickets will be the same as for an adult offender, with the exception of some bonding procedures differing, as explained below.

B. Bonding Procedures:

1. Bond for traffic offenses shall follow Supreme Court Rule 526. The order of preference in bonding should be as follows:

   a. Driver's License (if any).

   b. Cash bond.

   c. Personal recognizance bond (see 2. below).

   d. Notice to appear.

2. Supreme Court **Rule 553** provides that if any individual under 17 years of age cannot make bail (posting a driver's license or cash bond) and the bond amount for the offense committed does not exceed $105 and does not require fingerprinting the individual may be released after posting a personal recognizance bond, if after a reasonable amount of time a parent or responsible adult is not located. **This recognizance bond is allowed without the need to have approval of a judge.**

3. Officers are encouraged to use the Notice to Appear in all minor traffic violations.

4. Officers should inform the juvenile that his/her parents' presence would be required on the court date. This requirement should be noted on the citation.

IX. INVESTIGATIONS IN SCHOOLS

A. All officers shall report directly to the principal prior to conducting any investigation inside of a school.

B. No student is to be interviewed until a parent or guardian has been notified and has given consent, except for exigent or emergency circumstances involving the health or safety of others. The principal, or designee, may be present at an interview with a student if the principal or designee desire to be present.

1. Interviewing a victim or a witness:

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a. When a police officer interviews a student who is either a VICTIM or WITNESS, the interview should be scheduled around the student's academic schedule, if possible. The interview should be conducted in the presence of the principal and in the presence of the School Liaison Officer if they are available.

2. Interviewing a suspect or an accused student:

a. A student who is a suspect or accused shall be advised of their Miranda Rights as soon as the interview begins. This interview should be conducted in the presence of the principal or their designee and the School Liaison Officer if they are available.

b. Juveniles are afforded the same Miranda Rights as adults. If a juvenile invokes their Miranda Rights then the interview is to be terminated.

C. Arrests of Students:

1. A police officer may arrest a student on a warrant or with probable cause, however, he must contact the school principal or in their absence, the person acting in his stead before doing so. The officer must also contact the School Liaison Officer and ask their assistance if the School Liaison Officer is available.

D. School Records:

1. Records may be made available at the discretion of the principal or his designee. Whenever possible the officer will contact the School Liaison Officer for aid in obtaining the needed information.

X. JUVENILE ARREST RECORDS

A. **Case Reports -** Case reports containing arrest information that identifies a juvenile, as an arrested party shall not be released to the public or any news media unless all identification of the juvenile is redacted.

1. **Accident Reports -** Accident reports that contain the name of an arrested juvenile under the age of 16, who was taken into custody shall be given to the on-duty Report Review Officer.

a. These reports shall not be shown to any news media nor shall the name of the arrested juveniles be disclosed.

B. **Records Center -** The original copies of juvenile arrest records and case reports containing juvenile arrest information shall be maintained by the Records Center.

1. These records are considered confidential and shall not be disclosed except:

a. By court order; or

b. When criminal proceedings have been instituted against the juvenile in adult court they may be released using the same guidelines as adult records; or

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c. When the juvenile has been convicted of an offense or is the subject of a pre-sentence investigation on an application for probation; or

d. To another law enforcement agency or their representative with prior approval of Youth and Sex Crimes Unit Supervisor; or

e. For prisoner review; or

f. By authority of military personnel; or

g. To the Department of Children and Family Services (D.C.F.S.); or

h. To the Department of Human Services Mental Health; or

i. Under the provisions of Sexually Violent Persons Act.

2. The above release of juvenile arrest records also applies to release of accident reports containing juvenile arrest information.

C. **Youth and Sex Crimes Unit -** The Youth and Sex Crimes Unit may retain copies of whatever juvenile records and reports are deemed necessary by the Investigative Services Bureau Deputy Chief for efficient operation. These records should be released only as established above for the Records Center.

XI. MISSING JUVENILES

A. The initial responding officer shall provide all necessary information to the 911 Communications Center so that an appropriate 'attempt to locate' messages can be broadcast. The Reverse 911 system may also be used as described in **Memorandum 2007-038**. A supervisor will be notified of the missing juvenile incident and will respond to the scene. The officer should, at a minimum, obtain and furnish for broadcast, the following information:

1. The age and sex of the missing juvenile.
2. If the juvenile has disabilities or impairments.
3. If foul play is suspected.
4. If last known to be in an isolated area.
5. Any suicidal tendencies including the possession of a weapon.
6. Any other life threatening or potentially life threatening situation existing.

B. **Officers will not assume that a missing juvenile is a runaway or is missing voluntarily unless circumstances and information clearly indicate that is the case.**

C. The Investigative Services Bureau has primary responsibility for follow-up investigation on all missing juvenile incidents.

D. Missing juveniles will be entered into the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC) as soon as possible. LEADS and NCIC entries will follow established agency protocols outlined in the LEADS and NCIC manuals. The reporting officer shall give the complainant the LEADS entry number. Upon the locating of a missing juvenile the reporting officer will note in their report the LEADS entry is to be cancelled.

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E. If at any time a missing juvenile report is taken and the juvenile is under the age of 16, has a proven mental or physical disability, is abducted or there is reason to believe an abduction has taken place; and there is reason to believe the juvenile to be in imminent danger of serious bodily harm or death and there is information available to disseminate to the public that could assist in the safe recovery of the juvenile and/or apprehension of the suspect – An AMBER alert will be initiated after obtaining authorization from the Deputy Chief of the Investigative Services Bureau or his designee. The Reverse 911 system may also be used per **Memorandum 2007-038**.

F. All reports of juveniles missing from a location within the jurisdiction of the Rockford Police Department and brought to the attention of the Rockford Police Department shall be immediately responded to, investigated and documented.

XII. GENERAL PROCEDURES

A. **Search of Arrested Juveniles -** The same search procedures should be used for arrested juveniles as other persons. The officer should search the arrested person paying particular attention to the location of dangerous or offensive weapons, narcotics or other items of valuable evidence.

B. **Notification of Parents, Guardian or Legal Custodian -** It shall be the responsibility of officers taking a juvenile into custody to see that parents, guardians or legal custodian are notified as soon as practical. When such notification is not possible, the reason why such notification was not made shall be stated in the case report.

C. **Holds Placed on Juveniles at Juvenile Detention -** Unless released sooner, a minor taken into custody must be brought before a Judicial Officer within 40 hours of the arrest, exclusive of Sundays and Holidays, for a detention hearing to determine whether the minor should be further detained. The Juvenile Court must find that further detention is a matter of immediate and urgent necessity for the protection of the minor or of the person or property of another, that the minor is likely to flee the jurisdiction of the court or that the minor was taken into custody under a warrant. All requests for a hold on minors must be made by the Youth and Sex Crimes Unit Supervisor or another Investigative Services Bureau Supervisor. The final decision for detention will be made by the Juvenile Probation Intake Officer.

D. **Transporting Juvenile Prisoners –** The use of the Squadrol is strongly encouraged for the transportation of juvenile prisoners. If the Squadrol is unavailable a squad car may be used. When a squad car is used, a male officer working alone should only transport a female juvenile when his vehicle is equipped with a barrier. Likewise, a female officer working alone should only transport a male juvenile when her vehicle is equipped with a barrier. For additional information on Department policies and procedures regarding the transportation of prisoners see General Order ***40.30 – Prisoner Transport.***

E. **Handcuffs – Use on Juveniles -** When deciding whether to use handcuffs or not, the officer should take into consideration the need for security, the circumstances of the arrest and the age and size of the juvenile.

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F. Fingerprinting and Photographing Arrested Juveniles - Juveniles 13 years of age or older arrested for a felony, class A or class B misdemeanor must be fingerprinted and photographed. This will be part of the intake process at the Juvenile Assessment Center. During times when the Assessment Center is closed, the juvenile is to be brought to the Winnnebago County Justice Center prior to being released or lodged. The Front Desk Deputy will fingerprint and photograph the juvenile. At no time is the Juvenile to be brought into the corrections area of the Juvenile Justice Center.

1. All fingerprints and photographs taken at the front desk of the Winnebago County Justice Center will be forwarded by Winnebago County Sheriffs Office to the Juvenile Assessment Center.

G. Constitutional Rights of Juveniles

1. All officers are reminded that an arrested juvenile must be advised of their rights under law according to the guidelines of **Miranda** before any custodial interrogation can be conducted. On all misdemeanors and felony interrogations the standard Department "Rights Waiver" form should be used.
2. A juvenile who is a victim or a witness may be interviewed by and give statements to any police officer.
3. A minor who was under the age of 13 **at the time of the offense**, who is accused of murder, involuntary manslaughter, criminal sexual abuse, aggravated criminal sexual assault or aggravated criminal sexual assault **must** have an attorney present during custodial interrogation.

XIII. COORDINATION WITH JUVENILE JUSTICE SYSTEM

A. The Rockford Police Department encourages input from the juvenile justice system and social service organizations when formulating new programs and policies that deal with juvenile matters. Some of these organizations are:

1. Winnebago County Juvenile State's Attorney's Office
2. Winnebago County Juvenile Probation Department
3. Carrie Lynn Children's Center
4. Illinois Department of Children and Family Services (D.C.F.S.)

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.

XIV. ANNUAL PROGRAM REVIEW

A. On an annual basis, the Supervisor of the Youth and Sex Crimes Unit with the assistance of the Supervisor of the Community Services Unit and the Supervisor of the School Liaison Unit will complete a written evaluation report of all enforcement and prevention programs relating to juveniles. The evaluation shall include:

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1. An assignment of both the quantitative and qualitative elements of the Department's youth-related activities.
2. Recommendation for youth program changes and/or modifications.
3. A review and evaluation of all juvenile enforcement programs including but not limited to:
   a. Tobacco Compliance Checks
   b. Alcohol Compliance Checks
   c. Curfew Sweeps

B. Upon the completion of the annual evaluation the report shall be forwarded to the Deputy Chief of the Field Services Bureau for approval. The Deputy Chief of the Field Services Bureau will forward a copy to the Chief of Police.

XV. EFFECTIVE DATE

A. This policy became effective December 9, 1981.

XVI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **February** by the **Supervisor of Youth and Sex Crimes Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***J-3 - Juvenile Arrest Policies and Procedures*** issued December 9, 1981.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Investigative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.11	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 3

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
CITIZEN RIDE-ALONG PROGRAM	40	LAW ENFORCEMENT OPERATIONS

REFERENCE	APPENDICES
Citizen ride along, Ride along with officers	A, B, C, D

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
January 22, 2007		This order remains in effect until revised or rescinded

POLICY

It is the policy of the Rockford 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 Division of the Field Services Bureau while the officer is engaged in patrol activities.

PURPOSE

The Rockford 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 community is necessary to promote a climate of understanding and support for the delivery of law enforcement services

This Order is comprised of the following numbered sections:

I. PROCEDURES
II. APPLICANT GUIDELINES
III. OFFICER'S RESPONSIBILITIES
IV. SUPERVISOR'S RESPONSIBILITIES
V. EFFECTIVE DATE

APPENDICES

A. Citizen Ride-Along Program Application
B. Voluntary Assumption of Risk and Release of Liability Agreement
C. Rules And Guidelines For Citizen Ride-Along Participants
D. Ride-Along Participant Evaluation Form

I. PROCEDURES

A. The Deputy Chief of Field Services or his designee shall coordinate the Ride-Along program. Requests for participation in the Ride-Along program shall be directed to the Deputy Chief of Field Services. Requests must be submitted no earlier than 30 days and no later 48 hours prior to the date the participant wishes to ride. The Deputy Chief of Field Services may approve or deny any Ride-Along application.

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B. Each individual wishing to participate in the Ride-Along program will be required to complete an application (Appendix A) and a written waiver of liability (Appendix B). Those applicants under 18 years of age will have the waiver executed by a parent or legal guardian.

C. The Deputy Chief of Field Services or his designee will conduct a criminal history check on all participants before their application is approved.

D. Only one Ride-Along Program participant will be allowed per patrol shift per day.

E. Ride-Along Program participants will only ride with patrol officers assigned to one of the patrol shifts. No riders will be permitted for specialized units such as Traffic, Gangs, Metro, Detectives, M3 Streets Team, etc. without written consent from the Chief of Police.

F. Each Ride-Along participant will read and agree to the Ride-Along Rules and Guidelines (Appendix C), before being allowed to ride with a patrol officer.

G. Participants will fill out the Participant Evaluation Form at the end of their ride-along and give the form to the officer they rode with.

H. Participants will ride for a period not to exceed 5 hours.

II. APPLICANT GUIDELINES

A. General Public – May ride up to 2 times in a calendar year.

B. Officer's Family – May ride up to 2 times in a calendar year.

C. Non-sworn civilian employees of the Police Department – May ride up to 2 times in a calendar year unless directly related to job performance.

D. 911 Center Employees – No set limit. A 911 Supervisor and the Deputy Chief of Field Services must approve each request.

E. Asst. City and States Attorneys or Fire & Police Commissioners – Approval from the Deputy Chief of Field Services or Shift Commander.

F. Student Interns – Students attending a two or four year Liberal Arts College majoring in Criminal Justice or a related field and who are completing an internship with the Department may ride as necessary to fulfill the requirements of their program. Intern assignments are coordinated through the Recruiting Section.

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III. OFFICER'S RESPONSIBILITIES

A. Officers will consider the safety of the citizen Ride-Along participant at all times. If the officer is sent to a call where conditions may present a clear danger to the ride-along citizen, the officer may drop off the rider at a safe public location before proceeding to the call. The officer may return and pick up the rider, or if delayed, make arrangements for the rider to be picked up.

B. Ride-Along participants not complying with the Rules and Guidelines of the Ride-Along Program shall be returned to the PSB and the ride-along terminated. The officer will notify the Shift Commander or Supervisor.

C. Officer's who have not completed their probationary period are prohibited from being assigned a citizen rider under the Ride-Along program.

D. Officers who have a Ride-Along participant assigned to them will provide the rider with every opportunity to observe the operations of the Department. Officers will courteously and patiently answer questions and present a positive image of the Department. Some questions, by their nature, cannot be answered due to security and confidentiality reasons and the officer should explain that to the participant.

E. Officers will put the Participants Evaluation Form, that is given to them by the rider, in the receptacle on the door of the Deputy Chief of Field Services at the end of their shift.

IV. SUPERVISOR'S RESPONSIBILITIES

A. The Shift Commander or Acting Shift Commander should verify the identity of the participant when he/she reports for the ride-along. The participant should also acknowledge that they have read and understand the Rules and Guidelines form.

B. Assign the rider to an officer. If possible, male riders should be assigned to male officers and female riders assigned to female officers.

C. Conduct a brief exit interview with the participant at the end of their ride-along and answer any additional questions the citizen may have. Verify that the participant has filled out the Ride-Along Evaluation Form.

V. EFFECTIVE DATE

A. The effective date of this Order is January 22, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

ROCKFORD POLICE DEPARTMENT

CITIZENS RIDE-ALONG PROGRAM APPLICATION

DATE REQUESTED _____

TIME REQUESTED 6:30AM-11:30AM, 11:30AM-4:30PM, 4:00PM-9:00PM, 9:00PM-2:00AM
Please circle times requested

NAME_____

ADDRESS_____

CITY_____STATE_____ZIP_____

HOME PHONE_____WORK PHONE_____

RACE_____SEX_____DATE OF BIRTH_____SOC #_____

EMPLOYER OR SCHOOL ATTENDING_____

ARE YOU PRESENTLY A LAW ENFORCEMENT OFFICER? ____YES_____NO

ARE YOU CURRENTLY AN APPLICANT FOR ANY LAW ENFORCEMENT AGENCY?
_____YES_____NO

ARE YOU A CURRENT EMPLOYEE, FORMER EMPLOYEE OR AFFILIATED
WITH ANY NEWS MEDIA AGENCY? _____YES_____NO

(*If you answered yes to any of the above questions, please identify the name of the organization or agency*_____

ARE YOU CURRENTLY UNDER A DOCTOR'S CARE? _____YES_____NO

ARE YOU CURRENTLY TAKING ANY MEDICATIONS? _____YES_____NO

.DO YOU AGREE TO FOLLOW AND OBEY THE RULES AND GUIDELINES ON THE
RIDE-ALONG PARTICIPANTS FORM? _____YES_____NO

I authorize a criminal record check be completed in compliance with the guidelines of this program. I understand that the race, sex, date of birth, and social security number information recorded on this form is required to check my criminal record

_____	_____	_____
Signature of participant	**Date**	**Signature of parent or guardian if participant is under 18**

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APPENDIX "B"

ROCKFORD POLICE DEPARTMENT

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY AGREEMENT

I, _____, hereby acknowledge that I have voluntarily applied to participate in the Rockford Police Department Ride-Along Program. I have read, understood, and agree to abide by the Ride-Along Rules and Guidelines, attached hereto as Appendix C, regarding my required conduct and responsibilities with respect to the Ride-Along Program. **INITIAL_____**

I AM AWARE THAT POLICE WORK IS INHERENTLY DANGEROUS due to many factors and such factors, may at times, present a danger to me.
INITIAL_____

I am voluntarily participating in this activity with knowledge of the danger involved and hereby assume full responsibility for the risk of bodily injury, death or property damage resulting from any aspect of my voluntary participation in the Rockford Police Department Ride-Along Program. I intend for this agreement to be binding on my heirs, personal representatives, next of kin, spouse and assigns.
INITIAL_____

I HEREBY WAIVE, RELEASE AND DISCHARGE FROM ALL LIABILITY THE CITY OF ROCKFORD, ILLINOIS, its elected officials, officers, agents and employees from any and all claims, damages, cause of action, demands in law or in equity, resulting from the action or inaction of the City of Rockford, Illinois, its elected and appointed officials, officers, agents and employees, or otherwise resulting from any aspect of my voluntary participation in the City of Rockford, Illinois Ride-Along Program. I intend for this agreement to be binding on my heirs, personal representatives, next of kin, spouse and assigns.
INITIAL_____

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND THAT IT IS AN AGREEMENT TO ASSUME ALL RISKS AND TO RELEASE THE CITY OF ROCKFORD, ILLINOIS FROM ALL LIABILITY RESULTING FROM MY PARTICIPATION IN THE RIDE-ALONG PROGRAM AND SIGN IT OF MY OWN FREE WILL.

Applicant Signature_____Date_____

Parent or Guardian _____ Date _____
(If applicant under 18)

Witness Signature_____ Date_____

Subscribed and sworn to before me this _____day of_____, 20_____

Notary Public_____

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APPENDIX "C"

ROCKFORD POLICE DEPARTMENT

RULES AND GUIDELINES FOR CITIZEN RIDE-ALONG PARTICIPANTS

1. All participants in the citizen Ride-Along program must complete an application and waiver of liability form.

2. Approval and scheduling will be made by the Deputy Chief of Field Operations or his designee. The applicant will be notified by telephone or mail that the application has been approved or denied and, if approved, confirming the date and time to ride.

3. Participants must present a valid picture ID to the Shift Commander or Acting Shift Commander at the Public Safety Building, Patrol office, when reporting to participate in the program.

4. Because of the potential for police activity to escalate to a dangerous level, all participants will obey the directions and instructions of the officer they are assigned to. Participants will not be taken to a scene where there is potential for a clear and present danger to them. Under these circumstances, participants understand that the officer may drop them off at a safe, public location, to be picked up later by the assigned officer, or arrangements made for them to be picked up.

5. No video, photographic, audio, or recording devices of any kind are permitted unless directly approved by the Deputy Chief of Field Services.

6. Participants are prohibited from carrying any weapons during the ride along duration. You are instructed to remove and secure any knives or other types of weapons from your person before reporting for your scheduled ride-along.

7. In order to participate in the Ride-Along program, you must:

   a. Be at least 16 sixteen years of age and have parental permission.

   b. Authorize a criminal history/background check be conducted and successfully pass the criminal/background check.

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8. **DO NOT** interfere in any way with the officer's handling of a situation. You may assist an officer if and only if, the officer asks for your help. Questions may be asked of a situation but only after it has been completed and the officer has left the scene.

9. Participants are not permitted to enter a private residence without the consent of the owner or occupant.

10. Citizens will be permitted to apply for and participate in the Ride-Along program a maximum of two (2) times in a calendar year.

11. Participants are expected to be neat and clean in appearance. Proper casual dress should be worn. No blue jeans, shorts, mini skirts, sweat pants, jogging attire, t-shirts with offensive design or language, or attire with any sports insignia or logos will be worn and are grounds for being denied participation. The above list is meant as a guideline only. Proper attire is at the discretion of the shift commander or acting shift commander.

12. The patrol shift commander or acting shift commander may cancel your participation in the Ride-Along program if your conduct, mental well being, or attire is determined not to be in your best interests or the best interest of the Department.

13. Participants will take a blank Participants Evaluation Form with them when they begin the ride-along program. At the end of their ride, they will fill out the form and give it to the officer they rode with.

The Rockford Police Department hopes that you enjoy your Ride-Along experience and find it beneficial.

Upon approval of your application, you will receive a telephone call or notice in the mail. If you receive a notice in the mail bring the notice with you when you report for your ride-along.

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APPENDIX "D"

ROCKFORD POLICE DEPARTMENT

RIDE-ALONG PARTICIPANT EVALUATION FORM

Thank you for participating in the Rockford Police Ride-Along Program. At the end of your ride-along time, please take a few moments and fill out this evaluation form. Your comments will help us to continually evaluate the Ride-Along program.

Date of Ride-Along _____ Time of Ride-Along_____

Officer's name you rode with _____

Did the ride-along give you a better understanding of police work? _____ Yes _____ No

Did the officer answer all of your questions? _____ Yes _____ No

Would you recommend this program to others? _____ Yes _____ No

How would you rate the Ride-Along Program's effectiveness in giving citizen's a better understanding of a police officer's job, duties, responsibilities, and profession.

_____ Excellent _____ Satisfactory _____ Unsatisfactory

Comments:

_____

_____

_____

_____

Signature of participant

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.12		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7
ORDER TITLE POLICE PATROL	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
REFERENCE Operations, Patrol			APPENDICES NONE
ORIGINAL ISSUE DATE January 16, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to provide continuous police services on a twenty-four hour a day, seven-day a week basis. The delivery of uniformed police services will focus on improving or enhancing the quality of life in the community through aggressive enforcement of the laws and ordinances of the United States of America, the State of Illinois, and the City of Rockford in a manner that is fair, consistent, and responsive to the needs of the citizens served.

PURPOSE

The purpose of this General Order is to establish guidelines for the many administrative and operational aspects of the Rockford Police Department Field Services Bureau.

This General Order is comprised of the following numbered sections.

I. PATROL COVERAGE
II. SHIFT SELECTION, DAYS-OFF GROUP ASSIGNMENT, AREA ASSIGNMENT
III. DUTIES AND RESPONSIBILITIES
IV. EQUIPMENT
V. EFFECTIVE DATE

I. PATROL COVERAGE

A. Uniformed police service is provided by the Field Services Bureau within the corporate boundaries of the City of Rockford.

B. Patrol areas defined by geographic boundaries are staffed twenty-four hours a day, seven days a week to provide routine preventative patrol and rapid response to calls for service.

C. Patrol officers work a permanent ten-hour shift plan.

II. SHIFT SELECTION, DAYS-OFF GROUP ASSIGNMENT, AREA ASSIGNMENT

– (**NOTE:** Shift selection is governed by a Collective Bargaining Agreement between

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Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford)

A. All sworn personnel assigned to a ten-hour patrol shifts will have the opportunity to sign up for a preferred shift on an annual basis (between October 1st and November 1st) using agreed upon procedures contained in the above mentioned collective bargaining agreement. The Deputy Chief of Field Services will issue a Department Memo detailing specific dates and other aspects of the selection process.

1. The Deputy Chief of Field Services will first assign Lieutenants to each shift as Shift Commander.

2. Sergeants will then make preferred shift selection and be assigned according to collective bargaining procedures described herein, prior to the shift selection process beginning for patrol officers.

3. Officers will then make preferred shift selection and be assigned according to collective bargaining procedures describe herein.

B. When too many sworn personnel request a particular shift, seniority will determine those assigned to the shift.

C. If too few employees sign up for a particular shift, assignment will be made by assigning the least senior employees.

D. Days-off group assignments are not part of the annual shift bidding process or the collective bargaining agreement.

1. The Commander of each shift makes initial days-off group assignments.

2. In order to insure long-term fairness, days-off group assignments are considered permanent once made, unless manpower attrition on a shift dictates a redistribution of manpower.

3. Officers moving from one shift to another will be assigned to a days-off group as needed to fulfill the staffing needs of the shift they are moving to.

4. No officer will be forced to change a days-off group to accommodate the placement of another officer in a days-off group.

E. Assignment to specific patrol areas is a shift function not part of the annual shift bidding process or the collective bargaining agreement.

1. The Commander of each shift makes patrol area assignments.

2. Seniority, although a consideration, will not be the sole determining factor in patrol area assignments.

3. Other factors considered may include avoidance of a patrol areas assigned officers being in the same days-off group, street experience, fluency in

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foreign languages and/or other skills applicable to the demographic makeup of a patrol area.

III. DUTIES AND RESPONSIBILITIES

A. A daily duty roster will reflect the shift strength and individual supervisor and officer assignments for each shift.

1. The duty roster will be completed on the day prior to its effective date and a copy will be provided to the Deputy Chief of Field Services.

2. Supervisors have the flexibility of choosing where to assign extra officers available after accomplishing minimum staffing.

   a. First consideration will be given to double staffing exceptionally busy beats.

   b. Extra officers may be assigned to address problems in areas with a particular problem or high criminal activity.

4. Each shift is responsible for entering its respective data on the duty roster.

5. Supervisors will review the duty roster at the beginning of each shift and make necessary changes due to illness or needs not known when the duty roster was completed.

6. Final duty rosters for each shift will be sent via fax machine to the 911 Communications Center prior to roll call.

B. General patrol supervisor duties.

1. Conduct roll calls.

2. Brief officers with current information regarding daily criminal and Department activity.

3. Notifying officers of their daily assignment.

4. Notifying officers of new directives or changes in directives and ensuring that all officers receive and sign for such changes.

5. Evaluation of officers' readiness to patrol via line inspections.

6. Provide updated information on wanted persons, stolen vehicles, and major cases.

7. Providing officers with necessary equipment to perform their patrol duties (patrol vehicles, charged portable radio batteries, etc).

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8. Provide guidance and assistance as required to officers performing field patrol duties by monitoring radio traffic, being present at criminal and service calls, reviewing reports, and mentoring via one-to-one contact.

9. Shift supervisors are responsible for ensuring officers are in service in a timely manner after the conclusion of roll call.

C. Shift Commander Duties.

1. Provides a command level resource for police operations during duty hours.

2. Supervise sergeants assigned to patrol shifts.

3. Advise relief personnel of all facts and conditions relative to police business to facilitate the continuity of field operations at the conclusion of a shift.

4. Ensure the goals and objectives of the Department are being pursued.

5. Monitor and provide direction and guidance to all personnel, including support, investigative and special units, working during their assigned shift.

6. Identify criminal and service problems requiring strategic and tactical police response.

7. Completion of related work as required.

D. Sergeant Duties.

1. Perform supervisory and administrative work as first-line supervisor of sworn police officers engaged in performing municipal police work.

   a. Duty to supervise is not limited to personnel assigned to a supervisors bureau, division, unit or section. Supervisors may still give commands, orders, or directions to personnel outside of their direct chain of command when immediate supervision is appropriate or required. (See General Order **10.02, IV, B**)

2. Conduct line inspections.

3. Give guidance to new officers serving probation periods under their supervision.

4. Advise relief personnel of facts and conditions relative to police business necessary for the continuity of field operations at the conclusion of a shift.

5. Ensure the goals and objectives of the Department are being pursued.

6. Completion of related work as required.

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E. Officers will report for duty at their assigned times in full duty uniform and prepared to immediately begin their shift assignment after roll call.

1. Officers will remain on duty until their end-of-shift time or when relieved of duty by a supervisor.

2. Supervisory personnel will remain on duty until their end-of-shift time or when relieved of duty by another supervisor.

3. Officers are to check their mailboxes and email each duty day.

4. Officers are to remain attentive throughout roll call and make note of the information presented during roll call.

5. It is the duty of every officer to read and become familiar with the daily "Squeal Sheet" information that is made available on the RMS system. Officers must ensure the "Squeal Sheet" information is removed from view when finished.

F. Officers will be responsible for, but not limited to, the following activities during the course of their shift.

1. Seek out violators and enforce traffic laws, criminal laws, and municipal ordinances.

2. Respond to calls for police assistance without unnecessary delay.

3. Respond to emergency situations without unnecessary delay.

4. Conduct preliminary and follow-up investigations on assigned criminal, quasi-criminal, traffic enforcement, traffic crash, and citizen request for service cases.

5. Interact with citizens in non-crime related encounters.

6. Conduct neighborhood and business security patrols.

7. Seek out innovative solutions to community problems related to crime and disorder.

8. Provide name and badge number in a respectful manner to any requesting citizen.

IV. EQUIPMENT

A. Officers will be expected to report for work with all equipment provided them including but not limited to the following.

1. All assigned uniform and equipment.

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2. Personally assigned portable radios and Department spare radios provided while personally assigned radios are being repaired.

3. Motor patrol vehicles and all equipment contained within.

   a. Officers will inspect assigned vehicles prior to motor patrol and immediately report any problems.

   b. Officers are responsible to complete a "Faulty Equipment Notice" for any damage or mechanical needs found during this inspection.

   c. If any damage is discovered during their vehicle inspection, officers will check the 'vehicle damage book' in the roll call equipment room and verify that the damage has been reported. If there is no entry in the damage book, officers will leave a brief Officers Report detailing the damage and that the damage book was checked.

4. Radar guns or other special equipment signed out for routine or directed assignment.

5. All officers are expected to properly care for all equipment provided to them whether permanently assigned or distributed at the beginning of each shift.

6. Officers are responsible for keeping their equipment in good working condition.

B. Protective vests are important for officer safety and are issued to all sworn personnel.

1. All sworn personnel assigned to field patrol or special unit duties are **strongly encouraged** to wear their protective vest during their shift.

2. Sworn personnel assigned to field patrol or special unit duties **must** have a protective vest readily available.

   a. For purposes of this Order, "readily available" means accessible for immediate use by the officer in the field.

   b. Therefore, by definition, a protective vest issued to an officer working field patrol or special unit duties is not considered accessible for immediate use if stored in a locker at the Public Safety Building or at home. A protective vest kept with the officer in their squad car while working field patrol or special unit duties would be considered accessible for immediate use.

3. Any sworn personnel participating in a pre-planned high-risk tactical situation are **required** to wear a protective vest during that event (includes uniform, plain clothes and supervisory personnel). Such incidents consist of, but are not be limited to, the following:

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a. Drug raids.

b. High risk felony warrant arrests.

c. Civil demonstrations or disturbances.

d. VIP situations.

e. Cover officers in undercover operations.

V. EFFECTIVE DATE

A. The effective date of this General Order is January 16, 2007

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.20 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
SPECIAL EVENTS	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Events, Festivals, Parades	NONE

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
October 10, 2006	August 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
46.2.7

POLICY

It is the policy of the Rockford Police Department to recognize that special situations arise requiring planning and asset allocation greater than most situations encountered in daily policing.

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines to be followed in response to special events occurring within our jurisdiction.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. RESPONSIBILITY AND STAFFING
III. EVENT PLANNING
IV. AFTER EVENT ACTIONS
V. EFFECTIVE DATE
VI. REVIEWS, REVISIONS AND CANCELLATIONS

I. DEFINITIONS

A. Special Event: A planned gathering of the public to be held at a location within the community on either public or private property which, as a result of the volume of people, vehicular traffic, concern for the safety of persons or property or a combination of any of these factors, will necessitate an extended police presence.

B. Re-Occurring Special Event: Those planned gatherings occurring in the community each year and meeting the criteria described in **A** above. Examples of these include, but are not limited to:

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1. St. Patrick's Day Parade
2. Memorial Day Parade
3. July 4th Parade, Fireworks and associated events
4. Labor Day Parade
5. On the Waterfront Festival
6. National Night Out
7. Marathons and other running, biking or athletic events
8. Metro Centre and Davis Park events

II. RESPONSIBILITY AND STAFFING

A. The Support Services Bureau Deputy Chief has overall responsibility for the planning of special events held within the jurisdiction of the Department, as well as approval of manpower needed for such events.

B. The Support Services Bureau Deputy Chief may appoint an event coordinator to assist with operational plans for special events. The event coordinator will generally be of the rank of sergeant or above and will report directly to the Support Services Bureau Deputy Chief.

C. All sworn police personnel may be assigned to or be eligible for hireback to special events in accordance with provisions of the Collective Bargaining Agreement Between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and City of Rockford.

D. Non-sworn civilian personnel may be assigned to or be eligible for hireback to special events in accordance with provisions of the Collective Bargaining Agreement Between American Federation of State, County and Municipal Employees (A.F.S.C.M.E.) Local #1058 and City of Rockford.

E. The Support Services Bureau Deputy Chief and the event coordinator will see that their schedule is adjusted to be on-site during the majority of time the special event is in place and, when not available, arrange for other command and/or supervisory personnel to be present.

III. EVENT PLANNING

A. The Support Services Bureau Deputy Chief or the event coordinator will attend planning meetings prior to the event for purposes of preparing an operational plan.

B. The functions of the plan should include the following:

1. A written estimate of traffic, crowd control and crime problems that are anticipated. Historical data from prior events should be utilized in these estimates.
2. Contingency plan for traffic direction and control to include alternate routes, temporary traffic controls and parking restrictions.

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3. Special Unit or equipment requirements.
4. Logistical requirements to include budget and procurement of equipment, supplies and personnel.
5. Coordination with other agencies or entities affected by the special event to include a review of any mutual aid agreements.
6. Press releases or Public Service Announcements.
7. Site access for emergency vehicles.

C. The Support Services Bureau Deputy Chief or the event coordinator will update affected command and supervisory personnel on the progress of the event and the expected impact on daily operations.

IV. AFTER EVENT ACTIONS

A. Monthly, the Support Services Bureau Deputy Chief or event coordinator will submit a report to the Chief of Police summarizing any special events during the month to include references and recommendations, if needed, on the following:

1. Number of personnel needed.
2. Duration of and location of assignments.
3. Equipment needs.
4. Traffic or crowd issues.
5. Support of City Departments or other entities.
6. Unusual events.
7. Future recommendations.

B. The Support Services Bureau Deputy Chief or the event coordinator will be responsible for preparing letters of appreciation from the Office of Chief of Police to those community groups, outside public safety agencies and police personnel who provided assistance to the Department during the special event.

V. EFFECTIVE DATE

A. The Department's policy on Special Events became effective on October 10, 2006

VI. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **March** by the **Supervisor of the Support Services Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***40.20 – Special Events*** issued October 10, 2006.

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C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.22		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 17
ORDER TITLE TRAFFIC ENFORCEMENT	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
REFERENCE High Risk Stop, L.I.D.A.R., Parking Violation, Radar, Traffic Engineering, Traffic Stop, Violations, Warning			APPENDICES A
ORIGINAL ISSUE DATE September 30, 1977	REISSUE / EFFECTIVE DATE November 7, 2006	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to promote the safe and efficient flow of vehicular and pedestrian traffic through effective planning, organization and law enforcement. Sworn officers will take appropriate enforcement action, whenever practical, for observed or reported traffic violations. All officers action should demonstrate a professional demeanor and be accomplished in an impartial manner.

PURPOSE

The purpose of this General Order is to establish uniform procedures for the appropriate and equitable enforcement of traffic laws and ordinances. A primary objective is to promote traffic safety and reduce traffic crashes, especially those that result in personal injury.

This General Order is comprised of the following numbered sections.

I. PLANNING AND STRATEGIES FOR ENFORCEMENT ACTION
II. UNIFORM TRAFFIC ENFORCEMENT
III. TRAFFIC STOP PROCEDURES
IV. OFFICER CONDUCT WITH VIOLATORS
V. SPEED MEASURING DEVICES
VI. REFERRAL FOR DRIVER'S LICENSE RE-EXAMINATION
VII. PARKING VIOLATION ENFORCEMENT
VIII. ROADSIDE SAFETY CHECKS
IX. SPECIAL CIRCUMSTANCE TRAFFIC STOPS
X. INTERNAL CONTROL OF TRAFFIC AND PARKING CITATIONS
XI. EFFECTIVE DATE

APPENDICES

A. Re-Examination Request Form

I. PLANNING AND STRATEGIES FOR ENFORCEMENT ACTION

A. Traffic enforcement planning is based on the following factors:

1. Traffic Volume.

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a. There is a relationship between traffic volume and the demand for police traffic service.

b. The average daily traffic volume is a factor considered in enforcement planning.

c. State, county and city average daily traffic volume counts are available for major roadways. These statistics can be broken down to hourly volumes by day of week to aid in planning.

2. Analysis of traffic crashes.

a. The Records Center Division maintains records of all reported crashes within the City of Rockford.

b. Crash information is provided to the Traffic Engineering Division of Public Works. The Traffic Unit Supervisor will establish and maintain communication with Traffic Engineering Division personnel to ensure efficient exchange of crash data.

c. The Traffic Unit Supervisor or personnel of the Traffic Engineering Division may analyze selective portions of crash data to determine causative factors and hazardous locations with special attention to the types of crashes and the time of occurrence.

d. Consideration will be given to assigning traffic and/or patrol officers to identified locations during those periods when the need for police observation and enforcement is the greatest.

e. Crime Analysis Unit personnel and resources may be utilized to assist with both temporal and geographic crash data analysis as needed.

3. Analysis of traffic law violations.

a. The Records Division maintains records of all issued and/or voided citations for traffic law violations.

b. The Traffic Unit Supervisor will periodically analyze issued citations for traffic law violations to determine locations requiring special attention based on type of violations and time of occurrence.

c. Consideration will be given to assigning traffic and/or patrol officers to identified locations during time periods when the need for police observation and enforcement is the greatest.

d. Crime Analysis Unit personnel and resources may be utilized to assist with both temporal and geographic traffic law violation analysis as needed.

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4. Traffic engineering problems contributing to traffic law violations or crashes.

   a. Improperly placed, inadequate or lack of traffic control devices.

   b. Malfunctioning or improperly timed traffic signals.

   c. Ineffective road signs and markings.

   d. Poorly maintained portions of roadways.

   e. Visual obstructions, natural and or artificial.

   Note: It is the responsibility of all Rockford Police Department personnel to make notification to Public Works or Traffic Engineering, directly or by relay through the 911 Communication Center, of any identified traffic engineering problems noted in "a-e" above.

B. Strategies, techniques and procedures for traffic enforcement should be consistent with the nature of the violation and the potential for interfering with the free flow of traffic.

C. Tactics may include:

1. Area Patrol - enforcement within a defined area.

2. Line Patrol - enforcement between two points on a given street.

3. Stationary traffic observation – either visible or covert.

4. Roadside safety checks.

5. Traffic enforcement warning signs or speed trailer.

D. Vehicles should be used that are effective for specific enforcement problems. These vehicles must be equipped with emergency lights and siren and may be any of the following:

1. Marked patrol vehicles – visible decals, striping, light bars, etc.

2. Semi marked or unmarked vehicles – limited or no decals, striping, light bars, etc. (**Note**: Officers operating semi marked or unmarked vehicles should be aware that some motorists may have difficulty recognizing the vehicle as a police vehicle.)

3. Motorcycle – See General Order **40.01** for motorcycle use guidelines.

E. The Traffic Unit Supervisor will annually prepare a report to the Chief of Police evaluating the Department's traffic enforcement efforts. This report will:

1. Examine program effectiveness.

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2. Compare traffic enforcement efforts and results against goals and objectives established from the previous year's evaluation.

3. This report will be due by the deadline established for submission of data for the Department's annual report.

II. UNIFORM TRAFFIC ENFORCEMENT

A. All officers are expected to take appropriate enforcement action for violations of traffic laws witnessed or reported to them. The Department's emphasis is on qualitative enforcement rather than quantitative enforcement of traffic laws.

B. A uniform traffic enforcement policy does not preclude the exercise of discretion based upon the seriousness of the violation and the action that is most likely to result in future compliance with the law. Officer's use of discretion is based upon their training and experience.

C. When a violation is observed, it is within the officer's discretion, to determine which of the following levels of enforcement will be used.

1. Verbal Warning – Primarily used for non-hazardous or minor equipment infractions when it is obvious the violation was unintentional and the violator will now comply with the law due to the verbal warning. Off road vehicle violations, violations of newly enacted traffic laws or regulations, pedestrian and bicycle violations may all warrant use of verbal warning.

2. Traffic Citation – Issued in the case of hazardous traffic violations, flagrant violations, serious equipment violations and to violators who otherwise jeopardize the safe and efficient flow of traffic. A citation may also be used for minor infractions where the officer believes the violation was intentional or the officer believes a verbal warning will not ensure the violator's compliance or when the driving behavior is excessive, extreme or erratic.

3. Physical Arrest – Used for serious offenses, i.e. DUI, Reckless Homicide, Revoked or Suspended drivers licenses, traffic offenses during the commission of other criminal law violations, Reckless Driving when a drivers license is not able to be posted as bond. Physical arrest may also be appropriate to best serve the safety of the community.

   Note: The decision to physically arrest a violator will be based on sound legal principles and not secondary issues such as the violator's attitude.

4. Written Warning – The Rockford Police Department **does not** utilize written warnings in traffic enforcement.

D. Traffic law enforcement guidelines for routine violations are noted below. It is not the intent of these guidelines to supplant an officer's discretion, as it would be impossible to regulate enforcement action on every individual violation encountered.

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1. DUI, Suspended/Revoked licenses, Reckless Driving – It is the policy of the Department that enforcement of all laws pertaining to DUI, suspended/revoked driving privileges and Reckless Driving be strictly enforced.

    a. An officer not taking enforcement action on the above will notify a supervisor and leave an incident report detailing why no enforcement action was taken.

2. Speed enforcement – When deciding between issuing a verbal warning or a citation, the following factors should be considered.

    a. Volume of pedestrian, bicycle or other vehicular traffic.

    b. Weather and road conditions.

    c. Knowledge of increased level of traffic crashes or citizen complaints of violations in the area.

    d. Miles per hour over the posted limit the violator vehicle was travelling.

3. Equipment and/or registration enforcement – When deciding between issuing a verbal warning or a citation, the following factors should be considered.

    a. Circumstances are clear that driver would have not been aware of the equipment and/or registration violation.

    b. Multiple equipment and/or registration violations versus a singular violation.

    c. Obvious indications that equipment and/or registration were deliberately removed, altered or neglected.

4. Traffic crash violations – Officers should refer to General Order **40.23 – Accident Investigation** for full details, but generally:

    a. The issuance of any citations will be based on probable cause belief that a violation has occurred.

    b. The issuance of a citation will be at the determination of the officer and not that of the drivers or determined by the amount of monetary or visible damage to vehicles.

5. All terrain and off-highway vehicle enforcement – Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles.

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a. Any off-road recreational vehicle driven upon a public roadway is subject to traffic laws as specified in the Illinois Vehicle Code or equivalent city ordinance.

b. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported.

6. Violations by public or commercial carriers – Public or commercial carriers who violate traffic laws will be treated in the same manner as the general public.

a. When the violation is going to result in formal enforcement action (i.e. citation, arrest, etc.), it is important to consider the safety of the cargo or passengers.

b. If physical arrest of the operator of a public or commercial carrier vehicle occurs, securing of the vehicle should be handled the same as securing any other vehicle. When there is concern over the disposition of passengers or perishable and/or valuable cargo, a supervisor will be contacted for a decision on appropriate action to be taken.

7. Pedestrian and bicycle violations – The enforcement of traffic laws pertaining to pedestrians and bicyclists requires broad discretion from officers and will be governed by policies and procedures outlined in this Order including:

a. Analysis of accident reports involving pedestrians and/or bicycles.

b. Prior to any substantial increase in the enforcement of pedestrian and bicycle traffic, sufficient publicity and awareness programs will be implemented.

8. Newly enacted laws and ordinances – Newly enacted laws and ordinances may be enforced the day they become effective; however, consideration should be given to the following.

a. Officers are encouraged to show leniency on violations of newly enacted laws and ordinances unless the violation is determined to be the cause of a traffic crash or is of a serious nature.

9. Multiple violations – In most situation officers are encouraged to issue the least amount of citations to a violator; however, each violation should be considered separately when deciding what enforcement action to take.

a. A second citation may be issued for a violation when the violation is serious enough that a citation would be issued if it were a stand-alone violation.

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b. As an example: A driver being cited for failure to stop as required would not be issued a second citation for "Failure to Yield". On the other hand, if a motorist fails to stop where required and continued observation reveals a speeding violation; both violations should be considered for enforcement action by issuance of citations for both violations.

III. TRAFFIC STOP PROCEDURES

A. No two traffic stops are exactly alike and due to their nature, involve many potential hazards. Officer safety should remain a priority at all time.

B. Location of stops should be chosen carefully. If the violator stops in a position that is unsafe or will impede traffic flow, the officer may and should use the public address system or other means to advise the driver to move to a safer location.

C. The location of the stop will be given to the 911 Communication Center using the following standardized format.

1. In your first transmission will provide:

   a. Who you are calling - (Control 3, 4, 5, etc.)

   b. Your unit number - (2A12, 2T09, etc.)

   c. What you are doing- (10-38)

   d. Where you are going to do it - (3300 N. Main St.)

2. When you are acknowledge by the telecommunicator, you will provide the following:

   a. Location again – (3300 N. Main)

   b. Color – (Grey)

   c. Year – (1976 or approximate year if not certain)

   d. Make and Model – (Chrysler Cordoba)

   e. Body style – (2 door)

   f. License – (123456)

D. The officer should consider any or all of the following while completing the stop:

1. Activate emergency lighting and siren or horn as needed.

2. Position the patrol vehicle behind the violator's and offset two to three feet to the left.

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3. Observe the occupants of the stopped vehicle before exiting the patrol squad.

4. Use high beam headlights, take-down lights and/or the spotlight at night to illuminate the interior of the vehicle and to protect the officer.

5. Approach the stopped vehicle from the driver's side, unless a tactical advantage is gained by approaching from the passenger side of the vehicle.

6. Consider weapon readiness on every stop.

7. Request the violator and any passengers to remain in the vehicle.

8. While approaching, be observant of movements from within the vehicle and for anything that does not appear normal.

9. While speaking with the driver take a position close to the vehicle and to the rear of the driver.

10. While writing a citation be observant of the violator and passengers to ensure officer safety.

11. When returning to the vehicle at anytime remain alert for any suspicious movements or actions within the vehicle.

12. Allow the stopped vehicle to re-enter traffic before leaving and deactivating emergency lights.

13. Always advise the 911 Communications Center of the disposition of the stop.

14. When required, complete traffic stop date information as required in General Order **40.02 – Biased Based Profiling/Racial Discrimination**.

E. If, based upon information received from the 911 Communications Center, other information, or based upon the officer's training, experience and judgement, the officer determines that for officer or citizen safety, a **high risk stop** is warranted, the following should be considered for conducting the stop.

1. Advise via radio communications that a high-risk stop is being initiated and request back-up.

2. Delay the stop until back-up is in place.

3. Conduct the stop at a safe, well-lit location away from other vehicles, pedestrians, residences and businesses, when practical.

4. Conduct the stop with a sufficient number of back-up officers present and in position. Officers need to remain aware of line of fire and kill zones.

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5. Use spotlights, headlights and/or take-down lights to properly illuminate the vehicle while being aware not to silhouette other officers.

6. Utilize cover and concealment to enhance your position.

7. Primary officer should use clear and firm verbal commands.

   a. Order driver to turn off the vehicle and drop keys out of the window or place them on top of the vehicle.

   b. Order driver and any passengers to make hands visible.

   c. Have driver exit vehicle by reaching outside and opening the door.

   d. Once out of the vehicle have driver place hands in air or on back of head.

   e. Have driver turn around in a 360-degree turn.

   f. Advise driver to face away from officers and walk backward toward police vehicles keeping hand up.

   g. Have driver kneel or lie prone where he/she can be approached and secured.

   h. Once driver is secured remove passengers, one at a time, by repeating steps above.

   i. Search vehicle, process arrestee(s), collect evidence and impound vehicle as applicable.

IV. OFFICER CONDUCT WITH VIOLATOR

A. There are two objectives to achieve when making a traffic stop.

1. The first is to safely take appropriate enforcement action.

2. Secondly is to favorably alter the violator's driving behavior.

B. Officers will attempt to leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.

C. Officers should do the following when communicating with the violator.

1. Present a professional image in dress, grooming, language and bearing.

2. Greet the violator in a courteous manner.

3. Obtain the violator's driver's license, vehicle registration and proof of insurance. Obtain other identification if violator has no driver's license

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4. Clearly explain the violation.

5. Allow the driver to reasonably discuss the violation.

6. Be alert for signs of impairment or emotional stress in the driver.

7. Decide on appropriate enforcement action based on the violation, not solely on the violator's attitude.

8. Complete required forms if issuing a citation.

9. Make certain the violator knows when and where to appear if a court appearance is required. Explain alternatives to court appearance if appropriate.

10. Advise violator of mandatory court dates if applicable.

11. Advise violator of how to enter a plea and pay fines by mail or in person.

12. Advise driver of various bonding options. See General Order **1.05 – Limits of Authority** for further.

13. If necessary, assist the violator re-entering the traffic flow.

V. SPEED MEASURING DEVICES

A. Administrative rationale for use of speed detection radar or Light Detection and Ranging (LIDAR) equipment will be as follows.

1. Locations where there is a high accident rate in which speed is a determined factor.

2. Areas where speed limit violations are prevalent.

3. Responding to community complaints regarding speed violations.

4. Conducting traffic volume and speed percentile studies.

B. Officers will be trained in the use of speed detection radar/LIDAR equipment during the Field Training Program and at other times provided by the Department. Only officers with such training will be authorized to use speed detection radar/LIDAR in speed detection assignments.

C. The Field Training Program Coordinator is responsible that proper training is provided to recruits assigned to the Field Training Program.

D. Speed Detection Radar/LIDAR equipment used by the Department for speed detection will meet the standards approved by the National Highway Traffic Safety Administration (N.H.T.S.A.) prior to its use.

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E. The Traffic Unit Supervisor will be responsible for the general care and maintenance of any speed detection radar/ LIDAR equipment assigned to the unit and will ensure that adequate maintenance, calibration and operational records are maintained.

F. The Field Services Unit Supervisor will be responsible for the general care and maintenance of any speed detection radar/LIDAR equipment assigned to the Field Services Bureau and will ensure that adequate maintenance, calibration and operational records are maintained.

G. Officers will be responsible for the proper care and operation of speed detection radar/LIDAR equipment assigned them for speed detection activities. Any maintenance or operational defects noted in equipment must be written up on a defective equipment notice and forwarded to either the Traffic Unit Supervisor or the Field Services Unit Supervisor.

H. The precise method of using speed detection equipment and enforcing traffic laws applying to speed will vary according to the type of radar equipment used.

I. Prior to use, speed detection equipment should be calibrated according to recommendations by external use of a tuning fork and/or internal operational checks to assure proper operation. These checks should be made:

1. When the equipment is first turned on.

2. When arriving at a desired location.

3. After clocking a speeding vehicle and issuing a citation.

4. Periodically, when operating at a location for an extended time.

J. Officers are reminded that speed detection equipment requires proper installation and connection to a power supply.

K. When choosing a location for use of speed detection equipment officers should consider the effective range of the equipment, visual observation of traffic and the safe and effective movement of the police vehicle(s).

L. As with any traffic stop, when a citation is issued, officers should consider the following for future court presentation.

1. The equipment was tested for accuracy prior to and after use by approved methods.

2. The equipment was operated properly based on training and experience.

3. Identity of both vehicle and driver can be established.

4. Time and location where the vehicle was clocked can be established.

5. The speed noted on the detection equipment is noted.

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VI. REFERRAL FOR DRIVER'S LICENSE RE-TEST

A. Officers will complete the Re-examination Request Form (a form supplied by the Illinois Secretary of State) when the officer observes or investigates a crash or incident and determines one of the following.

1. The crash or incident was the result of a possible/potential driver blackout, seizure or attack of unconsciousness (not if the driver fell asleep).

2. The crash or incident was the result of another medical condition (as determined through observing medicines in the possession of the driver or through the drive admitting the condition), including a mental, auditory or vision condition.

3. The driver has demonstrated that he/she apparently lacks the ability to safely operate a motor vehicle or to understand traffic laws.

4. The driver has displayed a lack of attention or performed a dangerous driving act.

B. Specific instructions for completing the Re-examination Request Form are on the form.

VII. PARKING VIOLATION ENFORCEMENT

A. Officers are authorized to enforce all parking regulations established by City Ordinance.

B. Parking violations will be enforced with reasonableness and impartiality in all areas of the City.

C. Special attention should be given to the following areas.

1. Disabled parking violations.

2. Business areas and fire lanes during peak hours.

3. Vehicles illegally parked in such a way as to cause traffic problems, particularly on major streets during peak traffic flow periods.

4. Fire hydrant parking violations.

VIII. ROADSIDE SAFETY CHECKS

A. Any procedure used by the Rockford Police Department in roadside safety checks should be measured against the following considerations and priorities.

1. Enhancement of officers and motorist safety.

2. Avoidance of undue inconvenience to the public.

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3. Deterrent effect created by the roadside safety check.

B. Generally, specific violations to be checked for will include:

1. Illinois Vehicle Code Chapter 3 – Registration;

2. Illinois Vehicle Code Chapter 6 – Driver Licensing Law;

3. Illinois Vehicle Code Chapter 11, Article – Driving Under the Influence;

4. Illinois Vehicle Code Chapter 12 – Equipment of Vehicles;

5. Child Passenger Protection Act.

C. Prior to any roadside safety check being conducted the following must be ensured.

1. The time and place of the roadside safety check must be specified in writing.

2. All appropriate personnel will be notified for needed operational and investigative support. This includes the 911 Communications Center.

3. All assigned personnel will attend a briefing prior to deploying to the check site to discuss legal issues, policy and procedure, duty assignments, site set up, etc.

4. Roadside safety checks will only be conducted when manpower is available to reasonably ensure efficient operation providing for officer and motorist safety.

5. A supervisor will be present at the scene to guide operations.

6. Uniformed officers and marked vehicles must be in sufficient quantity and visibility to show the presence of legal authority.

7. The Secretary of State and the Illinois State Police are contacted to ensure no maintenance is scheduled on computer files that would impede driver's license and wanted checks during the date and time of the roadside safety check.

8. The selection sequence of vehicles to be stopped (i.e., every vehicle, every fifth, tenth, etc.) will be prescribed and uniformly applied.

9. Officer discretion will not be used in adjusting the plan with the exception of the detail supervisor who will document the reason(s) for any adjustment.

10. Details of the roadside safety check will be publicized to enhance deterrence. The specific location of the detail may be given at the discretion of the detail supervisor.

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11. The roadside safety check will not be scheduled during heavy traffic volume times.

D. The location to be used as a roadside safety check site will fulfill certain minimum requirements as follows.

1. The safety and visibility to oncoming motorists.

2. Ample room if provided for police and subject vehicles.

3. A secondary screening area is provided for.

4. There is no interference to nearby business and residential driveways, alleys and intersecting streets or highways.

5. The parking area is well drained and all-weather.

6. There is adequate room for advance warning signs and sufficient lighting to ensure motorist and officer safety.

7. Arrangements for all methods of bonding.

8. Opportunity for avoiding or escaping the check site is considered.

E. No vehicles will be stopped until assigned personnel and equipment are in proper location and fully operational.

F. Appropriate procedures will be used to direct traffic into the check site parking area.

G. The checking procedure will be thorough, causing minimum delay to motorists.

H. Roadside safety check procedures will be as follows.

1. A driver's license that appears to be valid on its face will be considered prima facie proof that the motorist is in compliance with the Illinois Driver Licensing Law.

2. A check of Secretary of State Driver's License computer files should be made only when the officer has a reason to believe a violation has been or is being committed.

3. While conversing with the motorist, officers should check for signs of intoxication, look for contraband in plain view, etc.

4. If the officer has probable cause to believe that a motorist is in violation of the law, the motorist will be directed to a secondary screening area and appropriate enforcement action taken.

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5. Traffic must not be allowed to accumulate as traffic congestion defeats the purpose of a roadside safety check.

I. At the conclusion of the detail, the supervisor in charge will complete a memorandum detailing the results of the roadside safety check, and submit it via chain of command to the Chief of Police.

IX. SPECIAL CIRCUMSTANCE TRAFFIC STOPS

A. When a non-resident of the state commits a traffic violation and is going to be cited for it, the following will apply.

1. If the violator is from a member state of the non-resident violator compact, they can sign the citation in lieu of posting a cash bond or bond certificate. A list of states that participate in the compact is contained in the Illinois Vehicle Code.

2. If the violator is not from a member state of the compact, the officer will take the appropriate form of bond from the violator, with the exception of a non-Illinois driver's license. Cash bond, valid bond certificate, Individual Bond (I-bond) or Notice to Appear will be accepted providing the officer follows the appropriate Department guidelines for their use.

B. Juvenile traffic offenders will be handled in the following manner.

1. When a juvenile is issued a traffic citation for what would be considered to be a minor violation, the juvenile will be handled the same as any adult.

2. If the juvenile has no other form of bond, the officer will issue an I-Bond.

3. In cases considered to be a major violation, such as no valid driver's license, DUI, etc., the juvenile will be taken into custody and brought to the Public Safety Building and the parent/guardian notified. If the juvenile has no other form of bond, the officer will issue an I-bond.

4. The juvenile will then be released to the parent/guardian and a written incident report made.

C. Members of Congress and members of the Illinois General Assembly may not be detained for the issuance of a traffic citation while travelling to and from a session of Congress or the General Assembly.

1. After release of the driver, the officer may obtain a summons for the driver for the observed violation and arrange for service of such summons at a time when the driver is not in session.

2. Prior to obtaining any summons for a driver described above a written incident report must be made out and the pursuit of a summons approved by the Deputy Chief of the Bureau the officer is assigned to.

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Note: Judges, attorneys, clerks, sheriffs and other court officers are privileged from arrest while attending court and while going to and from court.

D. Situations involving persons claiming diplomatic immunity and persons determined to be a foreign national are covered in General Order **1.12 – Diplomatic Immunity and Detainment of Foreign Nationals.**

E. Traffic incidents involving military personnel will be handled as follows.

1. Military personnel assigned to military installations in the area will be treated as residents.

2. Military personnel not assigned to installations in the area should be treated as non-residents and handled in accordance with procedures of this Order for non-residents.

3. The home state operator's license of military personnel does not expire until 90 days after separation from active duty.

X. INTERNAL CONTROL OF TRAFFIC AND PARKING CITATIONS

A. Traffic and parking citations are maintained in the Evidence and Property Division storage area and the locked second floor roll call equipment room.

B. Field Services supervisors will ensure there is an adequate supply of citations maintained in the second floor roll call equipment room.

C. These will be the only two areas where traffic and parking citations are stored.

D. Generally, one book of twenty-five citations will be issued by a supervisor when requested by an officer. Traffic officers and officers assigned to special traffic details may be issued more than one book of traffic citations.

E. A log book of issued citations will be maintained and stored with the citations in the second floor roll call equipment room.

F. When obtaining a book of citations the name of the officer, date of issuance, beginning number and ending number will be entered in the logbook.

G. Upon issuing a traffic or parking citation officers will turn the citations in, minus violator or jail copies, at the Shift Commander's office to be routed to the Records Center.

H. Officers who void a citation due to having written it in error, mistaken information, soiling or writing a duplicate citation, will turn the citation in at the Shift Commander's office for routing to the Records Center.

I. The Records Center Supervisor will ensure that periodic audits of the traffic ticket database are conducted to ensure citations are accounted for.

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J. When no entry is located in the database for an issued or voided citation the officer issued that series of citations will be notified and asked to turn the citation in to the Records Center or provide an Officer's Report to their supervisor. A copy of the notification will also be sent to the officer's immediate supervisor for follow-up.

XI. EFFECTIVE DATE

A. The effective date of this General Order is November 7, 2006

B. Replaces General Order 72-8 (J-1), dated September 30, 1977

C. Replaces General Order 72-11 (J-2), dated September 30, 1977

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

RE-EXAMINATION REQUEST

DRIVER CONDITION OR BEHAVIOR REPORT

The following information is submitted for consideration as "Good Cause" for Departmental action as authorized under Chapter 625, Section 516-207 of the Illinois Compiled Statutes and 92 of the Illinois Administrative Code, Section 1030.16. Advanced age alone cannot be considered as good cause. Positive driver identification must be established. This information is confidential by Illinois law and must be based on first-hand knowledge or through an official investigation.

DRIVER INFORMATION	REPORTING AGENCY INFORMATION
Driver's Name (First, Middle, Last):	Agency Name:
Address:	Agency Address:
City:	City: Zip Code:
Driver's License Number:	Telephone Number:
Date of Birth:	

DRIVER CONDITION - Check Appropriate boxes. Describe below. Use back of form for additional comments	
☐ Medical Condition Please provide specific details: - type of medical condition or any medications	☐ Confusion / Disoriented
☐ Mental Illness Condition	☐ Blackouts, seizures fainting spells
☐ Vision Condition	☐ Other

DRIVER BEHAVIOR - Check Appropriate boxes. Describe below. Use back of form if necessary.	
☐ Traffic violation(s): _____	
☐ Dangerous action(s)	☐ Caused traffic collision
☐ Lack of driving skill	☐ Lack of knowledge of traffic laws
☐ Gross lack of attention	☐ Obstructing traffic
☐ Other – Describe Below	

DRIVERS LICENSE EXAMINATION REQUESTED – Please indicated all examinations you believe necessary.	
☐ Complete (Vision, Written and Road / Driving tests)	☐ Vision
☐ Written	☐ Road / Driving test

Please describe in detail incidents or conditions. Please give specific information such as dates, places, traffic crash reports, all other available information to support need for re-examination.

_____

_____

_____

_____

SUBMIT TO: **SECRETARY OF STATE**
DRIVER SERVICES DEPARTMENT
SPECIAL LICENSE AND RE - EXAM UNIT
SPRINGFIELD, ILLINOIS 62723

Print name and title of person completing this form

Name: _____

Title: _____

Signature: _____

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APPENDIX "A"

RE-EXAMINATION REQUEST

DRIVER CONDITION OR BEHAVIOR REPORT

Comments continued from front of form:

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.23	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
DRIVING UNDER THE INFLUENCE (DUI)	40	LAW ENFORCEMENT OPERATIONS

REFERENCE	APPENDICES
Chemical Tests, DUI, Implied Consent, Zero Tolerance	A

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
November 7, 2006		This order remains in effect until revised or rescinded

POLICY

The Rockford Police Department recognizes the significant threat to public safety posed by drivers impaired by alcohol and/or drugs. The Department philosophy is that strong countermeasures against alcohol related driving offenses must be in place. All officers, regardless of assignment, are obligated to actively attempt to detect drivers driving under the influence of alcohol, drugs, other intoxicating compounds or a combination thereof. Therefore, it is the policy of the Rockford Police Department to detect, apprehend and assist in the prosecution of persons in violation of the Driving Under the Influence statutes.

PURPOSE

The purpose of this General Order is to establish policy and procedures in the detection of drivers suspected of driving under the influence of alcohol, drugs, other intoxicating compounds or a combination thereof. These procedures include guidelines for the implementation of the Implied Consent Law and enforcement of Zero Tolerance (Under 21) as well as legal requirements for obtaining samples of breath, and both obtaining and securing samples of blood and urine for chemical testing.

This General Order is comprised of the following numbered sections.

I. DRIVING UNDER THE INFLUENCE ENFORCEMENT
II. DRIVING UNDER THE INFLUENCE ARREST PROCEDURES
III. OTHER CHEMICAL TESTS
IV. ZERO TOLERANCE – UNDER 21 ARREST
V. EFFECTIVE DATE

APPENDICES

A. Section 1286.330 – Department of State Police Adopted Rules

I. DRIVING UNDER THE INFLUENCE ENFORCEMENT

A. Procedures for handling intoxicated drivers will be in accordance with the Illinois Vehicle Code, **625 ILCS 5/11-501 et al.**

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B. The identification of persons suspected of driving under the influence of alcohol, drugs or other intoxicating compound is an important component of the field patrol function.

C. Even with dedicated personnel assigned DUI enforcement duties, all officers are responsible for DUI enforcement and are responsible for knowing proper DUI investigative procedures.

D. Officers should be familiar with the signs of alcohol impaired driving and utilize this information to establish probable cause for conducting a traffic stop.

E. Drivers suspected of being impaired should be given standard field sobriety tasks currently recognized as having validity in establishing probable cause for a DUI related arrest.

F. The Department will utilize periodic DUI enforcement strategies including, but not limited to:

1. Roadside safety checks in conjunction with the Illinois State Police, Winnebago County Sheriff's Department or other agencies as requested.

2. Use of Special Operations personnel and units.

3. Hireback of off-duty personnel via grant funding or normal overtime budget funds.

II. DRIVING UNDER THE INFLUENCE ARREST PROCEDURES

A. When an officer has probable cause to believe that an individual is operating a motor vehicle while under the influence of alcohol, drugs, other intoxicating compound or a combination thereof, the officer will:

1. Conduct the stop in accordance with traffic stop procedures set forth in General Order **40.22 – Traffic Enforcement**.

2. Obtain the motorist's driver's license and insurance card or other acceptable identification while noting driver actions and behaviors.

3. Interview the motorist to determine:

   a. Did he/she have control of the vehicle.

   b. Indications/signs of intoxication (odor of alcoholic beverages, driver statements).

   c. Probable cause to conduct field sobriety tasks noting times of each task and behaviors. Be aware of both officer and driver safety while conducting field sobriety tasks.

4. After the initial field sobriety tasks are given, a Preliminary Breath Test (PBT), if available, can also be used to help establish probable cause for further action.

Return to Index

a. If a traffic crash is involved and the suspected DUI driver is being treated for medical purposes, an officer may ask the medical personnel for the blood alcohol content of blood draws taken during routine medical treatment and prior to the actual arrest. This blood alcohol content can then be used to establish probable cause for the arrest. If the arrest has already been made, the information should still be included in the officers incident report.

5. Based on probable cause, arrest of the offender and note the time of the arrest.

6. Secure the offender in your vehicle, and follow procedures for impounding offender's vehicle for 12 hour DUI hold and in accordance with procedures set forth in General Order **40.06 – Impounding or Towing of Motor Vehicles**.

7. Transport the offender to the Public Safety Building.

8. Once at the Public Safety Building, cite offender for the initial probable cause offense followed by the DUI traffic citation (625 ILCS 5/11-501(a)(2).

9. Read the offender the Warning to Motorist from top to bottom without comment from the officer. Remember that there is no statutory requirement that the offender understand the warning.

10. The officer will now make a request of the offender to take a chemical test to determine blood alcohol content. The majority of the time the test will be a test of the offender's breath.

11. If the **offender agrees** to take the test, a 20-minute observation period must take place. The officer must be able to later testify that the offender did not belch, vomit, take anything into their mouth, or use any tobacco product.

    a. A licensed breath test operator must administer the test.

    b. If the test shows a result indicating a BAC of 0.08% or higher, an additional traffic citation is written for that offense (625 ILCS 5/11-501(a)(1).

    c. A test result indicating a BAC of less than 0.08% does not invalidate the arrest. It simply means that other factors must be present in order to support a conviction for DUI.

    d. Once testing is completed, the officer will complete the Law Enforcement Sworn Report.

12. If the **offender agrees** to take the test but it is clear that a medical condition (asthma, epyhsema) prevent him/her from completing the test

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or, the offender appears to be purposely failing to complete the test, the officer should consider having the offender submit to a blood or urine test.

a. A blood draw can only be completed and collected at a licensed medical facility.

b. Department of State Police Rules, Section 1286.330 (see **Appendix** "**A**"), allows an officer to collect urine for this purpose. The Traffic Unit Sergeant will be responsible for keeping a supply of vials available for officer's use.

c. Collected urine must be collected and handled in accordance with General Order **60.01 – Collection and Handling of Evidence and Found Property**.

13. The Law Enforcement Sworn Report must be completed, being certain to include a brief probable cause statement in the indicated portion of the form.

The Law Enforcement Sworn Report will be completed whether or not an offender agrees or refuses to take a chemical test.

a. This form serves notice to the offender of administrative sanctions for either failing the BAC or refusing to take the test.

b. Once the front of the form is completed the reverse side of the "offender/driver" copy is completed, prior to giving this copy to the offender.

c. This form will replace the offender's driver's license, which will be surrendered to the jail upon booking.

d. If the offender does not have valid driver's license, "VOID" should be written in large letters across this portion of the form.

14. The officer also fills out the Motor Vehicle Intoxication Report. Since the offender is arrested and in custody, a Miranda warning must precede filling out this form. If the offender invokes their right to silence, the officer will only complete the portion of the form, which includes observations of the offender's behavior and physical characteristics.

15. The officer will ensure the offender has all their property and copies of required forms and lodge the offender in the Winnebago County Jail.

16. The officer will complete the incident report being certain to include all details and pertinent information regarding the incident. All significant times and events will be documented in the report as well. All DUI paperwork must be consistent.

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III. OTHER CHEMICAL TESTS

A. Some DUI incidents require obtaining legal blood or urine tests from medical facilities. Many of the principles and concepts are the same as in other DUI cases and officers should not be wary of making these types of arrests.

B. Most DUI arrests that result in the procurement of a blood test are going to occur when either the officer suspects that drugs or an intoxicating compound other than alcohol is involved, or the offender is injured in a traffic crash.

C. Upon meeting with the offender at the hospital where they are being treated or examined for injuries, the officer will make a decision as to whether probable cause exists to make an arrest for DUI. See section **"II"** above.

D. If an offender agrees to a blood or urine test, the test can be completed <u>without</u> any 20-minute waiting period.

E. If those situations where the offender is dead, unconscious or otherwise in a condition rendering them incapable of refusal, the person is deemed to have given consent. The test is then administered. (Note: The Warning to Motorist is still read even though the offender may not be able to understand, the reading is a statutory requirement. The reading should be witnessed by a third party.)

F. Medical personnel will complete the test and turn the completed kit over to the officer. Be certain the personal information of all medical personnel assisting with the test is obtained and included in the incident report.

G. The completed kit is now evidence and will be treated as such following guidelines set forth in General Order **60.01 – Collection & Handling of Evidence and Found Property**.

H. An officer has the authority to request a urine test in addition to the blood test; <u>however</u>, the officer should suspect some sort of illegal drug involvement prior to doing so. **Urine test are not quantitative and will not disclose BAC**. The test is historical in that it will indicate a presence of the suspected illegal substance in the body. If there is sufficient evidence to believe the driver is under the influence of alcohol, and there is nothing to indicate the use of illegal drugs, officers should request blood only.

I. When a blood or urine test is completed, the officer should fill in all sections of the Law Enforcement Sworn Report except for the:

1. Notice of Summary Suspension date.

2. The results of the chemical test.

3. The date on the lower right portion of the form, and the receipt to drive (unless the offender has no valid driver's license, in which case that portion is marked "VOID"

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The reason for this is that the notice of summary suspension cannot be given until lab results on the blood sample are obtained. In cases where the offender refuses to submit to the blood and/or urine test, the officer should complete the form.

IV. ZERO TOLERANCE – UNDER 21 ARREST

A. Zero Tolerance refers to ILCS 625 5/11-501.8, which is part of the DUI statute and specifically prohibits any driver under the age of 21 from operating a motor vehicle upon a public highway with any amount of alcohol in their blood.

B. Zero Tolerance is not a criminal offense. It is an administrative action taken against an under 21 year old driver who has consumed an alcoholic beverage. If it is believed that the individual is DUI, the individual will be processed as such.

C. In order to enforce Zero Tolerance, the following should take place:

1. A violation of the Illinois Vehicle Code is observed.

2. Upon stopping the driver, behavior is exhibited that makes you believe he/she has consumed an alcoholic beverage.

3. A traffic citation is issued for the observed offense.

4. The offender is transported to the Public Safety Building and read the entire Warning to Motorist (including the sections for drivers under 21) when arrested for DUI.

5. If arresting for Zero Tolerance by itself, the officer will read the separate Zero Tolerance Warning to Motorist form.

6. A breath test is administered in the same fashion as that for a DUI arrest.

7. The officer completes the under 21 portion of the Law Officer Sworn Report when arresting for DUI, or the Zero Tolerance Sworn Report when making a Zero Tolerance arrest.

D. Keep in mind when you arrest for Zero Tolerance first, you cannot go back and later arrest for DUI if the individual is found with a BAC over 0.08%. However, if you have probable cause to believe the violator is DUI and evidence later shows a BAC under 0.08%, you may still enforce Zero Tolerance.

E. Zero Tolerance enforcement should not affect an arrest for minor drinking or similar statute. That arrest should still take place when applicable.

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V. EFFECTIVE DATE

A. The effective date of this General Order is November 7, 2006

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

ILLINOIS REGISTER

DEPARTMENT OF STATE POLICE
NOTICE OF ADOPTED RULES

Section 1286.330 Urine Collection for Determining the Presence of Alcohol, Other Drugs or Intoxicating Compounds.

UAC testing is not a preferred method of determining the amount of alcohol in a subject and the feasibility of other testing procedures should be explored before deciding UAC testing for alcohol concentration. Urine is the preferred method of drug confirmation.

The following procedures shall be used to obtain a urine sample from a subject to determine the presence of alcohol, other drugs or intoxicating compounds:

a) A sample of urine shall be collected in a manner to preserve the dignity of the individual and to ensure the integrity of the sample.

b) A urine sample may be collected by the arresting officer, another law enforcement officer, or an agency employee who can authenticate the sample. The officer or agency employee shall be of the same sex as the subject undergoing testing.

c) A urine sample of approximately 60 ml should be collected.

d) The urine sample shall be collected in a clean dry container.

e) No preservatives shall be used. The container(s) shall be closed.

f) The container(s) shall be labeled with the name of the subject and the date of the collection.

g) The urine samples shall be delivered as soon as practicable to a laboratory certified by the Department.

The testing laboratory shall maintain any remaining sample for a period of six months after testing unless otherwise directed by the submitting agency or the appropriate prosecuting authority.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.24 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 6

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
TRAFFIC CRASH INVESTIGATION	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Accidents, Crash Investigation, Fatalities	None

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
November 7, 2006	February 13, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
61.2.1 • 61.2.2 • 61.2.3 • 61.2.4

POLICY

It is the policy of the Rockford Police Department to investigate traffic crashes brought to the Department's attention, to report those crashes properly, based on current law, and to take appropriate enforcement action based on evidence obtained from the investigation of any traffic crash.

PURPOSE

The purpose of this General Order is to set forth policy and procedures to be followed in the investigation and reporting of traffic crashes.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. ASSIGNMENT OF TRAFFIC CRASHES
III. TRAFFIC CRASH INVESTIGATION PROCEDURE
IV. FATAL OR SERIOUS TRAFFIC CRASH INVESTIGATIONS
V. HIT AND RUN INVESTIGATIONS
VI. PRIVATE PROPERTY CRASHES
VII. FOLLOW-UP INVESTIGATIONS
VIII. CARE AND CONTROL OF PERSONAL PROPERTY
IX. EFFECTIVE DATE
X. REVIEWS, REVISIONS AND CANCELATIONS

I. DEFINITIONS

A. Personal Injury: *625 ILCS 5/11-406(a)* defines personal injury as any injury requiring immediate professional treatment in a medical facility or doctor's office.

B. Private Property Crash: A motor vehicle crash that occurs on any privately owned street, alley, driveway or parking area.

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C. **State Reportable Traffic Crash:** Any traffic crash resulting in death or personal injury to any person, or where property damage to any one person in excess of $500 is sustained.

D. **Traffic Crash Reports:**

1. SR 1050-Illinois Traffic Crash Report form.
2. SR 1050A-Illinois Traffic Crash Report/Additional Units form.
3. SR 1-Illinois Traffic Crash Report/Motorist Report form.

II. ASSIGNMENT OF TRAFFIC CRASHES

A. In general, the Traffic Unit of the Rockford Police Department will be responsible for the investigation of traffic crashes occurring within the jurisdictional limits of the Department. However, traffic crash investigations can, and will, be assigned to any available Field Services Bureau unit as necessary.

B. An officer will be assigned to investigate all state reportable traffic crashes.

C. Depending upon the nature, severity and location of the traffic crash, one or more officers or supervisors will be assigned to the scene of a traffic crash reported to involve any of the following:

1. Death or personal injury.
2. Hit and run.
3. Suspected illegal alcohol, intoxicating compound or drug use on the part of the driver or pedestrian involved.
4. Damage to city owned, rented or leased vehicle(s) or property is involved.
5. Crashes involving suspected hazardous materials.
6. Disturbances between parties involved in the crash.
7. Crashes involving school buses.
8. Damage to the extent that towing of a vehicle is required.
9. Traffic congestion as a result of the crash.

III. TRAFFIC CRASH INVESTIGATION PROCEDURE

A. Upon arrival at the scene, officers will take charge and take appropriate action to protect the crash scene. The primary assigned officer will be in charge of the crash scene until its completion. The exception will be when supervisory personnel arrive or other officers having specialty training in dealing with the type of crash under investigation.

B. Officers will check for injuries and provide basic first aid when possible until the arrival of trained medical personnel. Care of the injured will be turned over to trained medical personnel upon their arrival at the scene.

C. When officers come upon a scene involving a disturbance between drivers, witnesses or others they will separate the involved parties as quickly and safely as possible. If criminal charges are to be filed due to the disturbance, standard arrest procedures will be followed.

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D. Officers will attempt to obtain the names and statements of any witnesses and include information provided by them in the crash report.

E. When interviewing the participants in the crash, officers should speak with them separately whenever possible while looking for signs of fatigue, intoxication or other physical conditions that may be a contributing factor in the crash.

F. When there are no injuries at the scene, officers should attempt to move vehicles out of the roadway to clear congestion when practical. If any involved vehicles are immovable, tow trucks should be requested immediately. Guidelines in General Order ***40.06 – Impounding or Towing of Motor Vehicles*** must be followed for towing wrecked vehicles.

G. Officers should complete the **SR 1050- Illinois Traffic Crash Report** form on the scene so the exchange of information between the involved parties can be completed and provided to them. The SR 1050 – Illinois Traffic Crash Report shall be completed using the Mobile, Capture & Reporting (MCR) program. MCR is available on all MDT's.

IV. FATAL OR SERIOUS TRAFFIC CRASH INVESTIGATIONS

A. Upon arrival at the scene of a possible fatal or serious injury crash, officers will check all involved parties for injuries and determine the most seriously injured party. If possible, officers will administer basic first aid until arrival of trained medical personnel. Officers should not attempt to administer aid or treatment beyond their capabilities.

B. If not already dispatched, officers should request a supervisor to the scene, as well as additional units to secure the scene. The responding supervisor or a traffic crash investigator will be responsible for requesting the Shift Commander notify the Traffic Unit Supervisor. The Shift Commander will also make other notifications as necessary.

C. The initially dispatched officer will remain at the scene after arrival of trained traffic crash personnel to assist with scene control, securing of witnesses and involved persons, and to provide assistance to personnel of the Identification Unit with evidence collection and photographs. The initially dispatched officer will leave their assignment after the on-scene supervisor gives permission.

D. The duties of assigned traffic crash investigator(s) will include, but are not limited to the following:

1. Taking measurements and preparing a scale diagram.
2. Directing or assisting in the collection of evidence and photographs by Identification Unit personnel.
3. Interviewing witnesses and occupants of involved vehicles.
4. Preparing and completing the SR 1050- Illinois Traffic Crash Report form, using the Mobile, Capture & Reporting (MCR) program.
5. Making arrangements for testing that may be required for involved vehicles.
6. Obtaining information needed for review of the traffic crash with the States Attorney's office.

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7. Arranging the removal of vehicles to appropriate locations.

8. Control and custody of personal property of involved persons.

9. Any other duties necessary to complete the investigation.

E. Any traffic crash scene involving a suspected hazardous material should be responded to, and initially treated, as a serious traffic crash scene. Until trained hazardous materials personnel advise otherwise, officers will respond and secure the scene using guidelines of General Order ***40.18 – Hazardous Materials Incidents***.

V. HIT AND RUN INVESTIGATIONS

A. Upon arrival at a Hit and Run traffic crash, the assigned officer will attempt to gather the following information:

1. Best possible description of the vehicle that fled the scene, to include license plate information.

2. Location and extent of damage to the offending vehicle.

3. Description of the driver and any passengers.

4. Last known direction of travel.

B. Once this information is obtained, the assigned officer will notify communications of the information for a local dispatch and, if necessary, a regional dispatch.

C. If damage is severe, the assigned officer may request Identification Unit personnel for crash scene processing. Otherwise, assigned officers are responsible for collection of crash scene evidence.

D. Hit and run crashes involving death, serious injury, hazardous materials, suspected impaired drivers or any other situation detailed in this Order will be handled the same as if the crash did not involve a hit and run.

E. The assigned officer is responsible for the immediate follow-up investigation, if practical. This would include locating and impounding the offending vehicle and issuing traffic citations to the offender.

F. Detailed follow-up investigations of hit and run crashes will be conducted by personnel assigned by the Traffic Unit supervisor

G. In addition to required crash reports, assigned officers will document their investigation on a general case incident report.

VI. PRIVATE PROPERTY CRASHES

A. When an officer responds to a traffic crash occurring on private property with damages in an amount over $500.00 (the vehicles are driveable), the drivers will be instructed to go in person to the front desk of the PSB to file the report, after the officer has checked to ensure each involved driver has a driver's license and insurance.

B. An officer will investigate private property traffic crashes when any of the following situations is present.

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1. Either driver is suspected of being under the influence of alcohol, intoxicating compound, other drugs or a combination thereof.
2. There is personal injury to any involved party.
3. Reckless driving is suspected as a factor in the crash.
4. The crash involves a hit and run.
5. Either driver does not have insurance.
6. Either driver does not have a valid driver's license.

VII. FOLLOW-UP INVESTIGATIONS

A. Follow-up investigations of traffic crashes are undertaken in support of possible prosecution. When warranted, this follow-up should include at a minimum:

1. Collection of additional data about driver(s), pedestrian, vehicle(s), traffic control devices or any related information necessary for completion of the investigation.
2. Obtaining/recording statements from witnesses.
3. Reconstruction of crashes by a qualified Traffic Crash Reconstructionist.
4. Preparation of reports to support a criminal charge arising from the traffic crash under investigation.

B. The Department has personnel trained in traffic crash investigation techniques, to include reconstruction. These officers will be assigned as necessary to carry out follow-up investigations.

C. The decision to conduct follow-up investigations of traffic crashes will be made when deemed appropriate by the Traffic Unit Supervisor, Support Services Bureau Deputy Chief, the Chief of Police, or as requested by the prosecuting attorney. Generally, follow-up investigations are not conducted in support of civil litigation unless the City of Rockford is a party to the litigation.

VIII. CARE AND CONTROL OF PERSONAL PROPERTY

A. Officers responding to the scene of a crash should ensure the property belonging to a traffic crash victim is protected from theft or damage and is removed to a place of safekeeping if the owner is unable to care for it.

B. If necessary, officers will take control of such property and place it into evidence per General Order ***60.01 – Collection & Handling of Evidence and Found Property***.

IX. EFFECTIVE DATE

The effective date of this Order is February 13, 2008.

X. REVIEWS, REVISIONS AND CANCELATIONS

A. This General Order will be reviewed each **November** by the **Traffic Unit Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives.***

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B. This Order is a revision of and supercedes General Order ***40.24 - Traffic Crash Investigations*** issued November 7, 2006.

C. Any employee with suggestions for revision and / or improvements to this Order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 40.25	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 6

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
TRAFFIC DIRECTION AND CONTROL	40	LAW ENFORCEMENT OPERATIONS

REFERENCE	APPENDICES
Traffic Control Devices, Traffic Flow	None

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
November 7, 2006		This order remains in effect until revised or rescinded

POLICY

It is the policy of the Rockford Police Department that methods of traffic direction and control will ensure the safe, orderly, efficient and effective movement of vehicles and pedestrians.

PURPOSE

The purpose of this General Order it to establish policy and procedure for traffic direction and control by officers of the Rockford Police Department.

This General Order is comprised of the following numbered sections.

I. TRAFFIC DIRECTION AND CONTROL
II. DIRECTION AND CONTROL AT FIRE AND ACCIDENT SCENES
III. DIRECTION AND CONTROL DURING ADVERSE WEATHER/ROAD CONDITIONS
IV. TEMPORARY TRAFFIC CONTROL DEVICES
V. UNIFORM HAND SIGNALS FOR MANUAL TRAFFIC DIRECTION AND CONTROL
VI. MANUAL OPERATIONS OF TRAFFIC CONTROL DEVICES
VII. REFLECTIVE OUTERWEAR
VIII. ESCORT SERVICES
IX. ROADBLOCKS
X. EFFECTIVE DATE

I. TRAFFIC DIRECTION AND CONTROL

A. The main objective of officer carrying out traffic control is to maintain and restore the safe and efficient movement of vehicular and pedestrian traffic. An officer is responsible for, but not limited to, the following:

1. Regulating the flow of traffic.

2. Controlling turning movements.

3. Coordinating vehicle movements with the flow of traffic at adjacent intersections.

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4. Detouring traffic as necessary.

5. Controlling pedestrian movements.

B. It is important for the efficient direction of traffic that the officer use uniform gestures and signals to enhance driver and pedestrian recognition and response to directions.

C. Officers carrying out manual traffic direction and control will ensure that their presence and purpose is well demonstrated to both drivers and pedestrians.

1. Officers should position themselves so they can be clearly seen, usually in the center of an intersection or street.

2. A high visibility reflective vest will be worn provided that conditions make it practical to don them prior to initiating traffic direction and control.

3. A high visibility reflective vest will be worn during all traffic direction and control duties when the assigned officer has prior knowledge that their assignment entails such duty, i.e., hire-back, directed assignment, funeral escort, etc.

II. DIRECTION AND CONTROL AT FIRE AND ACCIDENT SCENES

A. At the scene of a fire or accident, assigned officers shall assess the hazards present and will take immediate action to prevent further damage to property and/or life.

B. The primary task of officers assigned to traffic direction and control at these scenes will be to maintain access to and from the scene by fire and other emergency vehicles. They will also serve as crowd control to ensure protection of emergency response personnel and vehicles.

C. In cases of fires with suspicious origins, officers may be requested to protect the scene and evidence until released from the scene by arson investigators or a supervisor.

III. DIRECTION AND CONTROL DURING ADVERSE WEATHER/ROAD CONDITIONS

A. Adverse road and weather conditions may include, but are not limited to:

1. Accidental hazards, such as debris that has fallen on the roadway from another vehicle, downed power lines, etc.

2. Acts of nature, such as rain, snow or ice on the roadway.

B. Upon discovering an adverse road or weather condition, officers will make notification to the 911 Communication Center for the purpose of having the appropriate agency or city department correct the condition.

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C. Department personnel will provide traffic direction and control services and scene protection in the vicinity of adverse road and weather conditions when appropriate.

IV. TEMPORARY TRAFFIC CONTROL DEVICES

A. When necessary to close or restrict the flow of traffic, the following means of control may be used.

1. Barricades may be requested from Public Works.

2. Flares may be used except where hazardous materials are involved.

3. Traffic cones may be used for diverting traffic from one lane to the next and at times more appropriate than flares.

4. On a temporary basis, a marked police vehicle with activated emergency lights may be used.

B. Temporary traffic control devices may be deployed in support of, and in some cases in place of, traffic direction and control, but only with the specific approval of a supervisor.

C. As soon as practical following termination of the need for the temporary traffic control device, a supervisor will authorize removal.

V. UNIFORM HAND SIGNALS FOR MANUAL TRAFFIC DIRECTION AND CONTROL

A. Officers assigned to direct traffic should use the following signals and gestures to manually <u>stop</u> traffic by hand.

1. To stop traffic, first extend the arm and index finger toward and look directly at the person to be stopped until that person is aware, or it can be reasonably assumed that they are aware, of the officer's presence and gesture.

2. The pointing hand is then raised at the wrist so the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop.

3. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

B. Officers assigned to direct traffic should use the following signals and gestures to manually <u>start</u> traffic by hand.

1. To start traffic, first stand with shoulder and side toward the traffic to be started, extend the arm and index finger forward, and look directly at the

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person to be started until that person is aware, or it can be reasonably assumed that they are aware, of the officer's presence and gesture.

2. With palm up, the pointing arm is swung from the elbow only, through a vertical semicircle until the hand is adjacent to the chin.

3. If necessary, this gesture is repeated until traffic begins to move.

4. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

C. Officers assigned to direct traffic should use the following signals and gestures to manually direct traffic to turn right by hand:

1. Drivers making right turns usually effect their turns without the necessity of being directed by the member.

2. When directing a right turn becomes necessary, the officer will do the following.

   a. If the driver is approaching from the officer's right side, the extended right arm, index finger, and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

   b. If the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm extended.

D. Officer assigned to direct traffic should use the following signals and gestures to manually direct traffic to turn left by hand:

1. Left turning drivers should not be directed to effect their movement until the officer has stopped oncoming traffic.

2. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver.

3. After stopping the oncoming traffic by using the extended right arm and hand, the right hand should remain in the halt gesture.

4. The extended left arm, index finger, and the officer's gaze are directed toward the driver who intends to effect a left turn.

5. When the left turning drivers attention has been gained, the extended left arm and index finer are swung to point in the direction the driver intends to go.

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VI. MANUAL OPERATION OF TRAFFIC CONTROL SIGNALS

A. Certain events or incidents can create traffic volume or flow requiring manual operation of traffic control signals. These events or incidents may include but are not limited to:

1. Major special events.

2. Man-made or natural disasters.

3. Civil unrest or acts of terrorism.

B. The Traffic Unit Supervisor or any Command level personnel must approve manual operation of traffic control signals.

C. Manual operation of traffic control signals can only be done on those signals designed to accept manual control.

D. Only officers who have been trained by the Traffic Unit Supervisor will manually operate a traffic control signal.

VII. REFLECTIVE OUTERWEAR AND HATS

A. All officers are issued high visibility reflective vests and hats that are to be worn when assigned to perform traffic direction and control duties. This applies to both regular duty assignments and hireback duty assignments.

B. Some emergency situations may require an officer to assume traffic direction and control duties without time to put on a reflective vest or donning their hat. When this occurs, the individual will make every effort to obtain a reflective vest and hat when the situation permits.

VIII. ESCORT SERVICES

A. Escorting other vehicles using flashing emergency lights and siren will be avoided unless emergency conditions absolutely make it necessary to guide them to their destination.

B. In most cases of serious illness or injury, an ambulance will be called to the officer's location for transport of the victim.

C. All other escort services (funerals, VIP's, etc.) will be conducted only after prior authorization has been given by the Traffic Unit Supervisor, Chief of Police or any Deputy Chief of Police.

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IX. ROADBLOCKS

A. Roadblocks will only be used for the following:

1. At traffic crash scenes using all emergency lights on the vehicle and placed in such a manner as to be noticed by other traffic.

2. During natural disasters or fires where Department vehicles may be used temporarily for roadblocks using all emergency lights on the vehicle until more permanent warning devices and/or barricades are put in place.

3. Pre-approved parade routes or special events.

B. Roadblocks used as a means of forcibly stopping a vehicle during a pursuit must meet all criteria set forth in General Order **40.07 – Vehicle Pursuits**.

X. EFFECTIVE DATE

A. The effective date of this General Order is November 7, 2006

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.30 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 10

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
PRISONER TRANSPORT	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Prisoner Searches, Restraint Devices, Security of Prisoners, Transport Guidelines, Vehicle Inspections	None

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
June 11, 2007	June 18, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
41.3.3 • 70.1.1 • 70.1.2 • 70.1.3 • 70.1.4 • 70.1.5 • 70.1.6 • 70.1.7 • 70.2.1 • 70.3.1 • 70.3.2 • 70.4.1 • 70.4.2

POLICY

It is the policy of the Rockford Police Department to take all necessary precautions while transporting prisoners and to maintain the safety of the person(s) in custody, the security of the transporting officer(s) and the public.

PURPOSE

The purpose of this Order is to establish guidelines and procedures for Department personnel to follow and use while transporting prisoners.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the officers and supervisors involved.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. VEHICLE GUIDELINES FOR THE TRANSPORTATION OF PRISONERS
III. PRE AND POST TRANSPORT VEHICLE INSPECTIONS AND SEARCHES
IV. SEARCHING PRISONERS
V. USE OF RESTRAINING DEVICES
VI. GENERAL GUIDELINES FOR THE TRANSPORTATION OF PRISONERS
VII. SQUADROL OPERATIONS
VIII. TRANSPORTATION OF PRISONERS IN SQUAD CARS
IX. EMERGENCY SITUATIONS
X. PRISONER ESCAPE
XI. EFFECTIVE DATE
XII. REVIEWS, REVISIONS AND CANCELLATIONS

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I. DEFINITIONS

A. **Flex-Cuff:** A flexible plastic/nylon band with a one-way fastening and locking system that is specifically designed and manufactured to be placed around a person's wrists or ankles for the purposes of restraining them.

B. **Hog-tying:** Placing a prisoner in any position in which both the hands and legs/feet are bound and tied together behind a person's back. **This technique is prohibited as it may cause a person to suffocate.**

C. **Prisoner Transport Belt:** A commercially produced heavy-duty leather waist belt with a metal restraining ring for use with handcuffs.

D. **Restraint Devices:** Department authorized equipment designed to partially or fully immobilize an individual and prevent their escape and/or prevent the individual from injuring themselves, an officer or any other person. Authorized restraint devices include; handcuffs, flex cuffs, spit socks, leg restraints and prisoner transport belts.

E. **Spit Sock:** A cloth hood that is specifically designed and manufactured to be placed over the head of an in-custody suspect who is spitting or threatening to spit at officers. The cloth material limits the suspect's ability to see, and deters them from spiting and/or biting but is thin enough to allow the suspect to breath freely and communicate.

F. **Squadrol:** A van specially designed and equipped to transport prisoners. The multiple and separate compartment design provides additional safety for prisoners and officers while transporting combative and/or multiple persons. It also allows for the transportation of adult and juvenile prisoners and male and female prisoners at the same time.

II. VEHICLE GUIDELINES FOR THE TRANSPORTATION OF PRISONERS

A. The preferred method and vehicle for the transportation of prisoners is the use of a Squadrol Van but other Department vehicles, as described in this order, are authorized for use in transporting prisoners.

B. All marked squad cars, with the exception of squad cars assigned to the Traffic Unit and Patrol Supervisors, will be equipped with a physical barrier between the front and back seats. The barriers will allow for verbal communication between occupants in the front seats and occupants in the back seat.

C. All marked squad cars of the Department will be so designed or modified so as to prevent occupants of the back seat from opening the back doors or windows from inside the vehicle.

D. No transporting officer(s) will allow the number of occupants in a Department vehicle to exceed the vehicle manufacturer's maximum passenger capacity rating.

E. While transporting prisoners, seatbelts will be used in accordance with applicable state law.

III. PRE AND POST TRANSPORT VEHICLE INSPECTIONS AND SEARCHES

A. All officers shall inspect and search their assigned vehicle prior to going on duty to ensure that the vehicle is in a safe operating condition, contains no contraband and is properly equipped with all assigned equipment.

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B. Whenever a prisoner is transported, the transporting officer(s) shall conduct a search of the Squadrol or squad car. This search will be conducted immediately prior to and immediately after the transport. The vehicle must be examined to ensure that no weapons, contraband or similar items are present when the prisoner is placed in the vehicle and the prisoner has not hidden any items during transport.

C. All contraband and property discovered during these searches will be processed and placed into evidence per General Order ***60.01 – Collection and Handling of Evidence and Found Property***.

IV. SEARCHING PRISONERS

A. All prisoners will be carefully searched for weapons and contraband by the transporting officer(s) prior to being placed into a transport vehicle. This means all prisoners regardless of sex, age or offense and includes any prisoner transferred from the custody of one officer to another officer. It should **never** be assumed by a transporting officer that another officer has already searched a prisoner.

B. When practical, prisoners will be searched by officers of the same sex as the prisoner. However, all prisoners will be searched prior to being transported. If an officer of the same sex as the prisoner is not readily available, the officer conducting the search will use the back of their hand to perform the search.

C. Squadrols are equipped with hand-held metal detectors. After conducting a hand search of the prisoner, Squadrol officers will utilize the hand held detector by running it over the outside of the prisoner's clothing.

V. USE OF RESTRAINING DEVICES

A. Transportation of prisoners will always be performed with the safety of the transporting officer(s) and prisoner(s) being of primary importance at all times. In order to reduce a prisoner's opportunities for escape or attack on a transporting officer, all prisoners, whenever possible and/or practical, will be secured in restrains.

B. When possible and appropriate, handicapped, sick, injured, and/or mentally ill prisoners will be restrained in the same manner as other prisoners.

C. All prisoners being transported in a non-barricaded squad car will be restrained in a properly secured seat belt. If the prisoner is uncooperative, disorderly or violent, thus making attempts to engage the seat belt unsafe for the transporting officer, a barricaded squad or Squadrol will be requested for transport.

D. Handcuffs:

1. Under most circumstances, a prisoner's hands and arms will be restrained with the standard law enforcement handcuffing technique of cuffing the hands behind the back with the back of the hands facing each other and the palms facing outward.

2. Handcuffs should be double-locked to avoid excessive tightening.

3. Under some circumstances a transporting officer may handcuff a prisoner with their hands in front and/or use other appropriate restraining devices or techniques. This may include using two sets of handcuffs. The circumstances include but are not limited to:

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a. The prisoner is infirm because of age, physical handicap, sickness, injury or disability and the use of restraining devices would aggravate or cause further injury, undue pain or discomfort;

b. The prisoner is obese or extremely muscular;

c. The prisoner is in an obvious state of pregnancy;

d. The prisoner is an elderly person and the offense is minor and non-violent.

4. No prisoner will be handcuffed, or secured in anyway, to any part of a Department vehicle or any vehicle equipment.

E. Spit Sock:

The use of a Spit Sock is authorized for use on suspects who are in custody and are spitting or threatening to spit on an officer. The following procedures will be followed:

1. The Spit Sock is to be placed over the head of the suspect in custody and left in place until the subject has ceased their spitting activity or threats of spitting;

2. The bottom of the Spit Sock has an elastic band designed to keep the sock secure once it has been placed over a prisoner's head. Nothing else shall be used to secure the Spit Sock. The Spit Sock and/or elastic band shall not be tightened by any method;

3. The Spit Sock shall be removed if it appears to be causing any type of physical distress to the subject wearing it;

4. Any use of a Spit Sock and the reason for the use must be documented in an incident report. " *** *Spit Sock Used* *** " must be typed at the beginning of the narrative.

5. After usage, a Spit Sock shall be discarded by placing it in a bio-hazard waste receptacle. Once used, a Spit Sock is never to be reused;

6. Replacement Spit Socks are kept in the Shift Commander's Office. Officers should obtain a replacement Spit Sock as soon as possible.

F. Leg Restraints:

1. Ankle shackles may be used on any suspect in custody who has threatened or demonstrated any violent or resistant behavior utilizing their feet or legs. This restraining method may also be used on any suspect who attempts or threatens to escape, threatens force by the use of their feet and/or legs against an officer or otherwise poses a danger to themselves or property.

2. One (1) pair of ankle shackles is located in each Squadrol.

G. Flex-Cuffs:

1. Flex-cuffs may be used during mass arrests situations or when traditional handcuffs are not immediately available. They may also be used because of a prisoner's physical or mental disability, injury or illness.

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2. Officers removing Flex-Cuffs should use the special cutting pliers located in the Shift Commander's Office. Flex-Cuffs should be removed with reasonable care to avoid injury to the prisoner or officers.

H. Prisoner Transport Belt:

1. A prisoner transport belt may be used when it is impractical to have the prisoner handcuffed behind their back.

   a. Secure the belt around the waist of the prisoner with the restraining ring facing forward.

   b. Place one opened end of a handcuff through the restraining ring so the handcuff chain rests on the restraining ring.

   c. Secure the prisoner's wrists in the handcuffs

I. The use of "hog-tying" to restrain any prisoner is prohibited. Hog-tying can cause suffocation due to the position of and pressure exerted on the body preventing adequate breathing (positional asphyxiation).

VI. GENERAL GUIDELINES FOR THE TRANSPORTATION OF PRISONERS

A. All prisoners being transported will be secured in restraints in compliance with **part V.** of this order (Restraining Devices). This will help prevent unwarranted movement by the prisoner and substantially reduce attempts at escape, assault or self-inflicted injury.

B. During transport a prisoner will not be allowed to smoke, eat or drink.

C. During transport a prisoner will not be allowed to communicate with their attorney, family members or the public.

D. Once the prisoner(s) has been placed in the transport vehicle there should be no undue delay in transporting the prisoner(s) to their destination.

E. A transporting officer will notify the 911 Communications Center of any delay while transporting.

F. Under no circumstances will a Squadrol or squad car be left unattended, with the key in the ignition, while a prisoner is in the vehicle.

G. Prior to transporting a prisoner or prisoners, a transport officer will notify the 911 Communications Center of the number of prisoners being transported, destination and any other information deemed necessary.

H. A transport officer will notify the 911 Communications Center of the following information whenever transporting a prisoner of the opposite sex:

1. The starting location and final destination, and;
2. The starting and ending mileage, including tenths of a mile.

I. The safety and well being of the prisoners being transported is responsibility of the transporting officer(s). When transporting prisoners, the driver may not exceed posted speed limits and is to avoid sharp turns and sudden stops.

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J. Physically and mentally handicapped prisoners require special care and attention. When these prisoners are transported, paying special attention to their safety is of primary concern. The Squadrol should be used when transporting these prisoners, however, there may be circumstances where a squad car can be used for transport. Consideration must be given to the prisoner's special needs such as wheelchairs, crutches, physical impairment and mobility. When it is necessary to transport medicine or other needed items with the prisoner, these items will be given special care and will be transported with the prisoner's personal property.

K. Transportation of injured and/or potentially injured prisoners:

1. Transporting officer(s) shall evaluate all cases where a prisoners has been involved in any physical confrontation, including police countermeasures such as OC Spray, ASP, Taser or other physical force.

2. If a prisoner has sustained or complains of injury or sickness they must be taken to a medical facility before transporting them to a detention facility or other destination. Any medical orders and/or paperwork from the attending physician will accompany the prisoner to their final destination.

3. If the prisoner's injury or complaint is of a minor nature, the **arresting** officer should transport the prisoner to the nearest hospital for treatment.

    a. If the prisoner is combative or otherwise non-cooperative the Squadrol may transport the prisoner to the nearest hospital for treatment. Once the arresting officer is able to respond to the hospital they should do so and relieve the Squadrol officers.

    b. After the prisoner is cleared from the hospital the arresting officer may call for the Squadrol to transport the prisoner.

4. If the injury is of a serious nature an ambulance should be requested and used to transport the prisoner to the hospital. An officer should either ride in the ambulance with the prisoner or follow directly behind the ambulance.

    a. The arresting officer, once able to leave the scene, shall respond to the hospital to take custody of the prisoner.

    b. If the prisoner is to be released from the hospital the arresting officer may call for the Squadrol to transport the prisoner.

5. If, during transportation, a prisoner is injured the transport officer(s) will transport the prisoner to the nearest hospital for treatment.

    a. If the Squadrol is transporting more than one prisoner the injured prisoner is to be taken to the nearest hospital. One of the Squadrol officers will remain at the hospital with the prisoner while the other officer transports the remaining prisoner(s) to their destination.

    b. One or more of the transporting officers must leave an incident report documenting how the prisoner became injured, treatment and final disposition of the prisoner.

L. Upon arrival at the Winnebago County Jail, Juvenile Assessment Center, Juvenile Detention Center or other detention center, the transporting officer(s) will be responsible for the following:

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1. Securing weapons prior to taking the prisoner into the detention center;
2. Delivering all necessary documents, paperwork or other required items to the detention center;
3. Removing restraining devices after being authorized to do so by detention center personnel;
4. Advising detention center personnel of any medical problems, mental health issues or security concerns;
5. Ensuring that all proper paperwork is presented to detention center personnel documenting that prisoner(s) was/were transferred to the custody of the appropriate center.

M. When a juvenile prisoner is transported they will be handled in accordance with all Department directives concerning the handling of juveniles.

N. When an arresting officer transfers custody of a prisoner to another officer for transport, the arresting officer's report will, under most conditions, contain information on the transportation and lodging of the prisoner. If, however, something of significance occurs during the transport or lodging, the transport officer(s) will leave a report detailing the occurrence.

VII. SQUADROL OPERATIONS

A. The Squadrol Van is specially designed and equipped to increase the safety of officers and prisoners. The prisoner compartment is completely separate from the cab area where the officers sit. The prisoner area and has multiple compartments that are separated from each other.

B. The use of the Squadrol decreases the amount time a patrol officer must spend transporting prisoners and allows them to spend more time patrolling the area assigned to them.

C. The Squadrol is not to be used as a primary unit without the authorization of the Shift Commander.

1. When not actively transporting prisoners, the Squadrol may be used as a back-up unit, conduct traffic stops and perform other general patrol functions.
2. Except for a life-threatening situation, and then only with the consent of a supervisor, will the Squadrol be used in a vehicle pursuit. Under no circumstances will the Squadrol engage in a pursuit while transporting a prisoner.

D. The Squadrol should always be staffed by two officers.

1. There are times, due to staffing levels, when only one officer may be available to staff a Squadrol. Special consideration should be taken in regards to officer and prisoner safety when one officer staffs the Squadrol.

E. At the start of a shift the Squadrol should be checked for the following:

1. Cleanliness;
2. Fluid levels maintained at a safe operating level;
3. Four (4) pairs of handcuffs – labeled Squadrol;

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4. Twelve (12) pairs of flex-cuffs;
5. One (1) pair of ankle shackles;
6. One (1) prisoner transport belt;
7. One (1) hand-held metal detector;
8. Twelve (12) road flares;
9. One (1) First aid kit;
10. One (1) Ambu-bag.
    a. Any deficiencies in the above listed items should be restocked or documented as missing, as needed.

F. Squadrol specific procedures and guidelines:

1. All Squadrols are equipped with hand-held metal detectors. After conducting a hand search of a prisoner, officers will utilize the hand held detector by running it over the outside of the prisoner's clothing.
2. The Squadrol will be equipped with four extra sets of handcuffs to help facilitate the restraint of prisoners.
    a. When practical, transport officers should utilize the assigned Squadrol cuffs by placing these cuffs on each prisoner and then removing and returning the arresting officer's handcuffs prior to transporting the prisoner.
    b. In cases where a prisoner is combative or uncooperative, officers may choose to simply exchange Squadrol handcuffs with the arresting officer so that no officer is without handcuffs. It is the responsibility of each Squadrol officer to ensure that all four sets of engraved Squadrol handcuffs are returned to their assigned transport vehicle at the end of their shift.
3. Anytime a prisoner is placed inside the Squadrol the interior lights are to be activated. The prisoner compartment heater, air conditioner and fan are to be used accordingly to ensure the comfort of the prisoner.
4. Prisoners are to be placed into separate compartments of the Squadrol whenever possible.
    a. Male and female and adult and juvenile prisoners may be placed in the Squadrol at the same time, but must be placed into separate compartments. For purposes of this Order, juvenile means any person 16 years of age or younger.
    b. A male prisoner and a female prisoner will not be placed in the same compartment at the same time.
    c. An adult prisoner and a juvenile prisoner will not be placed in the same compartment at the same time.

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5. There will be times when the Squadrol will be diverted from its intended destination to pick-up additional prisoners. Once the additional prisoners have been loaded, the Squadrol is to continue, without delay, to its intended destination.

VIII. TRANSPORTATION OF PRISONERS IN SQUAD CARS

A. Squad car with barrier.

1. If a squad car has a barrier between the front and back seat and there is one transporting officer, the prisoner will be placed in the back seat on the right hand side.

B. Squad car ***without*** barrier.

1. If a squad car does not have a barrier between the front and back seats, the officer should request a Squadrol or a squad car with a barrier for transport. If neither is available, an officer may transport a prisoner in a squad car without a barrier under the following conditions and guidelines:

   a. The prisoner must not be combative;

   b. The prisoner must be cooperative and allow an officer to place them in a properly secured seat belt. ***Prisoners who are combative, uncooperative and/or refuse to wear a seatbelt must be transported in a Squadrol or squad car with a barrier***;

   c. One transport officer - The officer shall place the prisoner in the back seat on the right hand side, handcuffed and secured with a seat belt

   d. Two transport officers – The officers shall place the prisoner in the back seat, on the right hand side, handcuffed and secured with a seat belt. One of the transporting officers will sit in the back seat on the left-hand side, next to the prisoner, during the transport.

IX. EMERGENCY SITUATIONS

A. While transporting prisoners, the transporting officer(s) may encounter an emergency situation requiring police service. This could involve being flagged down by a citizen or coming across an incident while enroute to the location of prisoner lodging. The transporting officer(s) will contact the 911 Communications Center and advise them of the situation. The transporting officer(s) should use discretion and attempt to ascertain the seriousness of the situation when deciding whether or not to stop and take action, keeping in mind the security and safety of the prisoner(s) in custody.

X. PRISONER ESCAPE

A. In the event of an escape by a prisoner being transported, the transporting officer(s) will immediately notify the 911 Communications Center, broadcasting a description of the prisoner and take all action necessary to effect the recapture of the prisoner.

B. In all escape or attempted escape incidents, an incident report will be written.

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XI. EFFECTIVE DATE

A. This policy became effective on June 11, 2007.

XII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **May** by the **Afternoon Shift Commander** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes General Order ***40.30 – Prisoner Transport*** issued June 11, 2007. This Order also incorporates Department policies and procedures established in Memorandums ***1999-035 – Spit Sock Usage, 2001-037 – Use of Hand Held Metal Detector*** and ***2007-010 – Handcuffs*** and cancels and supercedes the Memorandums.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau.**

BY ORDER OF

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Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.32 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 14

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
COMMUNICABLE DISEASE	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Bloodborne Pathogen, Contaminated, Exposure, HIV, HBV, Universal Precautions,	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
January 10, 2008	----------	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
41.3.2

POLICY

It is the policy of the Department to ensure that its employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations has become threatened by life-endangering communicable diseases. Therefore, it shall be the policy of this Department to continuously provide employees with up-to-date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable disease.

PURPOSE

The purpose of this General Order is to provide guidelines for the employees of the Rockford Police Department in reducing the risk of exposure to bloodborne pathogens and other infectious diseases. Department personnel face numerous situations involving risk in the performance of their duties. Many duty-related incidents have the potential for exposure to blood or potentially infectious materials. The consequences of such an exposure can include the transmission of the human immunodeficiency virus (HIV), the hepatitis virus, along with many other microorganisms capable of producing disease. Examples of exposure include accident response, cardiopulmonary resuscitation, emergency childbirth, assault, autopsies, intervention in disputes, crime scene investigation and processing suspects carrying weapons or intravenous needles.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. RISK LEVELS
III. PROCEDURES
IV. INFECTIOUS DISEASE CONTROL SUPPLIES
V. TRANSPORT / CUSTODY PROCEDURES
VI. DECONTAMINATION
VII. HANDLING AND STORAGE OF CONTAMINATED EVIDENCE
VIII. LINE OF DUTY EXPOSURES TO COMMUNICABLE DISEASES
IX. TRAINING

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X. RECORD KEEPING
XI. VACCINATIONS
XII. EFFECTIVE DATE
XIII. REVIEWS, REVISIONS AND CANCELATIONS

APPENDICIES

A. Hepatitis B Virus Consent/Declination form

I. DEFINITIONS

A. Blood (Human Blood): Human blood components and products made from human blood.

B. Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), and human inmmunodeficiency virus (HIV).

C. Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

D. Contaminated Laundry: Laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.

E. Contaminated Sharps: Any contaminated object that can penetrate the skin, including but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

F. Decontamination: The use of Physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

G. Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

H. Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

I. Other Potentially Infectious Materials:

1. The following human body fluids:

   Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid or body waste that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

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J. **Parenteral:** Piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts and abrasions.

K. **Personal Protective Equipment:** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes, (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

L. **Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable or releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

M. **Source Individual:** Any persons, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, any police contact; hospital and clinic patients; clients in institutions for the developmentally-disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes, human remains, and individuals who donate or sell blood or blood components.

N. **Universal Precautions:** An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

II. RISK LEVELS

A. For the purpose of this Order, there are three categories of exposure risk levels:

1. Risk Level I.

   Employees who may be routinely exposed to bloodborne or other infectious pathogens. These include police patrol officers, Identification Unit personnel and traffic accident investigators.

2. Risk Level II.

   Employees who may not routinely be exposed to bloodborne or other infectious pathogens, but may be exposed under conditions. These include police officers not assigned as patrol officers, investigators and evidence technicians.

3. Risk Level III.

   Employees who, in the course of their normal employment, would not be exposed to bloodborne or other infectious pathogens. These include administrative staff, secretaries and records personnel.

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III. PROCEDURES

A. Communicable Disease Prevention

1. Employees should use common sense and caution in limiting their exposure to infectious diseases. Frequent and thorough hand washing and/or the use of hand sanitizer is encouraged to prevent the spread of any communicable disease.

2. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for fifteen (15) seconds before rinsing and drying. Mucous membranes shall immediately be flushed with water following contact.

   a. Alcohol or antiseptic towlettes may be used where soap and water are unavailable.

   b. After disposable gloves are removed the hands and forearms should then be washed.

   c. Hand lotion should be applied after disinfecting to prevent chapping and to seal cracks and cuts on the skin.

   d. All open cuts and abrasions should be covered with waterproof bandages before reporting for duty.

3. Employees should use protective disposable gloves and other infectious disease control materials to prevent acquisition and transmission of infectious disease. Direct contact with blood and other bodily fluids should be avoided whenever possible. Employees are required to carry Department issued personal protective equipment to reduce the risk of exposure. Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. If hand washing facilities are unavailable, hand sanitizer or antiseptic towlettes shall be used.

   a. Personal protective equipment will be used when there exists a possibility for exposure to contaminated bodily fluids of the following:

      1. Blood.

      2. Mucous membranes.

      3. Eyes, mouth or nose.

      4. Where splashes of material or human aerosol residue are likely to occur.

4. Personnel shall wear particulate protective masks when maintaining close contact or transporting persons with confirmed or suspected active tuberculosis. Because of the inability to definitely diagnose the presence or lack of tuberculosis in the field, personnel shall wear particulate protective masks while in the presence of persons with confirmed or admitted tuberculosis, or who displays or states they have one or more of the following symptoms:

   a. Persistent cough for more than two weeks.

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b. Weight loss.

c. Night Sweats.

d. Bloody sputum.

e. Lack of appetite.

f. Fever

5. Face shields and/or protective eyewear, masks, and gowns shall be worn by Department employees whenever splashes, spray, splatter, or droplets of blood, or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably expected.

6. Surgical caps or hoods, and/or shoe covers shall be worn in instances where gross contamination can be reasonably expected.

7. Employees shall not eat, drink, smoke, apply lip balm or cosmetics, or handle contact lenses at crime scenes or other areas where body fluids are present or other contagion factors exist.

8. Use of the Ambu Resuscitator Bag is the recommended method for administering CPR or mouth-to-mouth resuscitation. When a Ambu Resuscitator Bag is not available, plastic mouthpieces or other authorized barrier/resuscitation devices shall be used.

9. Any evidence contaminated with body fluids will be dried, double-bagged in paper bags and marked to identify potential or known communicable disease contamination with Department-approved biohazards labels. The paper bags may be transported in unsealed plastic bags, but must be removed before placing in evidence. When contaminated evidence no longer has evidentiary value, it shall be disposed of in the same manner as in Section III, 12(a-b).

10. Supervisors shall insure that officers use appropriate personal protective equipment, as required in this Order.

11. In an instance where the circumstances do not permit the use of protective equipment and an exposure occurs – for example, where time is of essence in protecting the life of another person, or where the safety of the officer or another officer is in jeopardy – the circumstances shall be investigated and documented by the officer's immediate supervisor to determine whether changes can be implemented to prevent such occurrence in the future. Such documentation shall be accomplished by using the appropriate Workmen's Compensation form.

12. All personal protective equipment, once used, shall be disposed of by the officer who used the equipment in the following manner:

    a. Personal protective items shall be placed in a biohazard labeled bag

    b. The officer shall place the biohazard labeled bag in a biohazard disposal receptacle.

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B. Employees should be aware that certain prescription medicines (e.g., steroids and asthma medications) suppress the immune system and make them more susceptible to infectious disease. Employees should consult with their private physician if they are taking prescription drugs to determine if these drugs suppress their immune system.

C. Pregnant employees should be advised to report to their physician any direct contacts with bodily fluids during their tour of duty. Infectious diseases may cause severe problems in newborns.

D. When an employee becomes aware they have become infected with or have contracted a communicable disease, the employee must notify the Department. Once notified the Department may allow the employee to continue in their current duty assignment or, in the interest of public safety, place the employee on administrative leave or administrative duty. Failure to disclose a communicable disease contraction or infection may result in disciplinary action.

IV. INFECTIOUS DISEASE CONTROL SUPPLIES

A. Personal protective equipment, exposure control materials, and disinfecting materials will be made readily available through the employees' supervisors. Protective gloves and particulate filtration masks are also contained in squad car first aid kits.

B. Bulk Supplies include:

1. Disposable gloves.
2. Heavy-duty plastic bags and ties.
3. Liquid Germicidal/virucidal cleaner
4. Disposable hand-wipes.
5. Bio-hazard warning signs

C. Supplies available to employees will include:

1. Risk Level I employees.
   - a. Protective disposable gloves.
   - b. Protective eye wear.
   - c. Protective gown.
   - d. Shoe covers.
   - e. Hair covers.
   - f. Particulate filtration mask.
   - g. Disposable hand-wipes.
   - h. Red bio-hazard bag.
   - i. CPR shield with check valve.
2. Risk Level II employees.
   - a. Protective disposable gloves.
   - b. Disposable hand-wipes.
   - c. CPR Shield with check valve.

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d. Particulate filtration mask.

e. Protective eye wear.

3. Risk Level III employees.

Protective equipment shall be issued upon request and/or demonstrated need.

D. Vehicles

1. All Department vehicles shall be continuously stocked with the following supplies:

a. Disposable gloves.

b. Puncture-resistant containers and sealable plastic bags.

c. Liquid germicidal cleaners

d. Disposable disinfectant towlettes (Must be at least 70% isopropyl alcohol)

e. Waterproof bandages

f. Absorbent cleaning materials

2. Officers using supplies located in vehicles are responsible for the replacement of the used supplies. Used first aid kits are to be placed in a storage locker located in the underground parking area of the Public Safety Building. Unused first aid kits are located in the storage locker and are to be immediately placed in the vehicle the used first aid kit was removed from.

V. TRANSPORT / CUSTODY PROCEDURES

A. Subjects with blood or potentially infectious materials present on their person will be transported separately from other subjects. A separate compartment from other subjects within the Squadrol van will suffice. If transportation to a health care facility is necessary, an ambulance shall be utilized.

B. Employees shall inform other support personnel (Firefighters, Paramedics, hospital personnel) whenever change or transfer of custody of a subject occurs and the subject has blood or potentially infectious materials present or if the subject has made a voluntary statement that he has a contagious or infectious disease.

C. When dealing with persons taken into custody who are suspected or known HIV positive and have blood or potentially infectious materials on their person employees should wear the appropriate personal protective equipment and follow universal precautions.

D. When a subject taken into custody makes a voluntary statement that he has an infectious disease, notification to the appropriate jail or detention center employee shall be made.

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E. Employees who have actual skin or mucous membrane contact with blood or other potentially infectious materials from a source individual shall immediately wash hands and any other affected skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact. Employees shall notify a supervisor who will complete a Worker's Compensation form prior to end of the employee's shift. Copies of this report shall be forwarded to the Administrative Services Bureau, Senior Administrative Assistant.

VI. DECONTAMINATION

A. After a vehicle's interior, personal equipment, or a temporary holding cell has been exposed to blood or potentially infectious material from a known or suspect carrier of HIV, HBV or any other infectious disease, decontamination procedures must be completed before the vehicle, equipment or holding cell is utilized again.

B. Upon the release of a potentially infected prisoner, holding cells shall be posted immediately with a biohazard warning sign and shall remain posted until properly cleaned and disinfected.

C. If the contamination is of the size or nature that the officer cannot adequately clean and sanitize, a supervisor shall ensure that the vehicle, personal equipment or temporary holding cell is taken out of service for decontamination. A biohazard warning sign shall be clearly posted on the exterior of the contaminated vehicle or outside of the contaminated temporary holding cell.

D. If exigent or unusual circumstances occur requiring immediate decontamination, the recommended decontamination procedures are as follows:

1. Vehicles:

   a. Proper personal protective equipment shall be worn during all phases of decontamination. Note: An employee should be aware that rings, jewelry of any kind, or fingernails might compromise the structural integrity of the disposable gloves. An employee shall make certain that the gloves are not torn before attempting to begin any phase of the decontamination process. Using two gloves per hand is recommended to avoid tears.

   b. Any excess blood or potentially infectious materials shall first be wiped up with an approved absorbent material. Afterward, the absorbent material shall be immediately put into a heavy-duty plastic bag and placed in a designated biohazard waste receptacle.

   c. If the spill is the size or nature that the officer cannot adequately clean and sanitize the vehicle, it will be taken out of service and clearly marked with a bio-hazard tag. A vehicle repair notice will be completed and forwarded to the Support Services Unit for immediate attention.

2. Temporary Holding Cells

   a. Proper personal protective equipment shall be worn during all phases of decontamination.

   b. An employee shall make certain that the disposable gloves are not torn before attempting to begin any phase of the decontamination process.

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c. Any excess blood or potentially infectious material shall first be wiped up with an approved absorbent material. The absorbent material shall then be immediately put into a heavy-duty plastic bag and placed in a designated bio-hazardous waste receptacle.

d. The contaminated area shall be sprayed with a virucidal/germicidal solution and allowed to air dry for ten minutes.

e. All disposable contaminated cleaning items shall be put in heavy-duty plastic bags and placed into a designated bio-hazardous waste receptacle.

f. If the contamination is of a size or nature the officer cannot adequately clean and sanitize, a supervisor shall mark the temporary holding cell a bio-hazard and contact the Support Services Unit supervisor for decontamination. The contaminated holding cell is not to be used until such decontamination has taken place.

3. Contaminated Laundry shall include, but not necessarily limited to, the following:

a. The officer's uniform and clothing items worn on-duty, including undergarments, socks, shoes and outerwear, whether supplied by the Department or personally owned, which have been exposed to blood or other possibly infectious materials while the officer was performing their official duties.

b. In the case of an officers uniform or clothing items being exposed to blood or other potentially infectious materials, the officer shall change clothes as soon as possible after the exposure and bag the uniform and clothing items labeling the bag with a biohazard label.

c. In no case shall an officer launder any clothing items, including uniform items at their home, a commercial laundromat or cleaners, which have been exposed to blood or other potentially infectious materials.

d. All contaminated laundry shall be cleaned and decontaminated by the Department at Department expense by a Department approved cleaner.

VII. HANDLING AND STORAGE OF CONTAMINATED EVIDENCE

A. Crime Scene Technicians will adhere to a precise regimen when handling, processing, and storing potentially infectious disease-contaminated evidence or property.

B. All items of evidence or property covered with potentially infectious materials shall be treated as if they are contaminated.

C. All items of evidence or property having potentially infectious materials and containers containing these items shall be handled with the proper personal protective equipment.

D. The Department shall furnish protective disposable gloves to all personnel or others handling evidence or property which may be contaminated with potentially infectious materials, while in the evidence/property storage area.

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E. All non-biological evidence or property having potentially infectious materials on it will be packaged accordingly and labeled with a biohazard-warning label.

F. Wet clothing will be allowed to dry and be processed according to existing policy and procedures.

G. All contaminated evidence or property for disposal shall be placed into a designated bio-hazardous waste receptacle.

H. All "Sharps" contaminated needles and/or cutting implements shall be packaged in protective containers. These containers are available in the Squad Room The outer container shall be properly marked with a Biohazard label. It is strongly suggested that officers carry several "Sharps" containers in their kit or assigned squad.

VIII. LINE OF DUTY EXPOSURES TO COMMUNICABLE DISEASES

For the purpose of this order, the Rockford Police Department recognizes three levels of exposure to infectious pathogens.

A. Exposure Level I.

Contact limited to merely being in the presence of a person suspected of having a communicable disease.

Response:

No special action required other than precautionary behavior and decontamination of affected personal protective equipment.

B. Exposure Level II.

Exposure to healthy, intact skin from source individual's body fluids.

Response:

Complete Employees Report (Officers or Civilian) and forward copies to the Administrative Services Bureau, Senior Administrative Assistant by the next business day.

C. Exposure Level III.

Whenever there is contact with blood or body fluids through open wounds, mucous membranes, or parenteral routes. Any of the following is a Level III exposure.

1. Contaminated needle stick injury.
2. Blood or potentially infectious material contact with employee's mucous membrane of eye, nose or mouth.
3. Blood or potentially infectious material in contact with non-intact skin.
4. Cuts with sharp instruments contaminated with blood or potentially infectious materials.
5. Any injury sustained while cleaning contaminated equipment.
6. Any unprotected exposure to a suspected or confirmed active tuberculosis patient.

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Response: In those instances in which transportation cannot be provided by a police vehicle, paramedics shall be called to transport to a medical facility for follow-up care.

Complete the following reports:

1. Supervisor's Report form.
2. Employees Report (Officers or Civilian)
3. Incident Report, if appropriate.
4. The effected employee(s) shall report to the nearest emergency room for proper evaluation and treatment.

D. The Administrative Services Bureau, Senior Administrative Assistant shall ensure that all required follow-up work is completed.

E. Any employee who has been involved in an exposure incident as defined in section I. G., shall be considered to have been exposed to a communicable disease.

F. A supervisor shall be contacted and all appropriate duty injury and medical forms shall be completed by the supervisor.

G. Immediately after exposure, the employee shall be transported to the appropriate health care facility for clinical and serological testing for evidence of infection.

1. Collection of blood from employees who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.
2. Post-exposure prevention and protection from disease, counseling and an evaluation of reported illnesses may also be recommended by the physician for any employee.
3. The Department shall ensure that the treating physician is given a copy of the OSHA standard on bloodborne pathogens in all cases where the physician is evaluating an employee for an exposure incident. In addition, the physician shall receive the following:
   a. A description of the exposed employee's duties as they relate to the exposure incident.
   b. Documentation of the source individual's blood testing, if available.
   c. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
   d. All medical records relevant to the appropriate treatment of the employee, including hepatitis B vaccination status, which the Department is responsible for maintaining
4. The Department shall obtain and provide the employee with a copy of the evaluation physicians written opinion within fifteen (15) days of the completion of the evaluation.
5. All findings and diagnoses shall remain confidential and shall not be included in the written report.

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D. Any person responsible for potentially exposing the employee to a communicable disease shall be requested to undergo testing to determine if the person has a communicable disease.

1. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HIV or other communicable disease infectivity. If consent is not obtained, the Department shall document that verbal and/or written consent cannot be obtained by an incident report. Follow-up to obtain a court order for a blood test of the source could be initiated if deemed necessary.

2. When the source individual is already known to be infected with HBV, HIV or other communicable disease, testing for the source individual's known HBV, HIV or other communicable disease status need not be repeated.

3. Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

4. Criminal charges should be sought against any person who intentionally acts to expose an employee to a communicable disease.

E. Employees who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public, or employees of the Department.

1. The Department shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the Departments health care officials.

2. The Department may require an employee to be examined by Department health care officials to determine if they are able to perform their duties without hazard to themselves or others.

F. Any officer involved in an exposure incident shall fully document in both an Incident Report and an Officer's Report the route(s) of exposure, circumstances surrounding the exposure and the description of the protective gear used.

IX. TRAINING

A. All employees of the Department performing duties likely to involve occupational exposure to blood or other potentially-infectious materials shall receive the following training:

1. A copy of the OSHA standards on bloodborne pathogens shall be provided to each employee before or during the training.

2. A general explanation of the epidemiology and symptoms of bloodborne pathogens.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. An explanation of the appropriate methods for recognizing task and other activities that may involve exposure to blood and other potentially-infectious materials.

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5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.

6. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

7. An explanation of the basis for selection of personal protective equipment.

8. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.

9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

10. Information on the post exposure evaluation and follow-up that the Department and City are required to provide for the employee following and exposure incident.

11. An explanation of the biohazard signs and color coding methods used to mark blood or other potentially infectious materials

B. Training shall be conducted by a person knowledgeable in the subject matter covered as it relates to the duties of those employees who could be occupationally exposed to blood or other potentially infectious materials.

C. Newly hired Department employees shall receive mandatory training on OSHA bloodborne pathogen standards and this Order during their initial orientation.

D. The same training provided in initial training will be repeated on an annual basis in refresher training sessions. Additional training shall be provided to Department employees on an as needed basis.

X. RECORD KEEPING

A. The Department approved medical facility and the Training and Personnel Unit shall establish and maintain an accurate record for each employee with occupational exposure to include the following:

1. The name and social security number of each employee.

2. A copy of all hepatitis B vaccination records of employees, including the dates of vaccinations and any medical records relative to the employee's ability to receive hepatitis B vaccinations.

3. Declination forms from employee's who do not wish to be vaccinated.

B. All medical records as specified in the Order shall be kept confidential and are not to be disclosed or reported without the employee's express written consent to any persons within or outside the Department, except as required by this Order or as may be required by law.

C. The Training and Personnel Unit will maintain training records for employees in communicable disease related topics.

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XI. VACCINATIONS

A. Hepatitis B vaccinations shall be made available to all Risk Level I and Risk Level II employees, free of charge, after the employee receives the required initial training as specified in Section IX. of this Order. Risk Level III employees may receive the hepatitis B vaccination with the permission of their supervisor.

B. Employees may receive the vaccination or decline them.

C. Any Department personnel who decline to be vaccinated shall complete a declination form (Appendix A).

D. If an employee initially declines the hepatitis B vaccination, but at a later date decides to accept this vaccination, the Department shall make available the vaccination at that time.

E. If a booster dose of hepatitis B vaccine is recommended at a later date, the Department shall make the vaccination opportunity available to all employees requiring booster doses.

XII. EFFECTIVE DATE

A. The effective date of this Order is January 10, 2008.

XIII. REVIEWS, REVISION AND CANCELLATIONS

A. This General Order will be reviewed each **November** by the supervisor of the **Training and Personnel Unit** and, when necessary, revised or cancelled, in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.

B. This Order cancels Department General Order K-11 *Communicable Disease* issued May 4, 1993.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

CHET EPPERSON
CHIEF OF POLICE

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APPENDIX "A"

HEPATITIS B VIRUS CONSENT/DECLINATION

BLOODBORNE PATHOGENS

I have been informed of the symptoms and modes of transmission of bloodborne pathogens including hepatitis B virus (HBV). I know about the facility's infection control program and understand the procedure to follow if an exposure incident occurs.

I understand that the hepatitis B virus vaccine is available, at no cost, to employees whose jobs involve the risk of directly contacting blood or other potentially infectious material. I understand that vaccinations shall be given according to recommendations for standard medical practice in the community.

HEPATITIS B VACCINE CONSENT

I consent to the administration of the hepatitis B vaccine. I have been informed of the method of administration, the risks, complications, and expected benefits of the vaccine.

X_____ _____
Signature of the Employee Date

_____ _____
Print Employee's Name Social Security Number

HEPATITIS B VACCINE DECLINATION

Appendix A to Section 1910.1030

I understand that due to my occupation exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

X_____ _____
Signature of the Employee Date

_____ _____
Print Employee's Name Social Security Number

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.33 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 11

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
LAW ENFORCEMENT CANINES	40	LAW ENFORCEMENT OPERATIONS

TOPICS / REFERENCE	APPENDICES
Canines, Explosive Detection, K-9, Narcotics, Police Dogs, Search	A

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
September 30, 2002	April 23, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
41.1.4

POLICY

It is the policy of the Rockford Police Department to utilize specially trained canines to assist in the apprehension of criminals, location of lost persons, location of evidence, and other appropriate law enforcement duties. Canines possess a superior sense of smell and hearing and are a valuable supplement to police operations.

PURPOSE

The purpose of this General Order is to provide guidelines for the operation and management of the Rockford Police Department's Canine Teams and Explosive Detection Canine Teams. The use of canines requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime prevention, detection and control duties.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. CANINE UNIT SUPERVISOR RESPONSIBILITIES
III. SELECTION OF CANINE HANDLERS
IV. CERTIFICATION AND TRAINING
V. PROCEDURES FOR CANINE TEAMS
VI. PROCEDURES FOR EXPLOSIVE DETECTION CANINE TEAM
VII. LAW ENFORCEMENT CANINE EQUIPMENT
VIII. EFFECTIVE DATE
IX. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. Canine Narcotic Training Aid Form

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I. DEFINITIONS

A. **Canine Team:** An officer handler and their assigned canine.

B. **Canine Unit Supervisor:** Sworn employees of sergeant rank or above designated by the Chief of Police, or designee, to supervise the Canine Unit.

C. **Explosive Detection Canine Team:** An officer handler and their assigned explosive detection canine.

II. CANINE UNIT SUPERVISOR RESPONSIBILITIES

A. The Canine Unit Supervisor shall be responsible for:

1. Coordination of all Canine Unit demonstrations;
2. Coordination of all in-service training;
3. Inspections of canine teams and all canine equipment. See General Order ***10.06 – Line Inspections*** for additional information;
4. Maintenance of Canine Unit records, to include:
   a. Training records;
   b. Drug detection proficiency records;
5. Maintaining an accurate, up-to-date call back records;
6. Other duties as required.

III. SELECTION OF CANINE HANDLERS

A. Officers interested in applying for the position of Canine Handler must realize canine handling requires significant training time and commitment.

B. To be considered for the position of Canine Handler officers must have completed five (5) year's service with the city as a sworn police officer and hold the rank of patrol officer.

C. Canine Handlers must reside at a residence with adequate space for placement of a Department provided kennel.

D. Selection of Canine Handlers will follow the criteria set forth in the Collective Bargaining Agreement between the City of Rockford and Unit Six of the Police Benevolent and Protective Association of Illinois.

IV. CERTIFICATION AND TRAINING

A. Canine Teams

1. Initial training and certification will be conducted under the supervision of a trainer skilled in the application of article search, tracking, narcotic detection, criminal apprehension and building and area search for law enforcement canines. The length of training, training times and locations will be determined by the trainer and the Canine Unit Supervisor, with the approval of the Deputy Chief of the Field Services Bureau.

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2. Department canines and handlers must meet the established certification requirements of the Illinois State Police or the United States Police Canine Association (USPCA).

3. Canine Teams are required to meet biannual re-certification requirements.

4. Canine teams are encouraged to train as often as time constraints and availability of training locations allow.

   a. All training will be documented on a training log form. Once completed the training log form shall be given to the Canine Unit Supervisor to approve and maintain.

5. Narcotics used for training purposes will be obtained from the Evidence and Property Unit. Narcotics used for training must;

   a. Be marked for destruction;

   b. Be tested by the State Crime Lab for content.

6. Handlers may only check narcotics out for training on the same day training is to occur or as otherwise authorized by the Canine Unit Supervisor.

   a. Evidence and Property personnel will witness and sign the Canine Narcotic Training Aid form (**Appendix A**).

   b. At the conclusion of the training day, the training narcotics are to be returned to the Evidence and Property Unit. Evidence and Property personnel will witness and sign the Canine Narcotic Training Aid form confirming the return of the training narcotics.

   c. If the training day concludes after the business hours of the Evidence and Property Unit the handler is to use one of two designated evidence lockers to secure the training narcotics. The Canine Narcotic Training Aid form, documenting the return of the training narcotics, is to be left in the locker with the training narcotics.

   d. Evidence and Property Unit personnel will retrieve training narcotics left in a designated locker the next business day. Evidence and Property Unit personnel will complete the Narcotic Training Aid form and place it on file with the Evidence and Property Unit Supervisor.

   e. When the narcotics are no longer useful for training purposes, the narcotics will be destroyed following Department established procedures.

7. At no time are canine handlers to have training narcotics in their possession other than the guidelines listed in section **IV. A. 6. a. - d.** of this Order.

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B. Explosive Detection Canine Teams

1. Initial training and certification will be conducted under the supervision of a trainer skilled in the application of explosive detection canines for law enforcement. The length of training, training times and locations will be determined by the trainer and the Canine Unit Supervisor, with the approval of the Deputy Chief of the Support Services Bureau.
2. Department Explosive Detection Canines and handlers must be re-certified every 6 months at a Department approved training school.
3. All training aids that contain explosive material will be stored in the Bomb Unit Magazine.
4. The Explosive Detection Canine Handler will transport and handle all training aids following the laws and regulations of the State of Illinois and the Illinois Department of Natural Resources.
5. Explosive Detection Teams are encouraged to train as often as time constraints and availability of training locations allow.

V. PROCEDURES FOR CANINE TEAMS

A. Responsibilities

1. It is the responsibility of the canine handler to insure all on and off duty activities of their canine conform to all Department policies and procedures.
2. Canine Teams are available to conduct building searches for offenders in hiding, assist in the arrest or prevent the escape of serious or violent offenders, locate lost or missing persons, detect the presence of narcotics and locate evidence.
3. Canine handlers are responsible for determining whether a situation justifies canine use and the appropriate tactical measures to be taken. In situations where the on-scene supervisor disagrees with the canine handler's tactical assessment the handler will cease all activity and request the Shift Commander contact the Canine Unit Supervisor. In the event the Canine Unit Supervisor is unavailable, the Shift Commander will make the final decision, after consulting with the canine handler.
4. Police canines will not be handled or given commands by anyone other than the assigned canine handler. Should the assigned handler be injured or otherwise unable to command the canine another canine handler will be contacted for assistance, if time permits. In the event the handler is seriously injured and needs immediate medical aid and the canine is preventing anyone from approaching the handler, the canine can be destroyed as a last resort upon:
   a. The opinion of on-scene personnel that the handler is in need of immediate medical assistance or,
   b. An order from an on-scene supervisor or,
   c. An order from the Shift Commander.

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5. Requests for Canine Team assistance for normal canine duties do not need supervisor approval; on scene officers can request an on-duty canine team to respond. Requests for the use of an off duty Canine Team require the approval of the Shift Commander, Canine Unit Supervisor, or a Deputy Chief.

6. Canine handlers will not, except in situations where an officer or other person is in imminent threat of great bodily harm, use their canines for the following:

   a. Juvenile situations /problems;

   b. Routine traffic stops (unless the handler or other officer comes under attack);

   c. People reasonably believed to be mentally impaired;

   d. Crowd control.

B. Canine Physical Apprehension and Injuries

1. Use of specially trained police canines may at times constitute a demonstration of force or actual use of force. As in other use of force situations, officers will only use the amount of force reasonably necessary to effectuate the arrest, or protect themselves or others from imminent threat of bodily harm. Any use of force by a Canine Team shall conform to the statutory provisions in the State of Illinois Criminal Code and Department's use of force guidelines (See General Order ***1.09 – Use of Force***).

2. The handler's decision to deploy the canine should be based upon the totality of facts, which lead to the use of force, their training and experience as an officer as well as the Department's use of force guidelines. Canine handlers will keep their canines under control at all times, either physically on lead or through the use of voice commands.

3. In all instances where a canine is deployed in a tactical situation, an incident report shall be submitted. Whenever a canine bites an individual, whether or not in the line of duty, the handler will:

   a. Request a supervisor to the scene;

   b. Initiate first aid if possible and have the individual who was bitten transported to the hospital for examination and treatment;

   c. Photos shall be taken of the bite area and overall photos of the subject bitten;

   d. Include in the incident report the circumstances surrounding the incident, the names of the responding supervisor, all officers involved and any witnesses. The report shall include the nature and extent of injuries.

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C. Building Searches for Suspects

1. The use of Departmental canines for locating suspects in buildings or other enclosed structures, where a search by officers would create an unreasonable risk or would not be tactically effective, is permitted. Officers should:

   a. Surround and secure the perimeter;

   b. Whenever possible, contact the building owner to determine whether there may be persons legitimately in the building and to ascertain the building's layout;

   c. Not enter the building prior to the canine unit;, this will interfere with the canine's ability to discriminate scents.

2. Canine handlers:

   a. Shall ensure all tenants, workers or others are evacuated from the facility. It is the responsibility of the handler to gather as much information as practical under the circumstances regarding non-suspect occupants of any structure to be searched by the canine. Possible sources of information may include neighbors, witnesses, original investigating officer or any source with knowledge of the structure and its inhabitants;

   b. May also request that air conditioning, heating or other air blowing systems be shut off, if possible, to reduce interference with the canine scenting abilities;

   c. Shall ensure, that upon entrance to the building, all exits are secured and communications is limited to that of a tactical nature;

   d. May unleash the canine during a building search unless the handler has reason to believe there is imminent risk of injury to innocent persons;

   e. Shall not use the canine to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present;

   f. Shall, before a structure search is conducted, loudly announce and repeat the statement, "Attention in the building, this is a Rockford Police Department Canine Officer. Identify yourself immediately or a police canine will be used to search the building." If possible, this announcement should be made by P.A. Five minutes shall be allowed for the suspect to respond. The warning shall be repeated again, at the entry point, immediately before the structure is entered at the entry point and at every level of a multi level structure;

   g. Shall, when a canine apprehends a suspect, instruct the canine to disengage as soon as the suspect is subdued or readily complies with the officer's direction.

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D. Drug Detection

1. Use of the police canines in a drug detection capacity is authorized in the following situations, under the following conditions:

   a. Sniffs of residences, vehicles or other objects by Department canines must be consistent with State statutes and current case law;

      1. U.S. Supreme Court ruling, ***Illinois v. Caballes*** ***543 U.S. 405*** ***(2005)*** held that a canine sniff conducted during a concededly lawful traffic stop that reveals no information other than the location of a substance that no individual has any right to possess does not violate the Fourth Amendment;

   b. The Canine Unit Supervisor shall maintain records that document the proficiency of the individual canine in drug detection. This documentation shall be readily available to canine officers and others who may need them when seeking warrants;

   c. Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities such as airports, train stations, bus stations or marine terminals as authorized by the Canine Unit Supervisor;

      1. Exploratory sniffing in these facilities shall be, whenever possible, with advance knowledge and consent of the appropriate facility manager;

      2. Exploratory sniffing shall be conducted with minimal interference or inconvenience to the public or interruption of facility operations as is reasonably possible;

   d. Officers may detain specific checked luggage or related items for the purposes of requesting a canine sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel;

      1. When a drug detection canine alerts to luggage or related items, in this or other circumstances, a search warrant or consent to search must be obtained before opening the item unless exigent circumstances exist to conduct an on-site search;

   e. Sniffing of an individual person is permitted only when there is reasonable suspicion to believe that the individual is in possession of illegal narcotics or cannabis;

   f. The Canine Unit Supervisor, in conjunction with the superintendent or their designee of the particular school, may authorize the use of drug detection canines inside public and or private schools or school parking lots. Under no circumstances is a student's person to be the subject of a sniff as described in section e. above;

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1. The superintendent, or their designee, of the particular school must submit all requests for a random canine search of school lockers in writing;
2. A locker "sniff" search will be performed only after hours or when all students are in classrooms and away from the lockers;
3. If a canine identifies a locker as suspicious, during a drug sniff, the school administration will be given the location of the locker. **No officer will be present for the opening and search of the locker by school personnel;**
4. It is the school administration's responsibility to deal with all material recovered and it is their decision under school policies to discipline and / or report any criminal activity;
5. No search or "sniff" of containers, other than lockers, will be conducted during a locker or "sniff" only search.

E. Tracking

1. Police canines are available to track missing persons or suspects or to locate evidence the officer has reason to believe has been abandoned or hidden.
2. When officers are pursuing suspects and contact with the suspect is lost, prior to summoning the canine unit, the officer shall:
   a. Stop and pinpoint the location where the suspect was last seen;
   b. Avoid vehicle or foot traffic in the area where the suspect or subject was last seen.
3. Canines used for tracking should remain on a lead of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
4. Generally, Canine Teams should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not immediately located. When the use of the canine is deemed necessary, the risk of injury to the child will be explained to the parent or adult guardian if they are available.
5. On scene supervisory personnel shall:
   a. Ensure the perimeter of the area to be searched is secured;
   b. Make a reasonable attempt to keep all personnel out of the area to be searched;
   c. Protect all items of clothing or materials that will be used for scent from being handled.

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F. Canine Care and Restrictions

1. Only authorized veterinarian clinics will be used for routine medical care of Department canines. In the event of an emergency, the canine may be taken to the nearest veterinarian clinic capable of treating the injuries.

2. Canine handlers are personally responsible for the daily care and feeding of their assigned animal to include:

   a. Maintenance and cleaning of the kennel and yard area where the canine is housed;

   b. Provision of food, water, and general diet maintenance as prescribed by the Department authorized veterinarian;

   c. Grooming and exercise on a daily basis or more often as required by weather, working conditions or other factors. Police canines are not allowed to run at large;

   d. General medical attention and maintenance of health records.

3. Where the handler is unable to perform these and related duties due to illness, injury, or leave:

   a. Another canine handler may be assigned to temporarily care for the canine or;

   b. The canine may be housed in a Department-authorized kennel when the handler is unavailable.

4. Teasing, agitation or rough housing with the police canine is strictly prohibited unless performed as part of a training exercise.

5. Police canines are serious working dogs and may be dangerous if improperly approached. Civilians desiring to pet the canine should be advised of the dangers and the handler should make the decision if this is allowed.

6. Police canines shall not be used for breeding, participation in shows or for off duty employment. Use for exhibitions or demonstrations will be done only with the approval of the Canine Unit Supervisor.

7. A canine handler may apply to take ownership of their canine when;

   a. The canine is retired from duty or relieved of duty due to injury or,

   b. The handler is transferred, promoted or retires and the decision is made not to re-train the canine for another handler.

8. A canine no longer fit for police service may be sold to the canine's current handler for a nominal fee and completion of an indemnity agreement with the city.

9. Should a canine be retired from police service based on a terminal medical condition or for being uncontrollably aggressive as diagnosed by the Department's veterinarian, the decision to sell the canine to the handler or have it euthanized will be at the sole discretion of the Chief of Police.

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VI. PROCEDURES FOR EXPLOSIVE DETECTION CANINE TEAM

A. It is the responsibility of the Explosive Detection Canine handler to insure all on and off duty activities of their canine conform to all Department policies and procedures.

B. Explosive Detection Canine Teams are available to conduct searches for explosive materials only. Explosive material may include residue from a fired firearm, explosive material residue and/or actual explosive material.

C. The Explosive Detection Canine Handler will evaluate the search area and determine if the canine has the ability to do an effective search. If the Explosive Detection Canine Handler determines the canine will not be able to search effectively then procedures documented in General Order ***40.34 Bomb Threat and Bomb Incident Response - Appendix B*** shall be followed.

D. The Explosive Detection Canine will not be handled or given commands by anyone other than the assigned canine handler. Should the assigned handler be injured or otherwise unable to command the canine, another canine handler will be contacted for assistance if time permits.

E. The Explosive Detection Canine Team will respond to all supervisors requests for service if the handler is on duty. If the handler is off duty, the Shift Commander will contact the Bomb Unit Supervisor to request activation. If the Bomb Unit Supervisor is not available the Deputy Chief of the Support Services Bureau is to be contacted.

1. The Deputy Chief of the Support Services Bureau must approve any request for service from an agency outside the jurisdictions of the Rockford Police Department.

F. If the Explosive Detection Canine is called to a District #205 school or building the School Liaison Unit Supervisor shall be notified.

G. When the Bomb Unit is activated the Explosive Detection Canine Team may be activated to assist in searching for secondary devices.

VII. LAW ENFORCEMENT CANINE EQUIPMENT

A. The Department will purchase canine related accessories and equipment and issue them to each handler. Accessories and equipment may vary with each type of animal according to certification and training requirements. Canine handlers are responsible for maintaining a current listing of equipment required for their specific canine.

B. All issued equipment, accessories, and related items shall remain the property of the Department. This includes, but is not limited to, any kennel, doghouse and related items installed at the handler's residence at the Department's expense.

C. Each canine handler is responsible for the care and maintenance of all issued items and equipment. All equipment shall be maintained in a state of operational readiness, which includes cleaning, preventive maintenance and repair. The operational readiness of each canine handler's equipment and assigned vehicle shall be inspected periodically by the Canine Unit Supervisor.

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VIII. EFFECTIVE DATE

A. This policy became effective on September 30, 2002.

IX. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **June** by the **Canine Unit Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – *Written Directives*.**

B. This order is a revision of and supercedes General Order **E-9 - *Law Enforcement Canines*** issued September 30, 2002. This Order incorporates Department policies and procedures established in Memorandum ***2007-046 Narcotics used for Department Canine Training Purposes*** and Memorandum ***1995-53 Procedures of Conducting K-9 Sniff Searches in School Lockers*** and cancels and supercedes both memoranda.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

ROCKFORD POLICE DEPARTMENT

Canine Narcotic Training Aid Sign Out / Sign in Form

I, _____, of the Rockford Police Department Canine Unit, accepted canine narcotic training aid(s) from _____ of the Evidence and Property Unit.

Name of Evidence and Property Representative

******** **See the attached computer log for information on the type and weight of the narcotics checked out and the date received.**

SIGN OUT	_____ / _____ Date / Time Item(s) Checked out	_____ Canine Officer's Name / Star #	_____ Canine Officer's Signature
		_____ Evidence & Property Unit Representative's Name	_____ Evidence & Property Unit Representative's Signature

SIGN IN	_____ / _____ Date / Time Item(s) Checked in	_____ Canine Officer's Name / Star #	_____ Canine Officer 's Signature
		_____ Evidence & Property Unit Representative's Name	_____ Evidence & Property Unit Representative's Signature

****** If the canine narcotic training aids were checked in outside of the Evidence and Property Unit's working hours, please indicate which locker it was placed in:** _____

Locker #

REVISED /. REVIEWED 09-05-08

RPD – G.O. 40.33
CALEA - 41.1.4

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 50.01		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE DEPARTMENT FIREARMS AND AMMUNITION	SERIES NO. 50	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
REFERENCE Ammunition, Equipment, Firearms, Off Duty Firearms, Secondary Carry Firearms			APPENDICES A, B, C, D, E
ORIGINAL ISSUE DATE April 28, 2004	REISSUE / EFFECTIVE DATE April 28, 2004	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to promote the safe and efficient use of firearms, firearm accessories, and ammunition carried and used by sworn officers. Due to the inherent danger of firearms, the Department requires the proper and safe storage of weapons. Officers will comply with the following policy in order to prevent injury to self and others.

PURPOSE

The purpose of this General Order is to establish procedures for the safe and efficient use of firearms, firearm accessories, and ammunition carried and used by sworn officers of the Rockford Police Department.

This General Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DEPARTMENT OWNED/ISSUED AND OFFICER OWNED FIREARMS
III. DEPARTMENT OWNED SPECIALIZED FIREARMS
IV. AMMUNITION
V. SECONDARY CARRY FIREARMS
VI. CONTROL OF DEPARTMENT FIREARMS & RECORD KEEPING
VII. FIREARM ACCESSORIES
VIII. STORAGE OF FIREARMS
IX. EFFECTIVE DATE

APPENDICES

A. Department Authorized Firearms for Uniformed, Plain Clothes, and Off-Duty Carry.
B. Department Authorized Firearm Accessories
C. Department Authorized Ammunition
D. Department Authorized Specialized Firearms
E. 720 ILCS 5/24-9 Firearms; Child Protection

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I. DEFINITIONS

Situational contamination: Firearm exposed to biohazard material, bloodborne pathogens, blood, oleoresin capsicum, methamphetamine laboratory, and similar substances.

Conditional factors: Firearm exposed to water, mud, hard surfaces, or other incidents causing the possibility of damage to the firearm.

II. DEPARTMENT OWNED/ISSUED AND OFFICER OWNED FIREARMS

A. Every sworn officer is issued one firearm to be carried on-duty. Officers are authorized to carry this firearm off-duty in accordance with the constraints of this General Order.

B. Officers have the option to purchase a firearm for on-duty and off-duty carry. The Rockford Police Department must authorize the manufacturer, model, and conditions for carry (Appendices A & B). An officer can choose to return a Department owned/issued firearm to the Department's inventory, if the officer personally owns a Department approved firearm.

C. Probationary officers of the Department are not authorized to carry any weapon off-duty until successful completion of their Field Training Program.

D. Off-duty officers carrying a weapon must conceal the weapon and carry their badge and Department identification with them. On-duty non-uniformed officers shall keep their weapon concealed when in public areas unless circumstances dictate otherwise (crime scene, supervisor approval, nature of assignment, etc.).

E. Illinois Compiled Statutes (720 ILCS 5/24-2) permit off-duty police officers to carry firearms. The Department does not encourage or discourage this practice. Off-duty officers are prohibited from carrying firearms when:

1. Their mental or physical capabilities have been impaired by the use of alcohol, medication, or a combination thereof.

2. They can anticipate having their mental or physical capabilities impaired by the use of alcohol, medication, or a combination thereof.

F. If an officer discharges their weapon at anytime, including line of duty, training, or by accident, it will be the officer's responsibility to ensure that the firearm is thoroughly cleaned.

G. It is the officer's responsibility to notify the Department of any damage to a firearm, which would require repair, or if the firearm requires cleaning due to situational contamination, or conditional factors which may affect the performance of the firearm or cause the possibility of damage to the firearm. In these instances the firearm will be cleaned and inspected by a Department armorer certified by the manufacturer of the firearm.

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H. The Department will perform maintenance and inspection of all issued and personally owned Department authorized firearms on a scheduled regular basis, separate from the conditions described above in paragraph "F". A Department authorized armorer, who is certified as an armorer by the manufacturer of the firearm, will perform the scheduled regular maintenance and inspection of the firearm.

I. The Department must approve all alterations to firearms. Officers must comply with this two-step process:

1. Officers must contact the Training Unit for authorization to modify an authorized duty weapon.

2. Only Department authorized armorers who are certified by the firearm's manufacturer will perform the alteration.

III. DEPARTMENT OWNED SPECIALIZED FIREARMS

A. Any Department owned firearm, excluding issued uniformed carry handguns, are situational weapons assigned to Bureaus for use as needed in accordance with Rockford Police Department guidelines.

B. Specialized firearms will consist of, but not limited to: (See Appendix D)

C. Supervisors are responsible for disbursement of specialized firearms.

D. It is the responsibility of the officer or assigned supervisor to notify the Department of any damage to a specialized firearm assigned to their Bureau, which would require repair or replacement of the specialized firearm or its parts.

E. The Department will perform maintenance and inspection of all Department owned specialized firearms on a scheduled regular basis and as necessary due to situational contamination or conditional factors. A Department authorized armorer, who is certified as an armorer by the manufacturer of the firearm, will perform all maintenance and inspections of specialized firearms.

F. The Department must approve all alterations to specialized firearms. Officers must comply with this two-step process:

1. Officers must contact the Training Unit for authorization to modify a Department specialized firearm.

2. Only Department authorized armorers who are certified by the specialized firearm's manufacturer will perform the alteration.

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IV. AMMUNITION

A. The Department will issue ammunition for use with on-duty, off-duty, and specialized firearms (See Appendix C). No officer will substitute or supply ammunition which is not Department issued.

B. The Department will supply all practice ammunition.

V. SECONDARY CARRY FIREARMS

A. Officers may carry a second firearm. This policy is neither recommended nor discouraged by the Rockford Police Department.

B. Secondary firearms must be an issued or a personally owned Department authorized firearm. (Appendix A)

C. Secondary firearms must be carried concealed and secured in a holster or other device specifically designed for this purpose.

VI. CONTROL OF DEPARTMENT FIREARMS & RECORD KEEPING

A. The Training & Personnel Bureau will issue all Department owned duty and specialized firearms to officers.

B. The Training & Personnel Bureau will maintain a log of all issued duty and personally owned duty firearms.

C. Any time a Department owned or personally owned firearm becomes lost, stolen, or missing, the officer responsible for the weapon at the time of the loss will make all appropriate police reports. The officer's immediate supervisor must forward copies of the reports to the Deputy Chief of Training & Personnel. If the responsible officer is incapacitated due to injury, illness or other reasons beyond their control, a supervisor will assign another officer to complete the appropriate police reports.

D. The Deputy Chief of Training & Personnel will ensure that the lost, stolen or missing firearm's identifiers have been entered into both LEADS and NCIC for proper return to the Department if located.

E. The Patrol Shift Commander will re-issue a Department owned firearm in the event of an officer-involved shooting, if the officer's weapon is lost, stolen or missing, or if the firearm is believed to be faulty. When possible, the replacement firearm will be of the same make and model as the officer's owned/issued firearm.

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VII. FIREARM ACCESSORIES

A. Firearm accessories are considered an alteration of the firearm. Any alteration of the firearm must meet Department approved guidelines. (Appendix B)

B. The Training Unit must approve accessories.

C. An authorized Department armorer, who is certified as an armorer by the manufacturer of the firearm, must perform any approved alteration to any firearm.

VIII. STORAGE OF FIREARMS

A. Officers are responsible for the safe storage of firearms in their homes. Factors to consider in the storage are children present, mental/emotional capacity of family members, marital or other relationship issues. The factors will dictate if the weapon should be left at the PSB, locked, or stored by some other means, but the officer is at all times responsible.

1. Officers taking their firearm to their residence will ensure that storage of the firearm complies with 720 ILCS 5/24-9(a). (See appendix E)

B. Officers leaving a firearm in a Public Safety Building basement locker will ensure the locker is secure at all times.

C. While working within the Public Safety Building and not carried on their person, officers may leave their firearm in a locked firearm storage container, locked desk, locked filing cabinet, or in some other location that a reasonable person would believe it to be secure.

IX. EFFECTIVE DATE

A. The effective date of this Order is April 28, 2004.

B. **Replaces General Order 82-07 (A-7), dated November 18, 1982.**

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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APPENDIX "A"

Authorized Firearms for Uniformed, Plain Clothes and Off-Duty Carry

1. Smith & Wesson, Model 4046, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

2. Glock, Model G22, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

3. Glock, Model G22C, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

4. Glock, Model G23, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

5. Glock, Model G23C, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

6. Glock, Model G27, with night sights.

   Plain Clothes and Off-Duty Carry
   (Uniformed officers working primarily inside the PSB are authorized to carry the Glock Model 27 in a Department issued plain-clothes style holster. The Glock Model 27 may not be carried on the Sam Brown duty belt).

7. Glock, Model G35, with night sights.

   Uniformed, Plain Clothes and Off-Duty Carry

Any of the above listed firearms may be carried in a back up capacity on duty, as long as it is carried totally concealed. Officers are to be reminded that some of the listed weapons are more easily concealed and managed in this capacity than others on the list.

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APPENDIX “B”

Authorized Firearm Accessories

1. Smith & Wesson, Model 4046

Sights:	night sights mandatory	Manufacturer:	Trijacon
Grips:	Standard or Wrap around	Manufacturer:	Hogue
Magazines:	Law Enforcement Only	Manufacturer:	S & W
Misc:	N/A	Manufacturer:	N/A

2. Glock, Model G22

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Law Enforcement only	Manufacturer:	Glock
Misc:	weapon mounted light	Manufacturer:	Surefire M-3

3. Glock, Model G22C

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Law Enforcement only	Manufacturer:	Glock
Misc:	weapon mounted light	Manufacturer:	Surefire M-3

4. Glock, Model G23

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Law Enforcement only	Manufacturer:	Glock
Misc:	weapon mounted light	Manufacturer:	Surefire M-3

5. Glock, Model G23C

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Law Enforcement only	Manufacturer:	Glock
Misc:	weapon mounted light	Manufacturer:	Surefire M-3

6. Glock, Model G27

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Glock Factory Magazine	Manufacturer:	Glock
Misc:	Magazine Extension	Manufacturer:	Glock

7. Glock, Model G35

Sights:	night sights mandatory	Manufacturer:	various
Grips:	Standard or Wrap around	Manufacturer:	various
Magazines:	Law Enforcement only	Manufacturer:	Glock
Misc:	weapon mounted light	Manufacturer:	Surefire M-3

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APPENDIX "C"

Authorized Ammunition

WEAPON	DESCRIPTION	MANUFACTURER
Smith & Wesson 4046	**.40 Caliber (Duty Ammo)**	**Speer Gold Dot**
Glock 22	**.40 Caliber (Duty Ammo)**	**Speer Gold Dot**
Glock 23 `	.40 Caliber (Duty Ammo)	Speer Gold Dot
Glock 27	.40 Caliber (Duty Ammo)	Speer Gold Dot
Glock 35	.40 Caliber (Duty Ammo)	Speer Gold Dot
Ruger Carbine	.40 Caliber (Duty Ammo)	Speer Gold Dot
Smith & Wesson 4046	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
Glock 22	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
Glock 23	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
Glock 27	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
Glock 35	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
Ruger Carbine	.40 Caliber (Practice Ammo)	Speer Lawman (CF)*
12 Ga. Shotgun	00 Buckshot	Federal
12 Ga. Shotgun	Low Recoil Slug	Remington
12 Ga. Shotgun	Less Lethal (Beanbag)	Deftec
AR-15	.223	Federal (TRU)
Remington 40X Rifle	.308	Hornaday/Federal Tap Amax
Steyr Rifle	.308	Hornaday/Federal Tap Amax
M-14	.308	Hornaday/Federal Tap Amax
Taser	21 Foot Cartridge	TASER International

* Department weapons will only use the Speer Lawman (CF) as practice ammunition. No re-load ammuniton will be used with Department weapons during practice at anytime, unless authorized by the Training Unit.

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APPENDIX “D”

Authorized Specialized Firearms

WEAPON DESCRIPTION	WEAPON MANUFACTURER
AR-15 Rifle	Colt Eagle Arms Bushmaster DPMS PSA
870 12 Gauge Shotgun	Remington
870 12 Gauge Shotgun (Less Lethal)	Remington
100/1187 12 Gauge Shotgun	Remington
308 Sniper Rifle	Remington Steyr
308 Rifle (M-14)	Winchester TRW H & R Springfield Armory
MP5	H & K
37 mm Gas Gun	Sage Defense Technology
TASER	TASER International

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APPENDIX "E"

5/24-9 Firearms; Child Protection

(a) Except as provided in subsection (c), it is unlawful for any person to store or leave, within premises under his or her control, a firearm if the person knows or has reason to believe that a minor under the age of 14 years who does not have a Firearm Owners Identification Card is likely to gain access to the firearm without the lawful permission of the minor's parent, guardian, or person having charge of the minor, and the minor causes death or great bodily harm with the firearm, unless the firearm is:

(1) secured by a device or mechanism, other that the firearm safety, designed to render a firearm temporarily inoperable; or

(2) placed in a securely locked box or container; or

(3) placed in some other location that a reasonable person would believe to be secure from a minor under the age of 14 years.

(b) Sentence. A person who violates this Section is guilty of a Class C misdemeanor and shall be fined not less than $1,000. A second or subsequent violation of this Section is a Class A misdemeanor.

(c) Subsection (a) does not apply:

(1) if the minor under 14 years of age gains access to a firearm and uses it in a lawful act of self-defense or defense of another; or

(2) to any firearm obtained by a minor under the age of 14 because of an unlawful entry of the premises by the minor or another person.

(d) For the purposes of this Section, "firearm" has the meaning ascribed to it in Section 1.1 of the Firearm Owners Identification Card Act.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 50.02		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE E-911 COMMUNICATIONS	SERIES NO. 50	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
REFERENCE Communications, Radio, E-911 Center, Radio Procedures		APPENDICES NONE	
ORIGINAL ISSUE DATE May 25, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 81.1.1, 81.1.2, 81.2.1, 81.2.2, 81.2.3, 81.2.4, 81.2.5, 81.2.6, 81.2.7, 81.2.8, 81.2.11, 81.2.12, 81.2.13, 81.2.14,			

POLICY

It is the policy of the Rockford Police Department to ensure information from the public is communicated to Department personnel in an effective and efficient manner through the E-911 Communications Center.

PURPOSE

The purpose of this General Order is to establish Department procedures regarding the communications function.

This General Order is comprised of the following numbered sections.

I. ADMINISTRATION
II. COMMUNICATIONS FUNCTIONS
III. FCC REQUIREMENTS AND CERTIFICATION
IV. PROCEDURES
V. ACCESS TO DEPARTMENT RESOURCES
VI. RECORDING RADIO AND TELEPHONE INFORMATION
VII. EMERGENCY MESSAGE DELIVERY
VIII. MISDIRECTED EMERGENCY CALLS
IX. ALARM MONITORING AND RESPONSE
X. EFFECTIVE DATE

I. ADMINISTRATION

A. By intergovernmental agreement the Rockford Police Department utilizes the E-911 Communications Center for providing emergency and non-emergency radio and telephone communications for the Department.

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B. All E-911 Communications Center personnel are employees of the City of Rockford Fire Department. Job descriptions for positions of telecommunicator and supervisor are maintained by the City of Rockford, Personnel Department.

II. COMMUNICATIONS FUNCTIONS

A. The E-911 Communications Center provides communication services to include:

1. Two-way radio communications 24 hours per day, every day of the year providing continuous radio communications to Department personnel. In the event of failure of the primary transmitter and/or receiver, the E-911 Communications Center will be able to switch over to backup equipment for uninterrupted service.

2. Telephone communications 24 hours per day, every day of the year. Telephone equipment is available to receive emergency calls from those citizens with a hearing impairment.

B. E-911 Communications Center personnel, when receiving calls from the public on the emergency line or non-emergency line, will follow established procedures in the Standard Operating Procedures Manual to determine whether an emergency or non-emergency response is required. Personnel will inform the caller of the Department's response whether an officer will respond, forwarding the call to the Central Reporting Unit (CRU), or referral to another appropriate agency.

C. E-911 Communications Center personnel will occasionally receive calls from victims/witnesses requesting information. After determining that a police response is not required, these callers will be referred to the appropriate Department phone number for assistance, or to an outside agency for assistance.

III. FCC REQUIREMENTS AND CERTIFICATION

A. All communications operations shall be conducted in accordance with Federal Communications Commission procedures and requirements.

B. Requirements and procedures of the FCC may be obtained from the FCC manual and/or E-911 Communications Center Standard Operating Procedure Manual which are on file in the E-911 Communications Center.

IV. PROCEDURES

A. When calls for police service are received at the E-911 Communications Center, the following information, at a minimum, will be recorded.

1. A unique incident report number.

2. Date and time of request.

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3. Name and address of complainant, if possible.

4. Type/nature of incident reported.

5. Location of incident reported.

6. Identification of officer(s) assigned as primary and backup, if necessary.

7. Time of dispatch

8. Time of officer(s) arrival

9. Time of officer(s) return to service.

10. Disposition or status of incident. If a report was taken or not.

B. Communications between Department personnel and the E-911 Communications Center dispatchers will be brief and only to the extent that is necessary to handle the call the officer is on. Officers may telephone the dispatcher if two-way radio communications are not clear due to the officer's location.

C. The E-911 Communications Center will record the status of all officers, at all times, after they have reported 'in service' and on duty at the beginning of their shift. Officers will use their assigned call-sign for the duty day to identify individual officers.

D. The E-911 Communications Center will maintain contact with the various agencies within the County by means of direct radio communications, or point-to-point communications.

E. The E-911 Communications Center will assign more than one officer to an incident based upon the seriousness of the incident, whether it is 'in progress' or not, or if an officer requests another officer(s) and/or according to established protocols in the E-911 Communications Center Standard Operating Procedures Manual.

F. A supervisor will be sent to the following incidents. If a supervisor is not available to respond, the shift commander will be notified by telephone.

1. Any incident involving a death or serious injury.

2. Any traffic crash involving a Department vehicle or other City of Rockford owned vehicle.

3. Any incident in which a shooting has occurred or a report of 'shots fired'.

4. Missing children and/or missing adults under suspicious circumstances.

5. Incidents involving labor strikes or unrest.

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6. Other incidents at the request of the on-scene officer(s) or when E-911 Communications Center personnel believe a supervisor may be needed or required.

G. E-911 Communications Center personnel, upon hearing an officer's emergency request for assistance, will immediately re-broadcast the request, on all active channels, giving the location of the officer requesting assistance.

V. ACCESS TO DEPARTMENT RESOURCES

A. E-911 Communications Center personnel have immediate access to the following Department resources.

1. The shift commander and supervisors by telephone and/or radio communications.

2. The duty roster of all Department personnel

3. Residential phone numbers through the shift commanders office.

4. Visual maps detailing the Department's jurisdiction.

5. The status of all officers

6. Telephone numbers and procedures for procuring outside agencies assistance.

7. Access to the Department's tactical plans and procedures through the shift commanders office.

VI. RECORDING RADIO AND TELEPHONE INFORMATION

A. All telephone conversations and all radio transmissions, emergency and non-emergency, will be recorded by the E-911 Communications Center. The E-911 Communications Center will have the capability of immediate playback of recorded telephone conversations and radio transmissions while maintaining continuous recording of telephone conversations and radio transmissions.

1. These recordings will be retained for a minimum of thirty (30) days.

2. All recordings retained will be kept in a secure storage place with access by authorized personnel only.

3. Requests for review of recorded material and/or a copy or copies of recorded material must be authorized by a Department commander or supervisor. The request must be on a Department request form and signed by a commander or supervisor.

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VII. EMERGENCY MESSAGE DELIVERY

A. Delivering emergency messages is a function of law enforcement. Requests for emergency notifications can come from different sources such as citizens, hospitals, and other agencies.

B. When E-911 Communications Center personnel receive a request to make an emergency notification from another law enforcement agency, the requesting agency will be advised to submit the request over the LEADS system to the E-911 Communications Center. If the agency does not have access to LEADS, the request should be made on a taped phone line.

C. Requests from citizens should include as much information as possible including, at a minimum, the callers name, address, and call back number if possible.

VIII. MISDIRECTED EMERGENCY CALLS

A. The E-911 Communications Center will occasionally receive an emergency call for a location that is obviously in another law enforcement agency's jurisdiction. In those cases of emergency situations, E-911 Communications Center personnel will transfer the call to the appropriate agency while staying on the line until the receiving agency has clearly accepted the call. If a transfer is not possible, other means may be used to establish contact with the proper agency such as point-to-point radio, telephone, or teletype. In all cases before contact is ended, ensure the appropriate agency has acknowledged the call.

IX. ALARM MONITORING AND RESPONSE

A. No direct private security alarms terminate at the E-911 Communications Center. Upon receiving notification from an outside source of an alarm, an officer will be dispatched in accordance with E-911 Communications Center procedures.

X. EFFECTIVE DATE

A. The effective date of this Order is May 25, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 50.04		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 5
ORDER TITLE CONCEALED CARRY OF FIREARMS BY OFF-DUTY OFFICERS	SERIES NO. 50	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
REFERENCE Off Duty Firearms, Concealed Firearms, Firearms		APPENDICES A, B	
ORIGINAL ISSUE DATE July 31, 2007	REISSUE / REVISED DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 1.2.2, 1.3.9, 1.3.10, 1.3.11, 1.3.12			

POLICY

It shall be the policy of the Rockford Police Department to specify approved off duty firearms, ammunition and holsters for each sworn member of the Department. Each member will be accountable to the requirements of this order. The Training Unit and Firearm instructors will monitor compliance.

Probationary officers of the Department are not authorized to carry any weapon off-duty until successful completion of their Field Training Program.

Off-duty officers may have to respond as police officers under emergency situations. Therefore, **OFFICERS ARE ENCOURAGED, BUT NOT REQUIRED TO** have immediately accessible to them a Department approved firearm, police identification, and badge which will enable them to respond **SAFELY AND EFFECTIVELY** under emergency situations.

PURPOSE

The purpose of this order is to establish standards for members of the Rockford Police Department in the areas of off duty firearms, ammunition, and holsters.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. DEPARTMENT APPROVAL AND FIREARM SPECIFICATIONS
III. MAINTENANCE
IV. OFF DUTY FIREARMS
V. AMMUNITION
VI. HOLSTERS
VII. FIREARMS QUALIFICATION
VIII. FAILURE TO QUALIFY WITH OFF DUTY FIREARMS
IX. EFFECTIVE DATE

Return to Index

APPENDICES

A. Off Duty Carry Authorization Form
B. Off Duty Firearm Qualification Course

I. DEFINITIONS

A. **Primary Duty Weapon**: a firearm listed in appendix A of General Order 50.01 – *Department Firearms and Ammunition*, which is carried by a sworn officer of the Rockford Police Department during their official duties as a police officer.

B. **Secondary Duty Weapon:** a firearm listed in appendix A of General Order 50.01 – *Department Firearms and Ammunition*, which may be carried by a sworn officer of the Rockford Police Department during their official duties as a police officer as a back-up weapon.

C. **Off-Duty Weapon**: a firearm as described in Section II this order, which is carried by a sworn officer of the Rockford Police Department when they are not working in the official capacity of a police officer.

II. DEPARTMENT APPROVAL AND FIREARM SPECIFICATIONS

A. The Department must approve all off-duty firearms. Officers must contact the Training Unit for authorization to carry a specified off-duty authorized firearm. Prior to carrying the firearm, the officer must complete an off-duty carry authorization form (see appendix A of this order), which will include the officer's name, type, make, model, caliber and serial number of the firearm.

B. Officers are permitted to carry one off duty firearm while off duty. **THE FIREARM MAY BE EITHER A SEMI-AUTOMATIC PISTOL OR REVOLVER.** Off-duty firearms must be manufactured by a responsible and reputable firearms manufacturer, as well as meet the following criteria:

1. Trigger pull shall be within factory specifications.
2. Allowed caliber's include: .32, .38, .380, .357, 9mm, .40 and .45
3. Semi-automatic pistols must be double action on the first shot and may be single action thereafter (Glock type trigger action is acceptable) or have a manual safety which requires a separate motion to disengage.
4. All firearms carried as off-duty firearms must be capable of firing a minimum of 5 rounds without reloading.
5. No single action revolvers permitted.
6. No laser aiming devices.
7. The firearm must have a complete trigger guard.

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C. Examples of responsible and reputable firearms manufacturers include, but are not limited to:

1. Beretta
2. Browning
3. Colt
4. Glock
5. Heckler and Koch
6. Kimber
7. Ruger
8. Sig Sauer
9. Smith &Wesson
10. Springfield
11. Taurus
12. Walther

III. MAINTENANCE

A. Off-Duty firearms must, at all times, be serviceable and within factory specifications. No significant modifications or alterations are permitted. Replacement grips or night sights are allowed**.** Any firearm discovered to be unserviceable, out of factory specifications, modified in an unauthorized manner, or so dirty as to adversely affect its reliability is to be IMMEDIATELY removed from service. In the event a firearm instructor or Department armorer rules the firearm unsafe or out of factory specifications, it will not be carried under any circumstances until the officer has had the weapon repaired. **A Department armorer or other person designated by the range master will inspect and approve the repair before the weapon is returned to service.** Department armorers and firearm instructors will document ineligible off-duty firearms in the comment section of the off-duty qualification form.

B. Only a certified armorer is authorized to perform armorer-level maintenance or repair on firearms. User-level maintenance (cleaning) is to be performed by the individual officer.

C. The Department will not assume any obligation relating to the repair or maintenance of off-duty firearms.

D. Off-duty firearms must be inspected annually by an armorer or gunsmith, who is certified as an armorer by the manufacturer of the off duty firearm, or is trained or experienced as an expert in that type of firearm with a current certification**.** The officer must provide appropriate documentation to the Training Unit showing the firearm's inspection. A repair receipt from a licensed gunsmith will be an accepted appropriate documentation. The officer will provide their documentation of maintenance and inspection by a **certified armorer** or **licensed gunsmith** at the time of the annual mandatory off-duty weapon qualification. The date of the inspection will be no more than 364 days prior to the date of the qualification.

E. Department certified armourers and/or licensed gunsmith may NOT work on off-duty weapons during their regularly scheduled work hours, or as over-time.

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IV. OFF DUTY FIREARMS

A. Sworn officers of the Department may carry a firearm while off-duty. If the officer is off-duty and in civilian clothes, the gun will remain discreetly concealed at all times. The fact that the officer is carrying a gun should not be apparent to any citizen who sees him.

B. Off-duty officers will at no time carry a gun when they are or have been consuming alcoholic beverages or taking prescribed drugs that may cause impairment.

C. When carrying a gun while off-duty, the officer must possess both his badge and police identification card. Off-duty officers will at no time display a gun except for legitimate law enforcement purposes.

V. AMMUNITION

A. Ammunition carried in off-duty firearms must be factory hollow point ammunition.

B. Officers carrying off-duty handguns in caliber's other than the primary service handgun caliber's are required to furnish their own ammunition for qualifications, open shoots and carry.

C. No reloaded ammunition will be permitted.

D. Officers are prohibited from modifying any ammunition.

E. No military surplus ammunition will be permitted.

F. Only center-fire ammunition will be permitted.

VI. HOLSTERS

Off-duty firearms must be carried in a secure holster with a minimal Level I security (thumb break). However, officers may use a concealment holster, some of which do not have a thumb break such as; designated inside the pants holsters, pocket holsters and fanny pack holsters.

VII. FIREARMS QUALIFICATION

A. Only sworn officers who have successfully passed the firearms qualification courses prescribed by this agency are authorized to carry a firearm (See Appendix "B" of this order for off-duty qualification).

B. Officers must qualify with ammunition of the same bullet weight and velocity as will be carried in the weapon**.**

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VIII. FAILURE TO QUALIFY WITH OFF DUTY FIREARMS

A. All officers authorized to carry off-duty firearms shall be required to qualify with each authorized off-duty firearm they carry on an annual basis.

B. All officers shall be graded on a pass/fail basis for qualification.

C. Any officer who fails to initially qualify with any off-duty weapon shall be given second opportunity to qualify with that firearm. Failure of the officer to re-qualify a second time will result in that officer receiving remedial firearms training from a Department firearms instructor. After the remedial instruction, the officer will have a third opportunity to qualify. If the officer fails to qualify a third time, he or she will lose the privilege to carry an off-duty firearm until he or she returns and successfully passes the qualification course. The officer, however, may remain on regular duty assignment if qualified to carry his or her primary service handgun.

IX. EFFECTIVE DATE

The effective date of this Order is July 31, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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Appendix "A"

Rockford Police Department
Off Duty Carry Authorization Form

Name: _____ Badge Number: _____

Assignment: _____

Weapon:

Type: _____

Make: _____

Model: _____

Serial #: _____

Note: All off duty firearms must be approved, registered with the Department, qualified with on an annual basis, inspected on an annual basis and carried in a restraint device inconspicuously.

I have read and understand General Order 50.04 – *CONCEALED CARRY OF FIREARMS BY OFF-DUTY OFFICERS.*

Officer's Signature: _____ Date: _____

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Appendix "B"

Rockford Police Department
Off Duty Firearm Qualification Course

Total Rounds: 30
Minimum Score: 21
Target: B21TC (BRPD) Center Mass Silhouette.
Shots striking within the scouring ring area of the target are scored as a hit.
Shots striking outside of the scoring ring are scored as a miss.
All stages of fire will commence from a secured firearm restraint device.

3 Yards	Total of 10 rounds	
	Stage 1	Draw and fire 2 rounds in 4 seconds
	Stage 2	Draw and fire 2 rounds in 4 seconds
	Stage 3	Draw and fire 1 round in 2 seconds (Head Shot)
	Stage 4	Draw and fire 2 rounds in 4 seconds
	Stage 5	Draw and fire 2 rounds in 4 seconds
	Stage 6	Draw and fire 1 round in 2 seconds (Head Shot)
6 Yards	Total of 10 rounds	
	Stage 7	Draw and fire 5 rounds in 10 seconds
	Stage 8	Draw and fire 5 rounds in 10 seconds
9 Yards	Total of 5 rounds	
	Stage 9	Draw and fire 5 rounds in 10 seconds
12 Yards	Total of 5 rounds	
	Stage 10	Draw and fire 5 rounds in 12 seconds

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 50.10		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 4
ORDER TITLE TEMPORARY PRISONER DETENTION	SERIES NO. 50	SERIES TITLE / SUBJECT OPERATIONS SUPPORT	
REFERENCE Temporary Detention Rooms, Holding Room, Detention			APPENDICES A, B
ORIGINAL ISSUE DATE March 27, 2007	REISSUE / EFFECTIVE DATE	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3			

POLICY

It is the policy of the Rockford Police Department to ensure persons being detained for booking or interviews are properly searched, secured and observed.

PURPOSE

The purpose of this General Order is to establish polices and procedures regulating the use and safe operation of temporary detention areas.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. TEMPORARY DETENTION
III. SECURITY
IV. PHYSICAL CONDITIONS
V. DETAINEE EVACUATION, SAFETY AND/OR ESCAPE
VI. TRAINING AND INSPECTIONS
VII. EFFECTIVE DATE

APPENDICES

A. TEMPORARY DETENTION ROOM LOG SHEET - PATROL SQUAD ROOM
B. TEMPORARY DETENTION ROOM LOG SHEET - INVESTIGATIVE SERVICES BUREAU

I. DEFINITIONS

A. TEMPORARY DETENTION: Detention of a person (detainee), generally less than two hours, for the purpose of processing paperwork or testing.

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B. **TEMPORARY DETENTION ROOM:** A room with no door attached used to temporarily detain a person for the purpose of processing or testing. A solid wooden bench with steel O-rings and handcuffs permanently attached is used to secure the detainee in the room.

C. **RESPONSIBLE OFFICER:** The officer or officers who are responsible for the detainee in the temporary detention room. Usually, but not always, the transporting officer(s) or arresting officer(s).

II. TEMPORARY DETENTION

A. An arresting or transporting officer is responsible for the temporary detention of persons awaiting booking paperwork, interview or DUI observation prior to being lodged in the Winnebago County Jail, released on I-Bond or other promissory bond, released to a parent or other guardian (if a juvenile), or released without charge.

B. Temporary detention rooms that are located in both the Patrol Squad Room (2) and Investigative Services Bureau (2) may be used for the above purposes.

C. All persons placed in a temporary detention room must be thoroughly searched using the metal detection devices mounted outside of each room.

D. Persons that are in custody and placed in a temporary detention room, will be secured to the O-Ring attached to the wooden bench in each room, utilizing the handcuffs attached to the O–Ring for this purpose.

E. At no time will males/females or adults/juveniles share the same temporary detention room at the same time.

F. Any officer placing a person in a temporary detention room is responsible for their safety and treatment including:

1. Access to water
2. Access to restroom facilities
3. Access to medical treatment
4. Other considerations deemed appropriate

G. Officer's will fill out the Temporary Detention Room Log Sheet whenever any person is placed in a temporary detention room. Officer's will note the name of the detainee, the reason (arrest, warrant, interview, etc) date, time in and out of the room, and the officer's name & badge number.

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III. SECURITY

A. Before a detainee is placed in a temporary detention room, the room shall be searched and the detainee will be physically searched.

B. After the detainee is placed in the temporary detention room, no one shall enter the room while armed.

C. As a means to communicate the need for immediate response or assistance, whenever a detainee is placed in a temporary detention room, the responsible officer shall either ensure there are other officers within hearing distance or be equipped with a portable radio.

D. Access to the temporary detention rooms will be limited to authorized persons only.

E. If a detainee is under arrest, represents a security risk, or threat of escape they shall be handcuffed to the bench located in the temporary detention room.

F. The responsible officer will visually observe the detainee, at a minimum, of once every thirty(30) minutes to ensure the security, safety, and needs of the detainee.

G. If the responsible officer must leave the immediate area of the temporary detention room, after a detainee has been placed in the room, the officer will notify another officer who is in the area that there is a detainee in the room and the other officer accepts responsibility for the detainee until the responsible officer returns.

H. Detainees will never be left alone, unattended and unobserved, while they are in a temporary detention room. For purposes of this Order, left alone means no officers in the Patrol squad room, Shift commanders office, or Sergeants office: for Investigative Services means no detectives at their desks directly in front of the temporary detention rooms and no Sergeants in their offices.

IV. PHYSICAL CONDITIONS

A. Lights will be kept turned on whenever a temporary detention room is occupied.

B. Water and restrooms will be accessible for the detainees use. An arresting or transporting officer will attend to the reasonable needs of anyone held in a temporary detention room.

V. DETAINEE EVACUATION, SAFETY AND/OR ESCAPE

A. If a fire, bomb threat, or other event causes an evacuation of the Public Safety Building, it will be the duty of the responsible officer in charge of the detainee to evacuate them to a place of safety.

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C. If a medical emergency arises it will be the duty of the responsible officer in charge of the detainee to obtain emergency medical care for the detainee or provide appropriate first responder care.

VI. TRAINING AND INSPECTIONS

A. All officers will receive roll call training on the proper use and safe operation of temporary detention rooms including responsibilities for the detainees temporarily in those rooms.

B. Temporary detention rooms will be inspected at a minimum of once every quarter. These inspections will include the following and will be conducted by the Deputy Chief of the Bureau, or designee, the rooms are located in.

1. Inspection of handcuffs and O-Rings to ensure security and proper working order.
2. Inspection of lights for burned out bulbs.
3. Inspection of overall cleanliness.
4. Inspection of Temporary Detention room log sheets and clip boards to ensure they are being used and are in their proper location.

C. The Deputy Chiefs of Field Services and Investigative Services will send an annual report to the Deputy Chief of Administrative Services on the condition of all Temporary Detention rooms to include deficiencies (if any) that have been noted and corrected during the past 12 months.

VII. EFFECTIVE DATE

A. The effective date of this Order is March 27, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX "A"

TEMPORARY DETENTION ROOM LOG SHEET

- PATROL SQUAD ROOM -

Fill in this form anytime you provide a detainee with food or water or remove them from the temporary detention room for any reason other than to lodge them directly in jail.

	DETAINEE'S NAME	REASON PLACED IN ROOM	DATE / TIME IN AND ROOM NUMBER	DATE / TIME OUT AND ROOM NUMBER	FOOD	WATER	RESTROOM	OTHER	OFFICER'S NAME AND STAR #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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APPENDIX "B"

TEMPORARY DETENTION ROOM LOG SHEET

- INVESTIGATIVE SERVICE BUREAU -

Fill in this form anytime you provide a detainee with food or water or remove them from the temporary detention room for any reason other than to lodge them directly in jail.

	DETAINEE'S NAME	REASON PLACED IN ROOM	DATE / TIME IN AND ROOM NUMBER	DATE / TIME OUT AND ROOM NUMBER	FOOD	WATER	RESTROOM	OTHER	OFFICER'S NAME AND STAR #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.01		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE COLLECTION AND HANDLING OF EVIDENCE AND FOUND PROPERTY	SERIES NO. 60	SERIES TITLE / SUBJECT AUXILIARY AND TECHNICAL	
REFERENCE Evidence Handling, Property Handling, Recovered Evidence, Recovered Property, Chain Of Custody			APPENDICES A, B
ORIGINAL ISSUE DATE February 9, 2005	REISSUE / EFFECTIVE DATE February 9, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to provide for the proper collection and handling of evidence and property coming under the control and custody of personnel of the Department in accordance with federal, state, local laws, and this General Order.

PURPOSE

The purpose of this General Order is to establish procedures intended to provide strict performance guidelines with respect to collection, handling, security, and disposition of property coming under the control and custody of personnel of this Department.

This General Order is comprised of the following numbered sections:

I. RECOVERY OF FOUND OR ABANDONED PROPERTY
II. RECOVERY OF EVIDENCE OR STOLEN PROPERTY
III. RECOVERY OF FIREARMS OR OTHER WEAPONS FOR SAFEKEEPING
IV. NARCOTICS EVIDENCE
V. STORAGE OF PROPERTY AND EVIDENCE
VI. CHAIN OF CUSTODY
VII. EFFECTIVE DATE

APPENDICES

A. Guide to the Identification, Collection, Handling, Packaging, and Preservation of Evidence and Property
B. Rockford Police Department Evidence Custody Transfer form

I. RECOVERY OF FOUND OR ABANDONED PROPERTY

A. All officers will follow these procedures when recovering found or abandoned property of value, or other lost property.

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1. Officers will make all reasonable attempts to identify and contact the owner of the property when ownership can be established.

   a. This includes checking serial numbers to determine if the item has been entered as stolen property.

2. If an officer locates the owner of the property during his or her tour of duty, the officer will complete a found property report and ensure the owner signs a receipt for the returned property.

3. If an officer is unable to locate the owner of the property during his or her tour of duty, the officer will take the property into custody and complete a found property report and evidence tag. Guidelines for the completion of the found property report and evidence tag can be found in **Appendix "A"**.

4. Officers will turn all property and reports in for supervisory approval prior to the end of their tour of duty. **Under no circumstances will property be kept in an officers personal possession beyond their tour of duty except as stated in this Order.**

5. After a supervisor approves the report, all property will be deposited with the Evidence and Property Division as described in section **"V"** of this Order.

II. RECOVERY OF EVIDENCE OR STOLEN PROPERTY

A. During criminal investigations officers may discover items, substances and/or traces of evidence that may lead to the identification and possible apprehension of an offender. These items, substances and traces may also assist with court prosecution by strengthening the case against an offender or having some other bearing on a case.

B. Officers assigned to investigate an incident are responsible for the collection, preservation and protection of all evidence associated with the incident except under the following conditions. (See **General Order 60.02 – Crime Scene Processing**)

1. The officer is not equipped to locate or collect the evidence.

2. The incident is a crime scene and the Identification Unit is assigned to process the scene.

C. In situations other than those listed above, officers will collect the piece(s) of evidence and perform the following:

1. Officers will complete a written report describing how the evidence came into their possession.

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2. When necessary to expedite an investigation, officers may transfer evidence, prior to placing it into the evidence process, to an Identification Unit Detective for immediate processing. Following the processing, officers shall continue the custodial process as indicated below. **Any such processing shall be fully documented in both the incident report and the evidence report.**

3. Officers will complete an evidence report and attach an evidence tag to the evidence. Officers will follow the guidelines outlined in **Appendix "A"** in the preparation of the evidence report and evidence tag.

4. Officers will turn all evidence and reports in for supervisory approval prior to the end of their tour of duty. **Under no circumstances will evidence be kept in an officers personal possession beyond their tour of duty except as stated in this Order.**

5. After a supervisor approves the report, all evidence will be deposited with the Evidence and Property Division as described in section **"V"** of this Order.

III. RECOVERY OF FIREARMS OR OTHER WEAPONS FOR SAFEKEEPING

A. Officers may encounter situations where they believe for the overall safety of persons involved, available firearms or other weapons should be taken for safekeeping. Situations including, but not limited to, intoxicated persons, drug intoxication, domestic violence, and mental health issues are examples of incidents where seizure for safekeeping may be a viable option.

B. When officers are involved with incidents where seizure for safekeeping is an option, a supervisor **must** be called to or from the scene to review the facts of the incident.

C. If the supervisor approves, the firearms or weapons in question will be seized for safekeeping and a Property Receipt left with the owner or left at the scene.

D. The firearms or weapons will then be tagged and logged as any other property or evidence.

E. The owner of the firearms or weapons may then make contact with the Evidence and Property Division to arrange retrieval of the items seized.

IV. NARCOTICS EVIDENCE

A. Narcotics and other drug evidence recovered by the Metro Narcotics Unit is required to be placed in evidence as any other evidence or property would be.

B. On occasion, due to investigative necessity, the Metro Narcotics Unit supervisor may authorize temporary storage of such evidence or property in the locked safe maintained in the Metro Narcotics Unit supervisor's office.

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C. When evidence or property is stored as described above (**IV, B**), it will be documented in the assigned officers investigative and evidence reports.

V. STORAGE OF PROPERTY AND EVIDENCE

A. **During normal business hours (Monday through Friday, 0800-1630 hours):** Officers will deposit the property or evidence at the Evidence and Property Division Office. The officer will turn the evidence or property over to an Evidence and Property Division Technician with the following exceptions:

1. Recovered bicycles, explosives, and flammables will be stored in the Department garage storage facility at 200 N. Madison Street. Officers will store flammables in one of two flammable storage containers; explosives in the explosive container; and bicycles in the bicycle area. All items left in the Madison Street garage storage facility will have a tag left on the item and the location noted in the evidence report.

B. **Outside of normal business hours (other than those listed above):** Officers will deposit the evidence or property in the appropriate locations:

1. **Lockers outside of the Evidence and Property Division Office:** Officers will store recovered property in the lockers outside of the Evidence and Property Division Office. A supervisor will issue a token to the officer who in turn will place property in the appropriate size locker, place the token in the slot, remove the key from the locker, and deposit the key in the designated key deposit hole in locker thirty-eight (38). A copy of the evidence or property report will be placed in the report deposit slot of locker thirty-eight (38).

2. **Shift Commander's Secured Area:** Officers will place oversized items unable to fit in the lockers outside of the Evidence and Property Division Office in the Shift Commander's secured area. All items left in the Shift Commander's secured area must have a tag left on the item and the location noted in the evidence report.

3. **Madison Street Garage Storage Facility:** Recovered bicycles, explosives, and flammables will be stored in the Madison Street garage storage facility at 200 N. Madison Street. Officers will store flammables in one of two flammable storage containers; explosives in the explosive container; and bicycles in the bicycles area. All items left in the Madison Street garage storage facility will have a tag left on the item and the location noted in the evidence report.

VI. CHAIN OF CUSTODY

A. Whenever an officer or other member of the Department has custody of evidence or property they will maintain the chain of custody.

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B. Officers who have in their custody evidence or property that has been identified with an evidence tag shall not transfer the evidence or property to any other person until the evidence or property has been submitted to and received by the Evidence and Property Division, except as noted in this Order.

C. If the custody of evidence or property in possession of an officer or other member of the Department needs to be transferred to another individual or the court, an Evidence Custody Transfer form will be first obtained from the Evidence and Property Division. This form will be filled out as follows.

1. The person having custody will fill out the top portion of the Evidence Custody Transfer form by printing their title and name, the title (if applicable) of the person receiving custody, and the date and time of the transfer of custody.

2. In the central portion of the form each evidence tag to be transferred will be listed with a brief description of the item.

3. The person transferring custody and the person receiving custody will both sign their signature in the spaces provided.

4. The person who transferred custody will return the completed Evidence Custody Transfer form to the Evidence and Property Division as soon as possible in person or by depositing it into the report deposit slot of locker thirty-eight (38).

VII. EFFECTIVE DATE

A. The effective date of this Order is February 9, 2005.

B. **Replaces General Order 1972-06 (K-6), dated July 20, 1972.**

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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APPENDIX "A"

GUIDE TO THE IDENTIFICATION, COLLECTION, HANDLING, PACKAGING, AND PRESERVATION OF EVIDENCE AND PROPERTY

A. PROTECTING THE CRIME SCENE

1. Don't Add: Be careful not to add material to the crime scene such as fingerprints, DNA, hair, fibers, or shoe impressions.

2. Determine Boundaries: Determine the boundaries of the crime scene and protect that area. Keep in mind that the scene may extend outside of the apparent location and may include several rooms or several city blocks.

3. Do Not Disturb: **Nothing** at the scene should be moved, touched, walked on or otherwise disturbed unless there is a valid officer safety issue involved. Disturbing a crime scene should be limited to a search for suspects and an examination of injured or deceased persons. (Deceased Persons: Allow only one fire paramedic to examine an obviously deceased victim. If possible, do not allow the paramedic to move furniture or other items unless absolutely necessary, making notes as to the original position.)

B. GOOD EVIDENCE PRACTICES

1. **Always handle evidence with fingerprints and DNA deposits in mind. Wear latex gloves and a protective mask if available. Package items in appropriately sized bags. For larger items, wrap with paper of use several bags to cover evidence.**

2. Generally use brown paper bags for evidence. Some items can be packaged in plastic bags/envelopes, but paper bags allow evidence to breath, avoiding contamination from mold and mildew.

3. Use red biohazard stickers where appropriate and label on stickers what the hazard may be (dried blood, bodily fluids, etc).

4. Use red and white evidence sealing tape on your packages. Initial and place your badge number on the tape.

5. If an item is to be processed by the State Crime Lab, explain what you want tested on the evidence report form. The State Crime Lab is a comparison lab. To say "Test for ballistics" on a bullet is not enough. State that you want the weapon manufacturer and caliber, or a comparison with other open file cases involving firearms.

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C. SPECIFIC EVIDENCE COLLECTION PROCEDURE

1. Bodily Fluid Stains.

   a. Articles with substance on them must be dry before packaging. The article should be allowed to air dry or it will spoil, making it useless for testing purposes.
   b. After it is dry, the article with a fluid stain should be packaged in paper bags. Avoid using plastic.
   c. Place a red BioHazard sticker on the outside of the package and label what the substance is (i.e. dried blood, semen, etc).

2. Bodily Fluid Liquids.

   a. Liquid blood (such as a tube of blood obtained for testing) must be refrigerated immediately. The tube should be protected with foam or like material around it to prevent it from breaking if dropped.

3. Paint Chips, Small Samples (Glass, metal flakes, other like items).

   a. These items should be place into a half sheet of paper arranged in a "druggist fold" and then into an envelope. Never put these items loose into an envelope.

4. Hair.

   a. Clumps or strands found at a crime scene should be collected and placed in a "druggist fold" and then into an envelope. Never place these items loose into an envelope. Hair is a valuable piece of evidence on which tests can be performed.

5. Ammunition (Spent and Live Bullets, Shell Casings).

   a. Place fired bullets and empty shell casings in separate paper envelopes. These items are constructed of soft metals that are easily distorted or scratched if dropped.
   b. Bullets may be protected by wrapping in tissue paper or cotton prior to placing in an envelope. Do not initial bullets or cases but secure them in an envelope, seal with evidence tape and then initial the envelope.

6. Knives-Blades.

   a. Place naked blades in constructed cardboard sheath. Leave sheath large enough to easily slip the knife in and out. Place knife with sheath in an evidence bag (brown paper) or box.
   b. Never place adhesive tape around a knife blade. It will destroy potential evidence.

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7. Clothing.
   a. Use a marker pen to initial all pieces of clothing being careful no to damage any potential evidence when marking.
   b. Mark pants on the inside of pockets or inside of waist area.
   c. Mark shirts, sweaters, or jackets on the size tag inside the collar area.
   d. Mark shoes, especially tennis shoes, on the inside of the tongue.
   e. Remember to mark your clothing items in the same place every time, so you will be able to find your mark and make an identification if called as a court witness.

8. Packaging Clothing.

   a. You may package a single person's clothing together under one tag number. However, each individual item should be placed in a bag by itself and all placed into a larger bag.
   b. Take clothing out of hospital issued plastic bags and place in paper bags.

9. Rope, Twine, and Cords.

   a. DO NOT untie knots. Knots used by a suspect to tie something up are distinctive of that suspect and may come into play later.
   b. If a cord or rope must be recovered cut so that you leave the knot in place. The knot used in a hanging death may be the only clue between suicide/accidental and homicide.

10. Wire, Chain.

   a. If possible, collect the area where the suspect broke or cut the wire or chain. If possible, make your cut about two (2) feet back and place tape around the cut you made to identify it. Cuts may provide clues as to the type of tool used or the expertise of the suspect.

11. Glass

   a. Glass evidence may place the suspect at the scene of a crime. Measurable characteristics of glass include color, thickness, surface type, density, refractive index, and dispersion.
   b. Samples should be collected in sheets of paper arranged in a "druggist fold" and placed in an envelope. Larger pieces should be collected in a cardboard box and labeled "Glass".
   c. The presence of fresh glass fragments on clothing, in hair, in fresh cuts on a suspect, on suspect's tools, or embedded in shoes is significant evidence. These should be collected separately plus glass samples need to be taken from the scene for comparison.

12. Tape (Adhesive tape, duct tape, electrical tape, masking tape).

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a. Tape used in a crime should be carefully cut away rather than pulling and unraveling it. Collected tape should be placed loosely in a cardboard box labeled “Fragile”.
b. Tape may hold fingerprint impressions, especially on the sticky side.

13. Impression Evidence (Shoe prints, footprints, tire marks).

a. Class Characteristics: Markings unique to a certain brand or model (Reebok vs. Nike; Goodyear vs. Firestone).
b. Individual Characteristics: Nicks, cuts, wear patterns which are unique to a specific shoe or tire, or a scar on the sole of a bare foot or hand, or missing toe(s) or finger(s).
c. Class Characteristics alone are not enough to get a positive match to a specific shoe or tire. Individual characteristics must be present for a match to be made. If there are no individual characteristics, the item is useless as evidence.

14. Collecting Impression Evidence.

a. Impressions on non-moveable surfaces such as a floor or soft earth must be photographed and/or cast. Your primary duty will be to protect the area from human or natural disturbance. Cordon off to prevent entry or “tent” over to protect from the weather. Do not put anything directly on the impression.
b. Impressions on items such as a piece of cardboard or glass may be collected by securing the item to the bottom of a shallow box with tape or by some other method so that the item does not move around and the impression is not touched by any packaging materials. Mark the box appropriately to indicate contents and which side is safe to open.
c. The comparison object, tire, shoe or photograph of sole of the foot should be collected if possible.

D. CRIME SCENE PHOTOGRAPHY

1. Crime scene photography will provide a photographic record of the facts and permits the viewer to better understand the crime, how it occurred, the physical setting, the appearance of evidence, and the physical location of items of evidence. Photographs supplement notes, sketches, and reports and provides a permanent record of fragile or perishable evidence.

2. Photography may be used to document a variety of crime scenes including major case crime scenes, traffic crash scenes, domestic batteries, retail thefts, search warrant executions, or any scene where recovery of evidence is not possible due to evidence deteriorating or otherwise being destroyed, or not in a position for recovery.

3. Photographs may be taken with digital camera, 35mm film, or with an instant (Polaroid type) camera. All discs, negatives, and photographs will be labeled and forwarded to the Identification Unit for logging and storage.

4. All labels used for photograph evidence will contain the following information:

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a. Case number.
b. Date.
c. Taken by (officer name and badge number).
d. Time.
e. Place.
f. Subject.

5. All envelopes used for photograph evidence will contain the following information:

a. Case number.
b. Date of picture.
c. Time of picture.
d. Type of case.
e. Location.
f. Subject.
g. Photographer (officer name and badge number).

6. Digital film evidence will be labeled and stored in the following manner:

a. Identification Unit detectives will take digital photographs using reusable memory media, transferring the images to their own CD-R disc in raw form (meaning no digital enhancements or other processing will be made to the images when placed onto the CD-R disc). This process will be completed as soon as possible after processing a crime scene. The CD-R will be labeled as described above.
b. All other officers will use digital cameras with a floppy disc storage system. Officers will use an individual floppy disc for each incident. The floppy disc be labeled as stated above and placed into a labeled photograph envelope, then either placed into the photograph evidence box in the Shift Commander's office or turned directly over to an Identification Unit detective. Both the label and envelope will be completed as described above.

7. 35mm film evidence requiring processing will be logged in the Identification Unit Film Log Book prior to being transported to the contracted film processing vendor. Transport to and from the film processing vendor will be done by an Identification Unit detective or supervisor. Labels and envelopes for returned processed film will be completed as described above.

8. Instant camera photographs will be labeled and placed into a labeled photograph envelope, then either placed into the photograph evidence box in the Shift Commander's office or turned directly over to an Identification Unit detective. Both the label and envelope will be completed as described above.

9. On some major case investigations, it might be necessary to document the scene through videotaping. Original videotapes will be labeled as described above.

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10. All photographs, photographic negatives, original video evidence, and digital photographic image media will be stored in the secure Identification Unit photographic and fingerprint storage area.

11. Photograph and video evidence may be released to the following people if the evidence is needed for official purposes:

    a. Rockford Police Department personnel.
    b. Winnebago County State's Attorneys Office personnel.
    c. City of Rockford Legal Department personnel.
    d. An officer of the court having a valid court order or subpoena.

12. Only Identification Unit detectives, with approval from a Detective Sergeant, and the Identification Unit supervisor are authorized to release photograph and video evidence from the Identification Unit.

13. Release of any photograph or video evidence will be logged in the Identification Unit Photo Sign Out logbook.

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APPENDIX "B"

Case Number: _____

Rockford Police Department
Evidence Custody Transfer

Instructions: This form is to be used to report the Transfer of Custody of evidence in your possession to another person. PRINT the information required by the form at the top and then both you and the person receiving the evidence MUST sign at the bottom. Additionally, complete the Transfer of Custody on each individual Evidence Tag which is being transferred.

I, _____ _____ transfer the evidence listed below to
Title (Print) Name (Print)

_____ _____ on ____ / ____ / ____ at _____ .
Title (Print) Name (Print) Month Day Year Time (24 hr)

Tag Number	Item	Tag Number	Item

Transferred by: _____
(Signature)

Received by: _____
(Signature)

Notice: As soon as possible following transfer of custody, this completed form shall be deposited with the Property and Evidence Division. If the office is closed, deposit in the evidence drop slot in evidence locker number 38.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.03	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 10

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
CUSTODIAL CONTROL OF EVIDENCE AND PROPERTY	60	AUXILIARY AND TECHNICAL

REFERENCE	APPENDICES
Evidence, Evidence Handling, Property, Property Management	A, B, C, D

ORIGINAL ISSUE DATE	REISSUE / EFFECTIVE DATE	EXPIRATION DATE
February 9, 2005	February 9, 2005	This order remains in effect until revised or rescinded

POLICY

The Rockford Police Department's policy is to provide for proper management, handling, security, and disposition of all evidence or property coming into the control and custody of the Department in accordance with federal law, state law, local law, and this General Order.

PURPOSE

The purpose of this General Order is to establish guidelines and rules for the management of criminal evidence, recovered stolen property, and found property that is in the custodial control of the Department. The Department established the following property management system, which is intended to maintain control over the management, handling, security, and disposition of all property coming into the custody of the Department.

This General Order is comprised of the following numbered sections:

I. CUSTODIAL REQUIREMENTS
II. RESPONSIBILITIES OF THE EVIDENCE AND PROPERTY DIVISION
III. EVIDENCE AND PROPERTY PROCEDURES
IV. ACCESS TO EVIDENCE ROOMS AND STORAGE GARAGES
V. AUDITS AND INSPECTIONS
VI. EFFECTIVE DATE

APPENDICES

A. Illinois Compiled Statutes Ref: Disposal of Property
B. Personnel Authorized Access to Evidence and Property Storage Areas
C. Department Evidence Storage and Impound Vehicle Storage Facilities
D. Rockford Police Department Evidence Custody Transfer form.

I. CUSTODIAL REQUIREMENTS

A. All evidence and property shall be logged into the Evidence and Property Division property tracking system as soon as possible after coming into the custody of any member of the Department.

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B. All evidence and property will be kept secured in designated storage areas with access limited to authorized personnel except when in the personal custody of an authorized individual.

C. Items of exceptional value will be stored in the evidence vault or transferred to a safety deposit box in a financial institution.

D. A chain of custody will be maintained on all evidence and property coming into the custody of the Department.

E. Found property will be returned to the owner as soon as practical following receipt.

F. All dispositions of evidence and property will be documented.

G. All dispositions of evidence and property will meet the requirements of the statutes of the State of Illinois, the Ordinances of the City of Rockford, and this Order.

II. RESPONSIBILITIES OF THE EVIDENCE AND PROPERTY DIVISION

A. The Commander of the Evidence and Property Division will be responsible for:

1. Storage, security and disposition of all evidence and property coming into the custody of the Division according to Illinois State statutes, Ordinances of the City of Rockford, and the requirements of this Order.

2. The condition, safety, and security of the spaces assigned to the Division.

3. Development and/or maintaining of internal procedures addressing the requirements set forth in Illinois State statute, Ordinances of the City of Rockford, and the requirements of this Order regarding the following:

    a. Reception of evidence and property.

    b. Storage and classification of evidence and property to include environmental and security requirements.

    c. Storage of evidence and property in designated secure areas.

    d. Storage of firearms, other weapons, narcotic substances, money, and other items of exceptional value.

    e. Transfer of evidence and the maintaining of chain of custody.

    f. Release of property to owners and others.

    g. Disposition of evidence and property to include detailed instructions for the inventory and destruction of firearms, other

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weapons, narcotic substances, money, and other items of exceptional value.

h. Safe handling and storage of evidence and property to include procedures to be followed in the event of accident or injury.

4. Maintain a comprehensive record keeping system for the reception, location, transfer, and disposition of evidence and property. It shall provide an audit trail of activity of evidence and property in the custody of the Department.

5. Training of all subordinate personnel to include areas listed in three (3) and four (4) above.

B. The Commander of the Evidence and Property Division will ensure the following functions are completed by Evidence and Property Technicians:

1. Evidence lockers and the Shift Commander's secured area are checked daily (days off and holidays excluded) and all deposited evidence and property removed.

2. Evidence and property deposited at remote evidence storage facilities is located and accepted into the evidence records system or returned to the Evidence and Property vault for entry into the records system and storage.

   a. Remote evidence storage facilities must be physically checked at a minimum of bi-weekly for evidence or property left in the facilities without paperwork being properly forwarded to the Evidence and Property Division through normal report routing procedures.

3. Chain of custody information is entered on all evidence and property received.

4. Data on received evidence and property is entered into the computer evidence tracking system as well as supporting data tracking systems.

5. Attempts to identify and locate the owner of found or abandoned property are made.

   a. This includes checking serial numbers to determine if the item has been entered as stolen property.

6. Evidence and property is stored according to the classification and storage plan.

7. Transfers of custody, changes in storage location, and dispositions of evidence and property are recorded in a timely and accurate manner.

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C. Evidence and Property Technicians will be responsible for the following:

1. The integrity and proper release, transfer, or destruction of all evidence and property assigned to their custody.

2. Adherence to all procedures in receiving, storing, transferring, releasing, and disposing of evidence and property.

3. Prior to releasing a firearm held as found property or evidence to any individual, Evidence and Property Technicians **must** do the following:

   a. Determine if any criminal charges are pending against the individual seeking the return,

   b. **Verify** the individual possesses a valid Illinois FOID card through LEADS 2000 (picture identification **must** be presented),

   c. Print a hard copy of confirmation and attach it with the property release form for retention in the case file.

4. Prior to releasing a firearm seized for safekeeping as described in General Order **60.01** to any individual, Evidence and Property Technicians **must** do the following:

   a. Determine if any criminal charges are pending against the individual seeking the return,

   b. Contact a Detective Supervisor for approval,

   c. **Verify** the individual possesses a valid Illinois FOID card through LEADS 2000 (picture identification **must** be presented),

   d. Print a hard copy of confirmation and attach it with the property release form for retention in the case file.

5. Maintaining written and electronic records of all evidence and property transactions.

6. Follow the storage plan for evidence and property by noting the initial storage location on each evidence tag as well as updating all changes in storage locations.

7. The safety and security of all evidence and property being transported to or from any outside agency for test and/or evaluation, to or from court, and to or from any Department garage storage facility.

8. Maintaining all areas within the Division in a neat, clean and organized manner.

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III. EVIDENCE AND PROPERTY PROCEDURES

A. Chain of Custody.

1. Chain of custody starts when an officer transfers custody of evidence or property in their possession to Evidence and Property Division personnel or deposits evidence or property in authorized temporary secure storage. Evidence and Property Division personnel maintain chain of custody by performing duties described in the preceding section (**II**, **C**).

2. When police personnel, the courts, an officer of the courts, or an officer of the courts authorized designee requests custody of evidence or property in storage, the following procedure will be followed:

   a. Chain of custody transfer will be recorded on each evidence tag transferred.

   b. Each item transferred will be recorded in the computer evidence tracking system as being transferred to the person receiving custody.

   c. The person receiving custody will sign for the items being transferred.

3. If the possibility exists that an item will be transferred from the custody of the person receiving the item to another person, an "Evidence Custody Transfer" form will be provided with the item (See **Appendix "D"**).

   a. A management report will be produced daily from the computer evidence tracking system, to indicate items checked out by officers and turned over to a third party for which an Evidence Custody Transfer form was returned to the Evidence and Property Division.

   b. Any items not accounted for with an Evidence Custody Transfer form will require Evidence and Property Division personnel to contact the officer who checked out the property to determine the status of the property.

   c. If the officer failed to turn in the completed Evidence Custody Transfer form, it will immediately be brought to the Evidence and Property Division. If the officer failed to complete an Evidence Custody Transfer form, the officer will be required to leave a case supplement report explaining the circumstances and to whom the property was transferred.

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B. Submitting Evidence to a Forensic Laboratory.

1. Evidence Technicians assigned to the Evidence and Property Division are authorized to submit evidence to a forensic laboratory.

2. Transfer of evidence may be accomplished in one of two (2) ways:

   a. Personal delivery of evidence if laboratory is nearby (generally within Winnebago County).

   b. Registered U. S. Mail if the laboratory is not within driving distance.

3. Any forms supplied by and required by the laboratory will be filled out and submitted with the evidence.

4. Chain of custody must be maintained by:

   a. properly recording each evidence tag of items being submitted,

   b. obtaining receipts for the evidence (directly from whom the evidence is turned over to or by Registered U.S. Mail return receipt after mail delivery),

   c. attaching any obtained receipt to the case file for future reference.

5. Proper packaging and sealing of submitted items will be made to ensure that evidence is safe from damage during transit and complies with all postal regulations.

6. The laboratory conducting the examination will provide a written report detailing the results of any laboratory analysis. The report will be forwarded to the Records Center for inclusion with the original incident file.

7. In all circumstances where an item of evidence is transferred from the custody of the Evidence and Property Division to any person for any reason, the transfer will be recorded in the computer evidence tracking system.

C. Evidence Dispositions

1. It will be the responsibility of the Evidence and Property Division to dispose of evidence and property in the custody of the Department.

2. Found property held over six (6) months is eligible for destruction. An item is also eligible for destruction upon being turned in by its owner for the sole purpose of destruction.

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3 Procedures for disposition of evidence may begin when the Evidence and Property Division receives a court order, written disposition order from the State's Attorney or City Attorney, or the statutory hold limits for disposition of property expires. (See **Appendix "A"** for Illinois Compiled Statutes regarding the disposal hold limits of property in the custody of this Department)

4. If not mandated by one of the statutes referenced in **Appendix "A",** disposition will generally be controlled by time limits as follows:

   a. Felony – Three (3) years no arrest, no suspect, no evidence for forensic testing, and consultation with Detective Bureau Deputy Chief on major cases.

   b. Felony – Six (6) years with an arrest and no evidence for forensic testing.

   c. Misdemeanor – Eighteen (18) months with no arrest, no suspect, and no evidence for forensic testing.

   d. Misdemeanor – Three (3) years with an arrest and no evidence for forensic testing.

5. Disposition Methods

   a. Returned to owner/released – Rightful and satisfactory proof of ownership required.

   b. Auctioned – Public notice required.

   c. Retained for Department use – Written permission of Administration Bureau Deputy Chief or Chief of Police required.

   d. Transferred to the General Fund – United States Currency not ordered returned to owner or forfeited as authorized by law.

   e. Drug money will be deposited in an interest bearing account.

   f. Destruction – Procedures for proper destruction of dangerous and hazardous items must be adhered to:

      (1) Firearms, weapons, ammunition, drugs, and drug paraphernalia will be melted down/burned.

      (2) Explosives and fireworks will be released to the Bomb Unit for training purposes after written permission is given per section **III,C, 5, c** of this Order.

      (3) Biohazard materials will be disposed of with a licensed biohazard handler.

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(4) Alcohol held in misdemeanor cases is generally disposed of when submitted as evidence per agreement with the State's Attorneys Office, although alcohol may be held as evidence on a case by case basis.

6. The final disposition of property will be accomplished within six (6) months following authorization for disposition or expiration of statutory and/or other legal requirements. Copies of any receipts or reports showing disposition activity on any property will be forwarded to the Records Center for inclusion with the original incident report.

D. Narcotic and Firearm Destruction

1. It is the responsibility of the Evidence and Property Division to destroy narcotic and firearm evidence **only after** receiving a court order or State's Attorney or City Legal written disposition report.

   a. An exception to this will be items recovered in incidents where no charges are filed and the item qualifies as contraband as described in "**E, 1**" of this order.

2. The Evidence and Property Division Commander will supervise the destruction of narcotic and firearm evidence. If the Division Commander is not available, a sworn Department member of supervisory rank will supervise the destruction.

3. Two (2) witnesses from the Evidence and Property Division will witness all destruction of narcotic and firearm evidence.

E. Found Contraband

1. Found contraband (property which by law is not legal to possess), will be scheduled for destruction upon receipt unless required to be retained as evidence in a criminal prosecution.

2. Exceptions to this procedure will be items such as altered firearms that may be held for ballistic testing prior to destruction.

IV. ACCESS TO EVIDENCE ROOM(S) AND GARAGES(S)

A. No one other than the Chief of Police, Deputy Chief of Administration, Commander of Evidence and Property, and Evidence and Property Technicians are allowed free access to the Evidence and Property facilities at the Public Safety Building, unless permission is granted by the Commander of Evidence and Property.

1. A list of individuals authorized to access the Evidence and Property facilities without escort will be posted at the office entrance door. (See **Appendix "B"**)

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2. All other persons entering the Evidence and Property facilities will sign in and out in a logbook.

B. In addition to those listed in section "**A**" above, sworn officers will have access to remote Department garage storage facilities (See **Appendix "C"**).

1. Personnel will utilize their personal City of Rockford employee card to access Department garage storage facilities by swiping their card through the reader.

2. Personnel will activate the alarm upon leaving any Department garage storage facility.

3. The Commander of the Evidence and Property Division is responsible for coordinating the activation and deactivation of all employee cards allowing access to any Department garage storage facility.

V. AUDITS AND INSPECTIONS

A. An audit of the Evidence and Property Division will occur annually.

1. The Chief of Police will assign the audit to supervisory or command level personnel of his choosing who are not routinely or directly connected with control of evidence and property.

2. The Commander of Evidence and Property will not be advised of the personnel selected until the time of the audit.

3. The purpose of the audit is to ensure the integrity of the evidence and property process and is not meant to account for every item held in storage. The inspection will consist of a random sampling of the property held.

4. The results of this audit will be reported in writing to the Chief of Police.

B. An audit will occur when there is a change in command of the Evidence and Property Division.

1. This audit will be conducted jointly by the newly appointed commander of Evidence and Property and a supervisor or command level officer chosen by the Chief of Police.

2. The purpose of this audit is to ensure that records are current and properly annotated.

3. The results of this audit will be reported in writing to the Chief of Police.

C. The Evidence and Property Division Commander will conduct a semi-annual inspection of the Division.

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1. This inspection will cover all activities of the Division and a sampling of work done by each individual assigned to the Division since the previous inspection.

2. These inspections will occur prior to the last day of the month of June and December.

3. The results of these inspections will be reported in writing to the Chief of Police.

D. At the discretion of the Chief of Police, unannounced inspections of the Evidence and Property Division will be conducted.

1. These inspections will be conducted in the presence of the Evidence and Property Division Commander.

2. The purpose of these inspections is to ensure that procedures are being adhered to and the spaces assigned to the Division are being maintained in a clean and orderly manner.

3, The results of these inspections will be reported in writing to the Chief of Police.

VI. EFFECTIVE DATE

A. The effective date of this Order is February 9, 2005.

B. Replaces General Order 72-12(K-6), dated July 20, 1972.

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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APPENDIX "A"

The following Illinois Compiled Statutes shall be referenced concerning the disposal of property in the custody of the Department.

35 ILCS 130/18-21:	Cigarette Tax Act
415 ILCS 5/44:	Forfeitures of Property in Hazardous Waste Cases
625 ILCS 5/4-107(k):	Seizure and Disposal of Vehicles Related to Felony Vehicle Theft Offenses
720 ILCS 5/24-6:	**Confiscation and Disposition of Weapons**
720 ILCS 5/28-5:	Seizure of Gambling Devices and Funds
720 ILCS 5/36-1	Seizure and Forfeiture of Vessels, Vehicles, and Aircraft
720 ILCS 535/6:	Seizure and Removal (air rifles)
725 ILCS 5/108-2:	Custody and Disposition of Things Seized
725 ILCS 5/108-10:	Return to Court of Things Seized (search warrant)
725 ILCS 5/108-11:	Disposition of Things Seized (court orders custody)
725 ILCS 5/108-12:	Disposition of Obscene Material
725 ILCS 5/116-4:	Preservation of Evidence for Forensic Testing
765 ILCS 1020/27-29:	Lost Goods or Money
765 ILCS 1030/1-6:	Property Possessed by Law Enforcement Agencies

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APPENDIX "B"

Personnel authorized access to Evidence and Property Division storage areas.

1. Chief of Police Steven B. Pugh
2. Deputy Chief of Police Chet Epperson
3. Lieutenant Jim Mays
4. Evidence Technician Patty Bond
5. Evidence Technician Lisa Ekedahl
6. Evidence Technician Janie Long

Additional personnel may be granted access while working on special assignments or light duty assignments if ordered and approved by either Chief of Police Steven B. Pugh or Deputy Chief of Police Chet Epperson.

All other persons entering the Evidence and Property facilities will sign in and out in a logbook.

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APPENDIX "C"

CURRENT DEPARTMENT EVIDENCE STORAGE FACILITIES

Madison Street Garage – 300 N. Madison Street

Rock Street Garage – 1300 Rock Street, Building #20
Note: Items held per Illinois State Statute (725 ILCS 5/116-4, Preservation of evidence for forensic testing) will be stored in this facility.

CURRENT DEPARTMENT IMPOUND VEHICLE STORAGE FACILITY

Greater Rockford Auto Auction – 5937 Sandy Hollow Road

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APPENDIX "D"

Case Number: _____

Rockford Police Department
Evidence Custody Transfer

Instructions: This form is to be used to report the Transfer of Custody of evidence in your possession to another person. PRINT the information required by the form at the top and then both you and the person receiving the evidence MUST sign at the bottom. Additionally, complete the Transfer of Custody on each individual Evidence Tag which is being transferred.

I, _____ _____ transfer the evidence listed below to
Title (Print) Name (Print)

_____ _____ on ____ / ____ / ____ at _____ .
Title (Print) Name (Print) Month Day Year Time (24 hr)

Tag Number	Item	Tag Number	Item

Transferred by: _____
(Signature)

Received by: _____
(Signature)

Notice: As soon as possible following transfer of custody, this completed form shall be deposited with the Property and Evidence Division. If the office is closed, deposit in the evidence drop slot in evidence locker number 38.

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.06	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
PERSONAL APPEARANCE AND GROOMING	60	AUXILIARY AND TECHNICAL

REFERENCE	APPENDICES
body piercing, contact lenses, eyeglasses, facial hair, fingernails, grooming, hair, jewelry, makeup, , personal appearance, tattoos, watches	NONE

ORIGINAL ISSUE DATE	REISSUE / REVISED DATE	EXPIRATION DATE
May 25, 2007		This order remains in effect until revised or rescinded

CALEA
26.1.1, 53.1.1

POLICY

It is the policy of the Rockford Police Department that all employees, sworn or civilian, present a professional appearance while performing their official duties.

PURPOSE

The purpose of this General Order is to establish personal appearance standards for all members of the Department to follow while performing their official duties.

Appropriate grooming fosters the image of a competent, professional member of the law enforcement community. Your ability to take command of a situation and influence others to accept your direction is made easier by presenting the right image.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. GENERAL POLICY ON PERSONAL APPEARANCE AND GROOMING
III. HAIR AND HAIRSTYLING
IV. FACIAL HAIR, FINGERNAILS AND COSMETICS
V. TATTOOS
VI. JEWELRY, WATCHES, EYEGLASSES AND CONTACT LENSES
VII. EFFECTIVE DATE

I. DEFINITIONS

A. **SWORN PERSONNEL** – An employee of the Department who has power of arrest and has taken a sworn oath of office.

B. **NON-SWORN PERSONNEL** – An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.

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C. **SUPERVISOR** – An employee of the Department who is responsible for the performance and conduct of other employees.

II. GENERAL POLICY ON PERSONAL APPEARANCE AND GROOMING

A. All personnel are expected to groom themselves in such a way as to present a professional image while performing their official duties.

B. All supervisors are responsible for ensuring their on duty employees are in compliance with the standards in this Order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or and repeated violations may be subject to Department discipline

C. It will be each employee's responsibility to maintain good personal hygiene.

D. Officers assigned to certain duty assignments (e.g. Gang Unit, Metro Narcotics Unit, M3 Streets Team and some undercover details) may deviate from the appearance and grooming standards listed in this Order at the direction of the Chief of Police, his/her designee, or the Deputy Chief of the officer's respective Bureau.

III. HAIR AND HAIRSTYLING

A. On duty sworn personnel

1. All on duty sworn personnel will maintain a hairstyle appropriate in appearance and suitable for the duties of a police officer. Hair must be clean and neat. The bulk or length of hair may not interfere with the proper wearing of any authorized headgear. Hair in front will be groomed in such a manner so it does not fall below the band of properly worn authorized headgear. If hair coloring is used it must look natural. Personnel who wear hairpieces or wigs on duty will conform to the same standards stipulated for natural hair.

2. Male Officers

   a. Hair length will not exceed three inches and will not cover the ears.

   b. The hair may not cover the rear shirt collar.

   c. Sideburns will be neatly trimmed and will not extend below the bottom of the ear opening. They will not be flared, will be even in width and end with a clean horizontal line.

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3. Female Officers

a. Hair length may not extend below the bottom of the shirt collar unless it is securely and neatly pinned above it.

b. The front and sides must be short enough and groomed or pinned in a manner that prevents any hair from blowing or falling into the line of vision.

c. No bows, ribbons or ornaments will be worn in the hair except for neat and inconspicuous black or brown bobby pins or one small black or brown barrette.

d. Ponytails are not permitted and braids must be securely pinned up. They may not be worn loose.

B. Non-sworn personnel

1. All non-sworn personnel will maintain a neat and clean business hairstyle while working. Hairstyles and colors will be in keeping with the professional image of law enforcement.

IV. FACIAL HAIR, FINGERNAILS AND COSMETICS

A. On duty sworn personnel

1. All sworn personnel will start each duty day clean-shaven, except for a moustache if desired. Moustaches must be trimmed so as not to extend over the top lip or extend past the corner of the mouth either vertically or horizontally.

2. Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch (1/8") from the tip of the finger.

a. On duty sworn personnel may not wear artificial nails.

b. Female officers may wear fingernail polish while on duty. All nails must be of the same conservative, solid shade without decals or ornamentation and not detract from a uniform appearance.

c. The wearing of bright colored, florescent or multicolored nail polish is prohibited.

3. Female employees may wear face and eye makeup when applied conservatively and in harmony with hair color and the color of their uniform or plain-clothes. Long, false eyelashes shall not be worn while on duty.

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4. Male employees may only wear cosmetics to address a physical condition requiring them.

B. Non-sworn personnel

1. All non-sworn personnel will start each day clean-shaven, except for a moustache if desired. Moustaches must be trimmed so as not to extend over the top lip or extend past the corner of the mouth either vertically or horizontally.

2. Non-sworn personnel must keep their fingernails clean and neatly trimmed.

3. Non-sworn female personnel may wear artificial nails and nail polish as long as the nail length and color is conservative and maintains a professional and business like appearance.

4. Non-sworn female personnel may wear face and eye makeup as long as it is conservative and maintains a professional and business like appearance.

5. Male employees may only wear cosmetics to address a physical condition requiring them.

V. TATTOOS

A. The Department takes a conservative approach to all aspects of personal appearance, including tattoos.

B. It is not the intent of the Department to deny any employee the ability to personally express him or herself. The Department does however require all employees to maintain a professional and conservative appearance. Therefore, the Department prohibits, excessive and overly conspicuous tattooing, such as "full sleeve" tattoos and tattoos located on the face, head, neck and hands.

C. Policies and prohibitions regarding tattoos apply to all forms of body art including but not limited to, branding, scarification and skin implants.

D. Sworn personnel

1. Sworn personnel who have tattoos, prior to employment with the Department or prior to the issue date of this Order, may display them provided the tattoo(s) is/are not obscene, offensive, sexually suggestive, profane or discriminatory towards a person on the basis of race, color, national origin or ancestry, religion or creed, age, sex, or disability.

2. After taking the oath of office, a sworn member of the Department is prohibited from obtaining any tattoos on their face, head, neck or hands and, in addition, is prohibited from obtaining any new tattoo(s) that is/are visible while wearing any Department uniform.

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E. Non-sworn personnel

1. Unless acquired prior to becoming an employee of the Rockford Police Department, personnel are prohibited from obtaining tattoos on their face, head, neck or hands.

2. Personnel may have tattoos that are visible while working unless the tattoo(s) is/are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, color, national origin or ancestry, religion or creed, age, sex, or disability.

VI. JEWELRY, WATCHES, EYEGLASSES AND CONTACT LENSES

A. On duty sworn personnel

1. On duty sworn personnel are prohibited from wearing any jewelry other than rings, earrings, religious medallions on a thin chain, watches and medical bracelets.

2. All jewelry must conform to the following standards:

   a. Only one ring or wedding ring set per hand is permitted.

   b. Female Officers may wear earrings while on duty.

   c. Male Officers may not wear earrings while on duty.

   d. Only one earring per ear is permitted.

   e. The only style of earring permitted is a post no larger than ¼" in diameter. Dangling earrings are not permitted.

   f. Earrings must be a matching set.

   g. Earrings must be worn on the lobe of the ear. They may not be worn on any other location of the ear.

   h. While on duty, no body piercing jewelry, other than earrings, is allowed if it is visible while in uniform.

   i. Religious medallions worn on a thin chain around the neck are allowed if not visible while in uniform or plain clothes. Chains must be thin enough to break away easily.

   j. Watches must be conservatively colored and styled.

   k. Medical bracelets must be snug fitting and can not interfere with any assigned duties.

3. Eyeglasses worn by on duty sworn personnel must be conservative and business-like in nature and conform to the following standards

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a. Frames may be gold, silver, bronze, black, gray or brown wire, conservative looking dark plastic, or dark brown tortoise shell only.

b. Lenses will be clear, brown, gray, green, or navy blue only. Prescription lens colors other than above will be approved only for valid medical reasons.

c. Only dark blue or black retaining devices designed to retain eyeglasses in the proper position on a person's face may be worn on duty.

d. Sunglasses must be conservative in style. Frames must be entirely one color and dark in style. No mirrored or reflective lenses, designed to hide the eyes, will be worn by sworn personnel on duty.

4. Contact lenses worn by on duty sworn personnel must not be tinted or designed to change the shape or general appearance of the eye (e.g. cat eyes, American flags).

B. Non-sworn personnel

1. Non-sworn personnel may wear jewelry if it is conservative and business-like in appearance. No body piercing jewelry, other than earrings, is allowed if viewable by the public.

2. Eyeglasses worn by non-sworn personnel must be conservative and business-like in appearance and have only clear or lightly tinted lenses. Dark tinted lenses will be approved for valid medical reasons only

3. Contact lenses worn by non-sworn personnel must not be tinted or designed to change the shape or general appearance of the eye (e.g. cat eyes, American flags).

C. On duty loss of or damage to wedding rings, engagement rings, watches eyeglasses and contact lenses

1 The City of Rockford will reimburse officers up to a maximum of three hundred dollars ($300.00) for loss of or damage to; wedding rings, engagement rings, watches, eyeglasses and contact lenses if the loss or damage occurred during the normal course of authorized duties or during a training exercise.

2. The City of Rockford will not reimburse officers for items lost or destroyed through their negligence (e.g. items left unsecured in the locker room or a Department vehicle).

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3. All other allowable jewelry is worn at the sole risk of the officer. If desired, Officers may seek restitution through the State's Attorneys Office for these items if they are damaged or lost due to the actions of a criminal suspect.

4. The City of Rockford will evaluate each claim on a case-by-case basis and reserves the right to deny a claim where officer negligence caused the loss or damage. The officer may file an appeal with the City of Rockford if not satisfied with a denial or reduced dollar amount.

5. The circumstances behind all damaged or lost items must be documented on the original incident report (or supplement to the original incident report). A complete description of the damaged or lost item will be listed in the property section. If your property falls under items the City of Rockford will replace, a clothing requisition must be completed with the Officer listing the property in the box entitled "other" on the back of the form. A copy of the original receipt or an estimate of replacement (obtained from a merchant or catalog) must be attached to the clothing requisition. Forward these items to the Fiscal Services Officer in the Administrative Services Bureau.

VII. EFFECTIVE DATE

A. The effective date of this Order is May 25, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.08		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE CRIME ANALYSIS	SERIES NO. 60	SERIES TITLE / SUBJECT AUXILIARY AND TECHNICAL	
REFERENCE Crime Analysis, Crime Patterns			APPENDICES NONE
ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE October 24, 2005	EXPIRATION DATE This order remains in effect until revised or rescinded	

POLICY

It is the policy of the Rockford Police Department to utilize crime analysis data to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce and suppress criminal activities.

PURPOSE

The purpose of this General Order is to identify the crime analysis function within the Rockford Police Department and to create the framework for the development and dissemination of crime analysis information to all organizational units of the Department where appropriate.

This General Order is comprised of the following numbered sections.

I. RESPONSIBILITY AND AUTHORITY
II. SOURCES OF INFORMATION
III. CRIME ANALYSIS PROCEDURES
IV. DISSEMINATION OF INFORMATION
V. EFFECTIVE DATE

I. RESPONSIBILITY AND AUTHORITY

A. Crime Analysis is under direction of the Chief of Police with functional control by the Administrative Services Bureau Deputy Chief. Crime Analysis is attached to the Records Center Division with supervisory responsibility assigned to the Division supervisor.

B. Crime analysis should not be considered a record keeping function or a repository for raw crime data. Rather, it is a support function converting raw data into useful information for deployment and investigative purposes.

C. Crime analysis will support decision making in the following key areas:

1. Patrol deployment – Information developed will provide patrol supervisors with information to assist in better utilization of resources in response to criminal activity.

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2. Patrol investigations – Information obtained will provide investigative leads for follow-up investigations by patrol personnel, improving the quality of preliminary and follow-up investigations.

3. Investigative case screening – Information obtained through analysis will provide ongoing information to improve and assist the investigative screening and assignment process.

4. Special Operations deployment – Information derived from analysis will assist Special Operations personnel with deployment, strategy development and criminal prevention activities.

D. A secondary function is to compile, collect, collate, verify and analyze any activity or information that will assist the Department in administrative requirements such as:

1. Equal Employment Opportunity (EEO) reports and statistics.

2. Data and statistics for grant applications.

3. Recruit and promotion testing and selection procedures.

4. Preparation of periodic racial profiling traffic stop reports.

II. SOURCES OF INFORMATION

A. Sources from which crime analysis raw data will be extracted include, but are not limited to:

1. Computer Aided Dispatch (CAD) system.

2. Records Management System (RMS).

3. Offense/incident reports.

4. Law Enforcement Agency Data System (LEADS).

5. National Crime Information Computer (NCIC).

6. Criminal History Information Computer (CHRI).

7. Field interviews.

8. Sex offender files.

9. Warrant data.

10. Incident analysis.

11. Other law enforcement agencies.

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12. Publications.

13. Media broadcasts.

14. Community meetings and citizen input.

III. CRIME ANALYSIS PROCEDURES

A. Factors used in the analysis of raw data will include:

1. Frequency by type of crime.

2. Geographic factors.

3. Temporal factors.

4. Victim descriptors (general and not by name).

5. Target descriptors (general or specific, as appropriate).

6. Suspect and suspect vehicle descriptors (general or specific, as appropriate).

7. Method of operation factors (modus operandi).

8. Physical evidence information.

9. Problem-oriented or community policing strategies.

B. Analysis of raw data will be accomplished by use of standard mathematical formula and other systems to include:

1. Computer spreadsheet programs.

2. Computer graphing and presentation programs.

3. Basic logic.

C. Temporal and geographic distribution of selected crimes will be accomplished with the same means described in “B” above, with the additional parameters of time and location or location type.

D. Analysis of raw data should provide information to assist with the following:

1. Identification and mapping of evolving or existing crime patterns.

2. Increasing the number of cases cleared by arrest.

3. Provide investigative leads for personnel in both the Patrol Services Bureau and the Detective Bureau.

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4. Establish operating data for patrol planning and deployment of Special Operations Bureau personnel.

5. Traffic crash analysis and reports for planning and deployment of Traffic and Patrol units for selective enforcement as well as sharing of such data with the City of Rockford Traffic Engineering Division.

6. Furnish support data for crime prevention activities.

7. Tracking and mapping of registered sex offenders.

8. Tracking and mapping of evolving or existing gang territories.

9. Furnish crime trend data for input in Department planning, targeting and budgeting.

10. Furnish reports based on crime thresholds for initiating patrols, pro-active deployment, suppression, and target hardening activities.

IV. DISSEMINATION OF INFORMATION

A. All Department personnel are encouraged to use crime analysis information in developing strategies, tactics and response plans.

1. All Department personnel are also encouraged to provide feedback to crime analysis personnel to assist in measuring the effectiveness, productivity and impact of information developed from the crime analysis process.

2. Crime analysis personnel will periodically solicit feedback to assist in measuring the effectiveness, productivity and impact of information disseminated through crime anaylsis.

B. Requests for specific information should be submitted in advance to provide sufficient time for information to be retrieved from available resources and effectively analyzed.

C. Information developed via crime analysis will be disseminated to appropriate Department personnel and copies forwarded to the Chief of Police.

D. Information developed and issued from crime analysis is for law enforcement use only and not intended to be disseminated outside the Department.

E. Authorization for release of information to non-law enforcement agencies or personnel must be obtained from the Chief of Police or a Deputy Chief of Police.

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V. EFFECTIVE DATE

A. The effective date of this Order is October 24, 2005.

BY ORDER OF

_____

Steven B. Pugh
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 60.09 -	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 16

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
UNIFORM AND PERSONAL EQUIPMENT STANDARDS	60	AUXILIARY AND TECHNICAL

TOPICS / REFERENCE	APPENDICES
Gun Belt, Personal Equipment, Uniforms	A-1. A-2, B, C

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
July 1, 1989	April 23, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)
1.3.9 • 17.5.2 • 17.5.3 • 22.2.5 • 41.3.4 • 41.3.5 • 41.3.6

POLICY

It is the policy of the Rockford Police Department that all employees, sworn and civilian, present a professional appearance while performing their official duties.

PURPOSE

The purpose of this General Order is to establish specific uniform and personal equipment standards and guidelines for officers performing their official duties while in uniform. Dressing appropriately enhances the image of a competent, professional member of the law enforcement community. Your ability to take command of a situation and influence others to accept your direction is made easier by presenting the right image.

This order describes the sole list of authorized mandatory uniform and personal equipment items issued by the Department as well as optional, personally owned items authorized for use for official on-duty and off-duty assignments.

This Order is comprised of the following numbered section:

I. DEFINITIONS
II. GENERAL POLICY ON UNIFORMS AND PERSONAL EQUIPMENT
III. DEPARTMENT ISSUED UNIFORMS
IV. DEPARTMENT ISSUED PERSONAL EQUIPMENT (DUTY GEAR)
V. PERSONALLY OWNED CLOTHING AND EQUIPMENT
VI. MAINTENANCE, ALTERATIONS, REPAIR, REPLACEMENT AND EXCHANGE OF UNIFORMS AND PERSONAL EQUIPMENT
VII. EFFECTIVE DATE
VIII. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A-1. Department Issued Uniforms and Personal Equipment List Patrol Officers, Investigators and Sergeants

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A-2. Department Issued Uniforms and Personal Equipment List Command Staff Officers

B. Clothing Requisition Form

C. Uniform Pick-up Notice / Shoe Request Form

I. DEFINITIONS

A. Sworn Personnel: An employee of the Department who has powers of arrest and has taken a sworn oath of office.

B. Non-sworn Personnel: An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.

C. Command Staff: The Chief of Police, Deputy Chiefs of Police, Assistant Deputy Chiefs of Police and Lieutenants of Police.

D. Commanders: The Chief of Police, Deputy Chiefs of Police, Assistant Deputy Chiefs of Police, Lieutenants of Police, and Sergeants officially performing the duties of a Lieutenant (Acting Shift Commander.)

E. Supervisor: An employee of the Department who is responsible for the performance and conduct of other employees.

II. GENERAL POLICY ON UNIFORMS AND PERSONAL EQUIPMENT

A. All personnel are expected to dress in such a way as to present a professional image while performing their official duties.

B. All supervisors are responsible for ensuring their on-duty employees are in compliance with the standards in this Order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or repeated violations may be subject to Department discipline.

C. It is understood that there will be occasions when issues may arise, regarding uniforms and personal equipment, which are not covered by this Order. When necessary, commanders and supervisors are authorized to make decisions regarding those issues of uniforms and personal equipment, while staying within the general guidance of this Order.

D. The Department will provide all sworn personnel with their required uniform and personal equipment items.

1. All Department uniforms and personal equipment will conform to specifications approved by the Chief of Police.
2. See **Appendix A-1** for a list of uniforms and personal equipment issued to Patrol Officers, Investigators, and Sergeants.
3. See **Appendix A-2** for a list of uniforms and personal equipment issued to Command Staff Officers.
4. See **Appendix C** for a Clothing Requisition Form.

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5. See **section VI** of this order for information on the Department's policies on maintenance, alterations, repair, replacement and exchange of uniforms and personal equipment items.

6. Department uniforms and personal equipment may only be worn and used at the following times and only for official functions:

   a. On duty;

   b. Department related court appearances;

   c. Department authorized off-duty events or jobs. The same uniform and equipment standards apply for all off-duty jobs;

   d. Traveling directly home, to or from duty.

E. Officers are not authorized to mix or wear any uniform shirts or jackets with civilian clothing, except for the Raid Jacket, which may be worn with civilian clothing while on duty.

III. DEPARTMENT ISSUED UNIFORMS

See Appendix "A-1 and A-2" for a basic list of all Department issued uniforms and personal equipment

A. Uniform Hats

1. The Department provides all officers with two different pieces of headgear that may be worn while in uniform:

   a. A navy blue eight-point crown hat with royal blue trim, navy blue band, silver buttons and black, patent leather visor. The patrol officer and uniformed investigator cap has a black plastic strap across the front of the hatband while the uniformed Sergeant hat has a braided, double knotted gold rope across the hatband and gold buttons; and

   b. A fleece (nylon fur) lined "trooper's hat" for cold weather use.

2. Command Staff Officers

   a. The Department provides all command staff officers with one navy blue rounded crown hat, gold buttons, and a flat, gold, metal strap across the hatband.

3. Hat Badges

   a. The Department provides all officers with a hat badge to wear on the front of their uniform headgear. Hat badges for patrol officers and uniformed investigators have a silver finish. Hat badges for sergeants and command staff have a gold finish.

4. Uniform headgear may not be altered in appearance and must be immediately available at all times. It must be worn in the following circumstances:

   a. Assignment to a walking beat;

   b. Handling traffic control or investigating an accident;

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c. Protecting a major crime scene;

d. A commander or supervisor orders it to be worn.

B. Department patches, shirt badges, nametags and photo ID cards

1. All shirts, sweaters, jackets and coats, except for the raincoat, shall have a Department patch centered on each shoulder ½ inch below the seam.

2. The Department provides officers with all required metal badges, metal nameplates, cloth, sew-on badges and nametags and photo ID cards. Officers are required to always wear a badge and nameplate or nametag on their uniform shirt.

   a. K9 officers are authorized to wear cloth, sew-on badges and cloth, sew-on nametags on their uniform shirts. M3 Streets Team and Community Services officers are authorized to wear cloth badges and nametags on their bicycle officer uniform shirts.

   b. Metal nameplates are worn centered, over the right breast pocket of the uniform shirt. The bottom edge of the nameplate/nametag will touch the top edge of the pocket seam. They will include an officer's first initial and last name. Certain special duty positions may also be noted on the nameplate. They include:

      1. Bomb Technician;
      2. Dignitary Protection;
      3. Field Training Officer;
      4. Firearms Instructor;
      5. Mobile Command;
      6. S.W.A.T.

   c. The sweater, all-season jacket and raincoat, for all officers other than the rank of Chief of Police, Deputy Chief, Assistant Deputy Chief, and Lieutenant, must have cloth badges and cloth nametags. The Chief of Police, Deputy Chiefs, Assistant Deputy Chiefs, and Lieutenants will wear metal badges and metal nameplates on all garments.

3. Officers not in uniform are required to have their Department issued photo ID card with them while on duty. Non-uniformed officers will show their Department issued photo ID card to any citizen who requests they provide proof of their identity. All officers are required to provide their full name and badge number to any citizen who requests it.

C. Rank Insignia

1. Patrol Officer and uniformed Investigators:

   a. No specific rank insignia on uniform;

   b. Silver finish on metal shirt badges and nameplates;

   c. Grey colored cloth badges;

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d. Cloth nametags have white lettering on navy blue for the all-season jacket and sweater and white lettering on black for the raincoat;

e. Buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a silver finish;

2. Sergeant:

a. Three royal blue sergeant stripes on both sleeves of each shirt, sweater and all-season jacket;

b. Gold finish on metal shirt badges and nameplates;

c. Gold colored cloth badges;

d. Cloth nametags have gold lettering on navy blue for the all-season jacket and sweater and gold lettering on black for the raincoat;

e. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.

3. Lieutenant:

a. Gold finish lieutenant bars on shirt collars;

b. Gold finish lieutenant bars on the epaulets of the all-season jacket;

c. Gold finish lieutenant bars on the epaulets of the command coat;

d. One gold finish bar on each sleeve of the command coat for each 5 years of service up to 15 years;

e. One gold finish 5-point star on each sleeve of the command coat upon completion of 20 years or more service;

f. Gold finish on metal shirt badges and nameplates;

g. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.

4. Chief of Police, Deputy Chief and Assistant Deputy Chief:

a. Three gold finish stars – Chief of Police

Two gold finish stars – Deputy Chief of Police

One gold finish star – Assistant Deputy Chief of Police;

b. Gold finish star(s) on shirt collars;

c. Gold finish star(s) on the epaulets of the all season jacket;

d. Gold finish star(s) on the epaulets of the command coat;

e. One gold finish bar on each sleeve of the command coat for each 5 years of service up to 15 years;

f. One gold finish 5-point star on each sleeve of the command coat upon completion of 20 years or more service;

g. Gold finish on metal shirt badges and nameplates;

h. Jacket buttons, snaps, tie bars, belt buckles and all duty belt metal accessories will have a gold finish.

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D. Uniform Shirts

1. The Department provides all patrol officers, investigators and sergeants with long sleeve and short sleeve uniform shirts.

2. M3 Street Team and Community Service Unit officers are also issued "Polo" type uniform shirts as part of the bicycle officer uniform.

3. The Department provides all command staff with an initial issue of white, long sleeve and short sleeve shirts upon promotion to command rank. Thereafter command staff is responsible for the purchase of new uniform shirts as needed.

4. Any visible T-shirt worn under the short sleeve uniform shirt must be white in color**.** The sleeves of the T-shirt shall not extend past the end of the uniform shirtsleeves.

E. Uniform Tie and Tie Bar

The Department provides all officers with dark blue clip on ties and a tie bar with, depending on rank, either a silver or gold finish. A Department issued tie bar must be worn while wearing a tie in uniform. The proper position for the tie bar is between the 3rd and 4th shirt buttons.

F. V-Neck Sweater / Zip-Up Sweater

The Department provides each officer with either a navy blue V–neck sweater or a zip-up "cardigan" style sweater.

G. Turtleneck shirt

The Department provides all officers with one dark blue turtleneck shirt with the letters "R.P.D." embroidered in white letters on the right side of the collar. As part of the winter uniform, turtleneck shirts may be worn under a long sleeved shirt in place of a tie. They may also be worn under the V-neck sweater (without a uniform shirt) and under the bicycle officer uniform "Polo" type shirts. Officers assigned to the M3 Streets Team and as K-9 officers will receive an issue of three (3) turtleneck shirts. Turtleneck shirts are not authorized for wear with the short sleeved uniform shirt. Turtlenecks are not authorized for wear with white, command rank uniform shirts.

H. Jackets

1. The Department provides each officer with a navy blue, all-season jacket. Jackets for officers below lieutenant rank have cloth, sewn on badges and nametags. The nametags, depending on rank, have white or gold lettering on a navy blue background.

2. M3 Street Team and Community Service Unit officers are issued a bicycling jacket constricted of reflective / high-visibility material.

I. Command Uniform

The Department provides each command staff officer with a command coat and trousers.

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J. Uniform Trousers / Bicycle Officer shorts

1. The Department provides every officer navy blue uniform trousers.
2. K9 officers are also issued navy blue cargo trousers.
3. M3 Streets Team and Community Service Unit officers are also issued lightweight bicycle officer trousers and shorts.
4. The Department will pay for inseam and waist alterations at a Department authorized tailor.

K. Uniform Trouser Belt

The Department issues all officers black leather, basketweave finish belt, with either a silver or gold finished buckle depending on rank.

L. Footwear

1. The Department issues every officer black uniform socks. White socks may be worn but only when the socks are covered by boots and not visible while standing or walking.
2. The Department provides each officer with uniform shoes and/or boots through a Department authorized vendor, using a purchase order system. Officers are allowed to buy only Department authorized footwear with the purchase orders. All purchase orders have a maximum dollar value the footwear vendor will honor. If an officer wishes to buy authorized footwear more expensive than the purchase order's value, any additional cost is the responsibility of the officer.
3. When initially hired officers are given a purchase order that allows them to buy two pairs of uniform footwear. After the first year of employment, officers may request a purchase order for one pair of new shoes or boots a year. Requests must be made with a "Clothing Requisition Form" - **Appendix B** and a "Uniform Pick-Up Notice/Shoe Request Form" – **Appendix C**.
4. Officers are authorized to wear any footwear as part of the uniform as long as it meets all of the standards covered in this order. Any footwear purchase other than one made with a Department purchase order must be done at the Officer's own expense and will not be reimbursed by the Department.
   a. Uniform shoes / boots must **:**
      1. have a conservative, uniform looking appearance;
      2. be all black in color;
      3. have laces;
      4. have leather uppers or a combination of leather/nylon;
      5. be well polished with heels, soles, and laces in good condition.
   b. Uniform shoes / boots will not **:**
      1. have a contrasting color design or lettering;
      2. be "slip on" or "loafer" style shoes or "Wellington" style boots;
      3. have platform soles;
      4. have buckles or snaps.

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M. Raincoat / Hat Rain Cover

1. The Department provides each officer with a black nylon raincoat and rain cover for their duty hat. Raincoats have cloth, sewn on badges and nametags with, depending on rank, white or gold lettering on a black background. Raincoats do not have rank insignia devices attached to them.

N. Raid Jacket

1. The Department provides all command staff, sergeants, investigators, M3 Streets Team and Community Service Unit officers with a raid jacket. All raid jackets have sewn on badges. The raid jacket is not part of the standard uniform and should only be worn by officers while in plainclothes.

O. Awards, Ribbons and Pins

1. Award Ribbons

   a. Award Ribbons are worn centered over the right breast pocket of the uniform shirt, ½ inch above the nameplate. No more than three ribbons will be displayed in a single row, in order of importance, from right to left. If an officer receives a fourth ribbon, the highest award ribbon will be placed on top and centered over the other three. The bottom edge of the top ribbon shall touch the top edge of the bottom ribbons. Award Ribbons authorized to wear; in order of importance are:

      1st Medal of Valor
      2nd Distinguished Service Ribbon
      3rd Medal of Lifesaving
      4th Exceptional Service Medal

2. Seniority Pin

   a. The seniority pin is worn centered, left to right and top to bottom, on the right breast pocket flap of the uniform shirt. If a seniority pin is worn, it will be the only pin worn.

3. American Flag Pin

   a. A small American flag pin is authorized for wear on the uniform shirt. It will be worn centered, left to right and top to bottom, on the right breast pocket flap. Plainclothes officers are authorized to wear the pin also. If a flag pin is worn it will be the only pin worn.

4. Other Department Approved Badge, Pin or Ribbon

   a. Any additional badge, pin or ribbon will be worn centered, left to right and top to bottom, on the left breast pocket flap of the uniform shirt. The Chief of Police must approve of any additional badge, pin or ribbon and will determine the length of time it may be worn.

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P. Minimum Uniform and Personnel Equipment Requirements

1. Unless authorized by a commander or supervisor, all uniformed personnel working an assignment outside of the Public Safety Building must wear, at a minimum, the following items; uniform shirt, uniform pants, approved shoes or boots, trouser belt, duty belt, holster, sidearm, extra magazine pouch with two loaded magazines, OC spray, ASP, handcuffs and portable radio.

2. On-duty personnel in uniform who are working inside of the Public Safety Building must wear the following items; uniform shirt, uniform pants, approved shoes, trouser belt. If carrying a sidearm without a duty belt it must be carried in a Department authorized holster.

3. All on-duty personnel in uniform who are working hireback or forceback for any special or public event (e.g., 4th of July / On the Waterfront / concert security) must wear a complete uniform, as listed in **paragraph 1** of this section, and uniform hat unless their commander or supervisor advises otherwise.

4. Officers working a traffic control assignment must wear a reflective traffic vest.

Q. Seasonal Uniform Regulations

Twice each year, in the Spring and Fall, the Deputy Chief of Field Operations will issue a memorandum announcing the change from summer to winter uniforms and vice-versa. Officers will follow the uniform standards outlined in the memorandum.

IV. DEPARTMENT ISSUED PERSONAL EQUIPMENT (DUTY GEAR)

See **Appendix A-1** for a list of uniform and equipment for Patrol Officers, Investigators, and Sergeants.
See **Appendix A-2** for a list of uniform and equipment for Command Staff Officers.
See **Appendix B** for a Clothing Requisition Form.
See **Appendix C** for a Uniform Pick-up Notice / Shoe Request Form.

Officers are not required to carry all of the listed items of personal equipment. Officers are required to have and maintain, in good serviceable condition, the equipment that has been issued to them.

A. Protective Vest / Body Armor

The Department provides each officer with a protective vest and two vest panel carriers.

1. The Department strongly encourages all officers to wear their protective vest while performing any patrol or field duties.

2. Per General Order ***40.12 – Police Patrol***, officers must either wear or have their protective vest readily available while performing any patrol or field duties. A protective vest kept in a squad car would be considered readily available while one kept in a locker at the Public Safety Building would not.

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3. Per General Order ***40.12 – Police Patrol,*** officers are required to wear a protective vest while participating in a pre-planned high-risk tactical operation such as a drug raid or high-risk felony warrant execution

B. Duty Gear (Gun belt and accessories)

The Department provides each Officer with leather duty gear. Leather duty gear (gun belt, holster and accessory pouches) is constructed of black leather with a basketweave finish. M3 Streets Team, Community Services Unit and K9 Unit Officers are also issued nylon duty gear.

Officers with a medical condition that requires it, may exchange their issued leather gear for lighter weight nylon gear when authorized by the Deputy Chief of Administrative Services. Officers requesting exemption under this paragraph must present a letter from their physician documenting the medical condition and requesting use of nylon gear.

1. Department issued leather / nylon duty gear consists of:

   a. Duty belt;

   b. Belt keepers;

   c. Handgun holster;

   d. Magazine pouch;

   e. Handcuff case;

   f. Pepper spray holder;

   g. Portable radio holder;

   h. Expandable baton / ASP holder;

   i. Riot baton holder.

2. OC / Pepper Spray

   The Department provides each officer with one can of OC / pepper spray. Officers will not carry or use any pepper spray, mace or chemical defense spray other than what the Department provides.

3. Expandable Baton & Wooden Riot Baton

   The Department provides each officer with one expandable baton and a wooden riot baton. The Department issued batons are the only batons authorized for carry or use. Officers may carry both the expandable baton and wooden baton simultaneously if they so choose.

4. Riot Gear

   a. The Department provides each Officer with the following items:

      1. Riot Helmet;
      2. Riot baton (wooden);
      3. Riot baton holder;
      4. Riot gloves;
      5. Riot gear bag.

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b. Officers are responsible for keeping their riot gear readily available if it becomes necessary to use it. The gear bag is to be used for carrying the helmet, gloves and baton but may be used to carry additional Police equipment as well.

5. Traffic Control Equipment

a. The Department provides each Officer with the following items:

1. Whistle;

2. Traffic wand for flashlight (orange cone);

3. Reflective traffic vest.

b. Officers should always wear their reflective traffic vest and use their whistle and flashlight wand when directing traffic. The vest is mandatory when directing traffic as part of a directed assignment.

V. PERSONALLY OWNED CLOTHING AND EQUIPMENT

The Department authorizes personnel, on occasion, to carry and use certain clothing items and equipment not issued by the Department. The Department will not reimburse officers for the purchase of any personally owned clothing and, except for flashlights, will not reimburse officers for the loss of or damage to any personally owned equipment.

A. Knit Caps

Officers are authorized to wear black knit caps during cold weather (below 32 degrees). Knit caps will be U.S. Navy 'Watch Cap' style only and have the word 'POLICE' in capital letters 1 1/8" high, in white, embroidered on the front.

B. Scarves and Ear Warmers

Officers are authorized to wear plain black wool scarves and ear warmers during cold weather (below 32 degrees). They must not interfere with the proper wearing of any Department issued hat.

C. Gloves

1. Cold weather gloves

Officers are authorized to wear leather or fabric gloves when the winter uniform is authorized. All gloves must be black, full finger and cover the wrist. No "driving gloves" or finger-less gloves are permitted.

2. Cut and puncture resistant gloves

Officers are authorized to wear specially designed search / frisk gloves intended to help protect their hands from sharp objects. When worn with the winter uniform, they may be worn at all times. When worn with the summer uniform, they may be worn only when searching a person. As with cold weather gloves, they must be black and cover the wrist.

3. Unauthorized gloves

So called "Sap gloves" or any gloves with lead, steel shot, or any other material designed to add extra weight, sewn into the knuckle or any other part of the glove, are not authorized at any time.

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D. Overshoes

Black rubber overshoes are authorized as a foul weather option. They may be slip-on, zipper, or buckle style.

E. Personally owned duty / gun belt gear

Any personally owned duty / gun belt gear must be of the same construction and appearance (black leather with basketweave finish or black nylon) as the Department issued gear it is worn with. If it has visible snaps they must be of the appropriate finish (silver or gold) for the officer's rank.

1. Authorized, personally owned duty / gun belt items:
   a. Specialty holster for personally owned firearm; (See **Section G.** below)
   b. Flashlight holder;
   c. Additional handcuff case;
   d. Handcuff strap;
   e. Key ring holder;
   f. Latex / Nitrile glove pouch;
   g. Beeper / mobile phone holder;
   h. Knife / multi-tool case.

F. Flashlights

Officers are authorized to carry and use personally owned flashlights if they so choose.

1. Authorized flashlights:
   a. Have no part greater than 2 ½ inches in diameter;
   b. Be black in color;
   c. Be no more than 14 ¾ inches in length and use a maximum of four "D" cell size batteries.
2. Un-authorized flashlights:
   a. Contain projectiles or prods (electric or otherwise);
   b. Emit noxious gases or liquids;
   c. Contain or have attached to it, any device with the purpose of inflicting pain or injury.

G. Handgun mounted flashlights and specialty handgun holsters

The Department allows qualified Officers to attach certain weapon mounted flashlights to their Glock® firearm and carry the firearm / flashlight combination in an authorized holster. Officers who choose to purchase a holster that will accommodate the firearm / flashlight combination must do so at their own expense and qualify with the holster prior to using it on duty. Weapons mounted

flashlights must be approved by the Training and Personnel Unit before being allowed for on-duty use.

H. Knives, Knife Cases and Multi-Tools

Officers are authorized to carry folding knives and multi-tools (pliers, screwdriver and knife combo - commonly referred to as a Leatherman®) while on duty.

1. Uniform officers who carry knives must do so on their duty belt in a Department approved case or in their pants pocket. Carrying cases must have a securable flap and match the rest of the duty / gun belt (black leather with a basketweave finish or black nylon).
2. Knife restrictions
   a. Knives must be folding style. Special exceptions to this restriction are outlined in section b below.
   b. Bomb Squad, Dignitary Protection Team and SWAT Unit members may carry fixed blade knifes when performing special unit duties. The supervisors of the members respective unit must approve the fixed blade knife.
   c. No folding knife blade may exceed four inches when opened.
   d. Folding knives may only be carried in the closed position.
   e. All knives must meet all legal requirements.
   f. No automatic, spring-loaded, or spring-assisted knives are permitted.

I. Mobile Telephones

1. Officers are authorized to use and carry mobile telephones while on duty.
2. Officers are prohibited from using any type or style of telephone ear piece, wired or wireless (e.g., Bluetooth® style) while on duty.
3. Officers are prohibited from placing or answering personal phone calls while at a crime scene, talking with citizens, or handling any call for service.
4. Officers are prohibited from using any personally owned still-photo or video camera, including those integrated into a mobile telephone, to take any photograph or video while on duty.

VI. MAINTENANCE, ALTERATIONS, REPAIR, REPLACEMENT AND EXCHANGE OF UNIFORMS AND PERSONAL EQUIPMENT

A. All personnel, regardless of duty assignment, are responsible for cleaning and maintaining, in serviceable condition, all uniform articles and personal equipment issued to them.

B. The Department will pay for alterations to uniform shirt sleeves (shorten) and the hem and/or waist of uniform trousers.

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C. The Department will replace or repair uniform articles and personal equipment items issued to officers that become damaged or otherwise unserviceable during normal use.

D. The Department will replace or repair worn or damaged headgear, jackets and personal equipment issued to officers with the rank of lieutenant and above and provide them with a clothing allowance for replacement or repair of all other uniforms articles and footwear.

E. The Fiscal Services Section is responsible for replacing and exchanging all uniform items, duty gear and most other equipment items unless the responsibility is specifically given to another Section or Unit.

F. Officers must submit a "Clothing Requisition" form to a supervisor for replacement of any Department issued uniform articles or equipment. The supervisor will sign and forward the form to the Fiscal Services Section. A copy of the ***Clothing Requisition*** form is attached to this order as **Appendix B**.

G. The Fiscal Services Section will complete and forward a "Uniform and Equipment Pick-Up Notice" advising officers that the replacement item(s) they requested is available and ready to be picked up or is out of stock and being ordered. A copy of the "Uniform Pick-Up Notice / Shoe Request is attached to this order as **Appendix C**.

H. Officers whose normal work hours begin or end between 0800 and 1700 hours will receive their "Uniform and Equipment Pick-Up Notices" in their Department mailbox. The replacement items can and should be picked up as soon as possible at the Fiscal Services Office (Administration) Monday through Friday 0800 – 1700 hours.

I. Officers whose normal work hours do not begin or end between 0800 and 1700 hours will receive their "Uniform and Equipment Pick-Up Notices" from their supervisor. The replacement item(s) can and should be picked up as soon as possible from the Shift Commander's Office.

J. When picking up replacement items, officers must bring the "Uniform Pick-Up Notice" as well as the worn, damaged, improper fitting or otherwise unserviceable item(s) (trade-in items) they wish to have replaced. Trade in items will be placed in a paper bag and put in the shift commanders closet area with the completed "Uniform Pick-up Notice" stapled to the bag. All items turned in for replacement must be clean.

K. If an officer no longer has the old item he or she needs replaced, an Officer's Report must be completed explaining the reason(s) they no longer have possession of the item. The Officer's Report is needed in addition to a ***Clothing Requisition*** form.

L. Officers must also submit an Officer's Report explaining the circumstances behind any damage (beyond wear from normal use) done to Department issued equipment that makes the equipment unserviceable.

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M. Officers do not need to submit an Officer's Report for uniform articles damaged during the execution of their authorized duties unless a Supervisor requests one. Officers only need a ***Clothing Requisition*** form to get the item(s) replaced.

N. All Officer's Reports submitted will be addressed to the Deputy Chief of the Bureau the officer is assigned to. A copy will also be forwarded to the Deputy Chief of Administrative Services and the Fiscal Services Section

O. The Deputy Chief of Administrative Services will review the Officer's Report and forward a determination of cause to the Chief of Police.

1. Causes may include poor condition circumstances beyond an employee's control, employee negligence, and/or willful employee misconduct.
2. Losses from a person's negligent or willful action may be cause for discipline, including reimbursing the Department's monetary loss.

P. Except for personally owned flashlights, used during the normal course of duty, the Department will not reimburse officers for the repair or replacement of any personally owned uniform articles or personal equipment if damaged or lost. The maximum reimbursement for repair or replacement of a flashlight is $300.00.

1. If desired, officers may seek restitution through the State's Attorneys Office for Department authorized, personally owned equipment if these items are damaged or lost due to the actions of a criminal suspect.
2. The City of Rockford will not reimburse officers for flashlights lost or destroyed through their negligence (e.g., items left unsecured in the locker room or a Department vehicle). The City of Rockford will evaluate each lost or damaged flashlight claim on a case-by-case basis and reserves the right to deny a claim where officer negligence caused the loss or damage. The officer may file an appeal with the City of Rockford if not satisfied with a denial or reduced dollar amount.
3. The circumstances behind all damaged or lost flashlights must be documented on the original incident report or supplement to the original incident report. The reporting officer must include a complete description of the damaged or lost flashlight in the property section. In order to obtain reimbursement, a copy of the original receipt or an estimate of replacement, obtained from a retail merchant or catalog, must be attached to a clothing or equipment requisition and forwarded to the Fiscal Services Section.

Q. After a change in duty assignment or after leaving a specialized team or unit, officers must return all uniform articles and/or equipment they are no longer authorized to wear or use.

R. Officers promoted to a higher rank shall return any uniform articles or equipment specific to their former rank before receiving their new items.

S. Officers must return all Department issued uniform articles and equipment upon termination of employment with the Department.

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VII. EFFECTIVE DATE

A. This policy became effective July 25, 2007.

VIII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **November** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*.**

B. This order is a revision of and supercedes Department General Order ***60.09 – Uniform and Personal Equipment Standards***, issued July 25, 2007.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A – 1

Rockford Police Department

Department Issued Uniforms and Personal Equipment List
for Patrol Officers, Investigators and Sergeants

DESCRIPTION	# ISSUED	DESCRIPTION	# ISSUED
DUTY HAT (brim and crown frame) [1]	1	HANDCUFFS [1]	1
MESH CROWN COVER for duty hat [1]	1	HANDCUFF CASE [1]	1
SOLID CROWN COVER for duty hat [1]	1	PEPPER SPRAY [1]	1
HAT BADGE [1]	1	PEPPER SPRAY HOLDER [1]	1
NYLON "FUR" HAT [1]	1	EXPANDABLE BATON [1]	1
SHORT SLEEVE UNIFORM SHIRTS [1]	5	EXPANDABLE BATON HOLDER [1]	1
LONG SLEEVE UNIFORM SHIRTS [1]	5	SPIT SOCK [1]	1
SWEATER (PULLOVER OR ZIP) [1]	1	RIOT BATON [1]	1
ALL SEASON JACKET [1]	1	RIOT BATON HOLDER [1]	1
SHIRT BADGE *(STAR)* [1]	1	RIOT HELMET [1]	1
METAL NAMETAGS [1]	2	RIOT GLOVES (PAIR) [1]	1
CLOTH NAMETAGS – FOR JACKET AND SWEATER [1]	3	RIOT GEAR BAG [1]	1
CLOTH NAMETAG – FOR RAINCOAT [1]	1	WHISTLE [1]	1
CLIP-ON TIES [1]	2	MOBILE PHONE (if authorized) [1]	1
TIE BARS [1]	2	FLASHLIGHT TRAFFIC WAND [1]	1
TROUSERS [1]	4	REFLECTIVE TRAFFIC VEST [1]	1
TROUSER BELT [1]	1	ELECTRONIC KEY CARD [1]	1
UNIFORM SHOES OR BOOTS (Pair) [1]	2	FUEL CARDS *(SET OF TWO)* [1]	1
RAIN COAT [1]	1	STREET MAP [1]	1
RAIN COVER FOR HAT [1]	1	STREET GUIDE [1]	1
RAID JACKET *(M3, Comm. Serv. Ofcs. Investigators and Sergeants)* [1]	1	PHOTO IDENTIFICATION CARDS [2]	2
BODY ARMOR w/ TWO CARRIERS [1]	1	SERGEANT'S WALLET BADGE (FLAT STAR) [1] *(SERGEANTS ONLY)*	1
DUTY BELT (GUN BELT) [1]	1		
BELT KEEPERS [1]	4	DETECTIVE'S WALLET SHIELD [1] (*INVESTIGATORS ONLY)*	1
PORTABLE RADIO [3]	1		
LAPEL MICROPHONE FOR PORTABLE RADIO [3]	1	I.D. AND BADGE / SHIELD CASE / WALLET [1] *(INVESTIGATORS AND SERGEANTS ONLY)*	1
PORTABLE RADIO HOLDER [1]	1		
LAPEL MICROPHONE HOLDER [1]	1	PAGER [1] *(INVESTIGATORS, SERGEANTS OR SPECIAL UNITS ONLY)*	1

The Department does not require Officers to have and maintain all of the below-listed items.

Officers are required to have and maintain one duty firearm, a duty holster, three magazines, a magazine pouch for their duty belt and enough .40 caliber ammunition to fully load the three magazines and firearm.

The Department will issue the appropriate on duty and off duty holsters and magazine pouches to Officers who are authorized to carry Glock® firearms, per ***General Order 50.01 – Department Firearms and Ammunition.***

Officers who own and are authorized to carry a Glock®firearm while on duty may choose to return their Department issued Smith And Wesson® (S&W®) firearm and related accessories.

ADDITIONAL BADGE / SHIELD ***(PURCHASED BY OFFICER)*** [1 & 5]	1	DUTY HOLSTER – FOR GLOCK® [1]	1
S&W ® 4046 FIREARM w/ CASE [4]	1	DUTY BELT MAGAZINE POUCH – FOR S&W ® [1]	1
S&W ® .40 CALIBER MAGAZINES [4]	3	DUTY BELT MAGAZINE POUCH – FOR GLOCK [1]	1
.40 CAL. AMMUNITION FOR S&W ® [4]	34 ROUNDS	OFF DUTY HOLSTER – FOR S&W ® [1]	1
.40 CAL. AMMUNITION FOR ON DUTY GLOCK® [4]	VARIED	OFF DUTY HOLSTER – FOR GLOCK® [1]	1
.40 CAL. AMMUNITION FOR OFF DUTY GLOCK® [4]	VARIED	OFF DUTY MAGAZINE POUCH – FOR S&W ® [1]	2
DUTY HOLSTER – FOR S&W ® 4046 [1]	1	OFF DUTY MAGAZINE POUCH – FOR GLOCK® [1]	2

[1] Items issued and replaced by the Fiscal Services Section
[2] Items issued and replaced by the Training and Personnel Unit
[3] Items issued and replaced by the Support Services Unit
[4] Items issued, maintained and replaced by the Armament Section of the Training and Personnel Unit

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APPENDIX A – 2

Rockford Police Department

Department Issued Uniforms and Personal Equipment List
for Command Staff Officers

DESCRIPTION	# ISSUED	DESCRIPTION	# ISSUED
DUTY HAT [1]	1	DUTY BELT (GUN BELT) [1]	1
HAT BADGE [1]	1	BELT KEEPERS [1]	4
SHORT SLEEVE UNIFORM SHIRTS [1]	5	PORTABLE RADIO [3]	1
LONG SLEEVE UNIFORM SHIRTS [1]	5	LAPEL MICROPHONE FOR PORTABLE RADIO [3]	1
SWEATER (PULLOVER OR ZIP) [1]	1	PORTABLE RADIO HOLDER [1]	1
ALL SEASON JACKET [1]	1	LAPEL MICROPHONE HOLDER [1]	1
COMMAND COAT [1]	1	HANDCUFFS [1]	1
SHIRT BADGE *(STAR)* [1]	1	HANDCUFF CASE [1]	1
		PEPPER SPRAY [1]	1
LIEUTENANTS		PEPPER SPRAY HOLDER [1]	1
- GOLD BARS FOR SHIRT COLLARS [1]	1 Pair	EXPANDABLE BATON [1]	1
- GOLD BARS FOR COMMAND COAT [1]	1 Pair	EXPANDABLE BATON HOLDER [1]	1
- GOLD SERVICE BARS FOR COMMAND COAT [1]	1 Set	SPIT SOCK [1]	1
- CLOTH NAMETAGS FOR JACKET AND SWEATER [1]	3	RIOT BATON [1]	1
- CLOTH NAMETAG FOR RAINCOAT [1]	1	RIOT BATON HOLDER [1]	1
CHIEF OF POLICE, and ALL DEPUTY CHIEFS		RIOT HELMET [1]	1
- GOLD STARS FOR SHIRT COLLARS [1]	1 Pair	RIOT GLOVES (PAIR) [1]	1
- GOLD STARS FOR JACKETS [1]	1 Pair	RIOT GEAR BAG [1]	1
- GOLD STARS FOR COMMAND COAT [1]	1 Pair	WHISTLE [1]	1
- GOLD SERVICE BARS FOR COMMAND COAT [1]	1 Set	FLASHLIGHT TRAFFIC WAND [1]	1
METAL NAMETAGS [1]	2	REFLECTIVE TRAFFIC VEST [1]	1
CLIP-ON TIES [1]	2	ELECTRONIC KEY CARD [1]	1
TIE BARS [1]	2	FUEL CARDS *(SET OF TWO)* [1]	1
TROUSERS [1]	4	STREET MAP [1]	1
COMMAND TROUSERS [1]	**1**	STREET GUIDE [1]	1
TROUSER BELT [1]	1	PHOTO IDENTIFICATION CARDS [2]	1
UNIFORM SHOES OR BOOTS (Pair)	2	WALLET BADGE (FLAT STAR) [1]	2
RAIN COAT [1]	1	I.D. AND BADGE CASE / WALLET [1]	1
RAIN COVER FOR HAT [1]	1	PAGER [1]	1
RAID JACKET [1]	1	MOBILE PHONE (if authorized) [1]	1
BODY ARMOR w/ TWO CARRIERS [1]	1		

The Department does not require Officers to have and maintain all of the below-listed items.

Officers are required to have and maintain one duty firearm, a duty holster, three magazines, a magazine pouch for their duty belt and enough .40 caliber ammunition to fully load the three magazines and firearm.

The Department will issue the appropriate on duty and off duty holsters and magazine pouches to Officers who are authorized to carry Glock® firearms, per ***General Order 50.01 – Department Firearms and Ammunition.***

Officers who own and are authorized to carry a Glock®firearm while on duty may choose to return their Department issued Smith And Wesson® (S&W®) firearm and related accessories.

ADDITIONAL BADGE / SHIELD ***(PURCHASED BY OFFICER)*** [1 & 5]	1	DUTY HOLSTER – FOR GLOCK® [1]	1
S&W ® 4046 FIREARM w/ CASE [4]	1	DUTY BELT MAGAZINE POUCH – FOR S&W ® [1]	1
S&W ® .40 CALIBER MAGAZINES [4]	3	DUTY BELT MAGAZINE POUCH – FOR GLOCK [1]	1
.40 CAL. AMMUNITION FOR S&W ® [4]	34 ROUNDS	OFF DUTY HOLSTER – FOR S&W ® [1]	1
.40 CAL. AMMUNITION FOR ON DUTY GLOCK® [4]	VARIED	OFF DUTY HOLSTER – FOR GLOCK® [1]	1
.40 CAL. AMMUNITION FOR OFF DUTY GLOCK® [4]	VARIED	OFF DUTY MAGAZINE POUCH – FOR S&W ® [1]	2
DUTY HOLSTER – FOR S&W ® 4046 [1]	1	OFF DUTY MAGAZINE POUCH – FOR GLOCK® [1]	2

[1] Items issued and replaced by the Fiscal Services Section

[2] Items issued and replaced by the Training and Personnel Unit

[3] Items issued and replaced by the Support Services Unit

[4] Items issued, maintained and replaced by the Armament Section of the Training and Personnel Unit

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APPENDIX B

Rockford Police Department

Clothing Requisition Form

CLOTHING REQUISITION

P.O.#_____

Name: _____ Date:____/_____/_____ Badge # _____

NAME TAG

Jacket *(screw back)* _____ Qty: _____
Shirt *(pin)* _____ Qty: _____
Sweater *(post)* _____ Qty: _____
Nylon _____ *Qty:* _____

SHOES (1 pair a year) Circle one.

Shoes - Regular Low-Cut
Clarino Low-Cut (Hi Gloss)
Boots - ½ Cut
Paratrooper Hi-Cut
Waterproof and Insulated Hi-Cut

Tennis Shoes *Other* _____

TROUSERS Men
Sizes: 28, 30, 31, 32, 33, 34, 36, 38, 40, 42, 44, 46

Size: _____ Qty: _____
Return _____ Qty : _____

TROUSERS Women
Sizes: 6, 8, 10, 12, 14, 16, 18, 20, 22

Size: _____ Qty: _____
Return _____ Qty : _____

SHIRTS Long Sleeve Men
Sizes: 14x33 to 18½x37

Size: _____ Qty: _____
Return _____ Qty : _____

SHIRTS Short Sleeve Men
Sizes: 14 to 18½

Size: _____ Qty: _____
Return _____ Qty : _____

SHIRTS Long Sleeve Women
Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46

Size: _____ Qty: _____
Return _____ Qty : _____

SHIRTS Short Sleeve Women
Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46

Size: _____ Qty: _____
Return _____ Qty : _____

HOLSTERS

4046 _____
Right _____
Left _____
High Ride _____
Low ride _____

OFF-DUTY

4046 _____
Right _____
Left _____
High Ride _____
Low Ride _____

LEATHER Gun Belt
Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48

Size: _____ Buckle: *Gold or Silver* _____

LEATHER Inner Belt
Sizes: 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48

Size: _____

Buckle: *Silver or Brass* _____

LEATHER Accessories

Keepers (4) Silver/Brass ____ Baton Holder ____
Cuff Case Silver/Brass ____ ASP Holder ____
Mag Holder ____ OC Holder ____

NYLON Gun Belt
SM 26-30, MED 32-36, LARGE 38-42, XLARGE 44-48

Size: _____

NYLON Inner Belt
SM 26-30, MED 32-36, LARGE 38-42, XLARGE 44-48

Size: _____

NYLON HOLSTER & Accessories
4046-20"_____ 4046-18"_____ (RT____) (LF____)

Keepers (4) _____ Mag Holder ____
Cuff Case _____ OC Holder ____
Baton Holder Asp Holder

LEATHER JACKETS * **NOTE: Jackets run small**
Sizes: 38, 40, 42, 44, 46, 48, 50, 53, 54, 56
Lengths: Short, Regular, Long, Extra Long

Size: _____ Length: _____

Armor Vest Paca

Vest _____(NEW)

Armor Covers (Name Brand) _____ Size: _____

Supervisors: _____ Issued by: _____

**** All returned clothing must be cleaned before it is exchanged.***

(Continued on back)

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HATS: Summer Winter *Sizes: 6½, 6¾, 7, 7 1/8, 7 1/4, 7 3/8, 7 ½, 7 ¾* Size: _____ *Winter or Summer:* _____	**Ball CAP:** *Sizes: Small, Medium, Large Extra Large* Size: _____

SWEATER: "V" Neck or Zipper *Sizes: 38, 40, 42, 44, 46, 48, 50* "V" Neck: _____ Size: _____ Other: _____ Size: _____	**Handcuffs** Serial No. _____ Lost - Broken	**Asp** Serial No. _____ Lost - Broken
RAIN Coat *Sizes: 38, 40, 42, 44, 46, 48, 50* Size: _____	**Badge Cases** Detective _____ Sergents _____	**OC** Small _____ Large _____
BIKE Shorts *Sizes: SM, M, LRG, XLG* Size: _____ Qty: _____	**BIKE Black Helmet** *Sizes: Sizes: SM, M, LRG, XLG* Size: _____	**RIOT Helment** *Sizes: S, M-L, XL* Size: _____
BIKE Trousers *Sizes: SM, M, LRG, XLG* Size: _____ Qty: _____	**DOG Navy Blue Trousers** *Sizes: SM, M, LRG, XLG* Size: _____ Qty: _____	**BOMB Beige Trousers** *Sizes: SM, M, LRG, XLG* Size: _____ Qty: _____
BIKE Jacket *Sizes: Sizes: SM, M, LRG, XLG* Size: _____ Qty: _____	**DOG Navy Blue Jacket** *Sizes: SM, M, LRG, XLG* Size: _____	**Neck TIES** *Sizes: Short, Reg, X-Long* Size: _____ Qty: _____
Turtlenecks (Navy Blue) Sizes: SM/ Med/ LG/ XLG Size: _____ Qty: _____	**All Weather Jacket** Small _____ X-Large _____ Medium _____ XX-Large _____ Large _____ XXX-Large _____	**OTHER**
BIKE: Polo Shirts (Royal Blue) *Sizes: Med, Large, Xlarge, XXLarge* Size: _____ Qty: _____	**Raid Jacket** Small _____ X-Large _____ Medium _____ XX-Large _____ Large _____ XXX-Large _____	
LEATHER Coat Buttons Large _____ Small _____ Brass _____ Silver _____		

Quanity of:	***** ACCESSORIES *****		
Sgt stripes _____	Rain Cap Cover _____	Riot Bag _____	Brass Hat Buttons _____
Sgt Braid _____	Star # _____	Riot Baton _____	Silver Hat Buttons _____
Lt's Braid _____	Hat Badge _____	Maps _____	Badge Holders Round _____
Lts Bars _____	Street Guides _____	Business Cards _____ (Provide Sample)	Hat Badge Screws _____

_____
Initial Secretary

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APPENDIX C

Rockford Police Department

Uniform Pick-Up Notice / Shoe Request

UNIFORM PICK-UP NOTICE

DATE:_____

OFFICER: _____

The _____ you requested are in stock and may be picked up in Administration M-F, 0800-1700.

Nightshift only: When you receive notice from me that your requested items are in stock, please leave your trades in a bag, with your name on it, in the Shift Commanders office. You must then call my voicemail x5826 and notify me that your trades are there. I will then leave the new items for you.

NO ITEMS WILL BE ISSUED WITHOUT TRADE-IN OR OFFICERS REPORT.

The following items are on order: _____
A notice will be placed in your mailbox when the items are available.

.....

SHOE REQUEST- UNIFORM DEN, 5803 N. 2ND ST.

DATE:_____

OFFICER:_____

****THIS P.O. NUMBER MUST BE PRESENTED TO UNIFORM DEN BY DECEMBER 31, 2007 OR IT WILL BE CANCELLED!****

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 60.10 -	DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
AUTOMATED EXTERNAL DEFIBRILLATOR (A.E.D.)	60	AUXILIARY AND TECHNICAL

TOPICS / REFERENCE	APPENDICES
A.E.D., Emergency Response, First Aid, Heart Attack, Medical Aid	A, B

EFFECTIVE / ORIGINAL ISSUE DATE	REVISION / REISSUE DATE	EXPIRATION DATE
December 1, 2006	August 20, 2008	This order remains in effect until revised or rescinded

CALEA (5th Edition Standards)

POLICY

It is the policy of the Rockford Police Department to train employees in the use of the Automated External Defibrillator (A.E.D.); to offer aid consistent with the A.E.D. training; and to offer to medical personnel assistance consistent with A.E.D. training.

PURPOSE

The purpose of this Order is to establish policy, procedures and guidelines regarding the training, use, reporting and maintenance of the Department's Automated External Defibrillator (A.E.D.) machines.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

I. DEFINITIONS
II. EQUIPMENT
III. TRAINING
IV. A.E.D. RESPONSE
V. REPORTING REQUIREMENTS
VI. MAINTENANCE
VII. EFFECTIVE DATE
VIII. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES

A. Swedish American Hospital Public Access Defibrillation (PAD) Utilization Form.

B. Public Access Defibrillation (PAD) A.E.D. Proficiency Evaluation Form.

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I. DEFINITIONS

A. **Defibrillation:** Administering an electrical impulse to an individual in order to stop ventricular fibrillation (abnormal heartbeat) or rapid ventricular tachycardia (rapid heartbeat).

B. **Trained A.E.D. User:** A person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such at the American Red Cross or the American Heart Association or a course of instruction in accordance with the rules adopted under ***410 ILCS 4/1 et al***.

II. EQUIPMENT

A. The Rockford Police Department will use, at a minimum, six (6) Welch Allyn AED10 machines registered and approved by Swedish American Hospital EMS System.

III. TRAINING

A. All Sworn personnel will receive initial training in the use of the A.E.D.

B. CPR/A.E.D. training is not required for newly hired non-sworn personnel, but the opportunity for the training will be offered and provided if they choose to undergo the training.

C. Sworn and non-sworn personnel having received CPR /A.E.D. training meet the necessary requirements for operation of a Department A.E.D.

D. Re-certification is required every two years and will be scheduled by the Training and Personnel Unit.

IV. A.E.D. RESPONSE

A. All trained Department personnel will take the following actions when encountering a life-threatening medical emergency.

1. Call 9-1-1 to activate emergency medical response.
2. Begin rescue breathing if breathing has stopped or Cardio-Pulmonary Resuscitation (CPR) if a pulse is not found.
3. Use an A.E.D. as indicated.
4. Assist the Fire Department with the transfer of the victim to an advanced life-care facility if necessary (Does not apply to non-sworn personnel).

B. Criteria for use of the A.E.D.

1. The victim has no respiratory effort – has not taken a breath for at least five (5) seconds – and there has been no carotid pulse for at least five seconds; and,
2. The victim is 8 years or older and weighs more than fifty-five (55) pounds.

C. Use of the A.E.D. on victims under 8 years of age or under fifty-five (55) pounds may be done using the **Pediatric Energy Reducer**. **Note:** The Pediatric Energy Reducer is to be used only with the Welch Allyn AED10 machine for which this Order has been written.

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1. Determine if the energy reducer should be used based on the patient's age and weight. Less than 8 years of age or under fifty-five (55) pounds.

2. Plug the Pediatric Energy Reducer directly into the A.E.D. patient connector prior to connecting the electrode pads.
3. The adapter can then be connected to either pediatric or adult size electrodes.
   a. Pediatric electrodes are recommended for infants and children up to twenty-two (22) pounds.
   b. If only adult pads are available, they can be used on smaller patients by placing the pads on the anterior (front) and posterior (back) sections of the patient's torso.
4. Follow the instructions provided with the pads, for proper placement of the electrodes.
5. Operation of the AED10 remains the same when using the energy reducer.
6. Refer to the AED10 operating instructions for specific details.

D. Situations where the A.E.D. will not be used.

1. The victim shows signs of obvious death.
2. The victim is conscious, breathing, or has a pulse.
3. The victim is in water or a wet area.
4. Use of the A.E.D. could endanger the operator's life.

E. Situations dictating further actions or consideration prior to A.E.D. use.

1. Metal surface – Since metal conducts electricity, there is a small risk of an electric charge shocking a receiver or bystander. Remove the victim from contact with the metal service.
2. Medication Patch – Placing an A.E.D. electrode pad on top of a medication patch may block delivery of the shock and/or cause small burns to the skin. Remove the patch and wipe the area clean before attaching the A.E.D.
3. Implanted pacemakers or defibrillators – Placing an A.E.D. electrode pad directly over an implanted medical device may reduce the effectiveness of defibrillation. Place the A.E.D. electrode pad at least one inch to the side of any implanted device.

F. A.E.D. Operation

1. Place the A.E.D. on the left side and near the head of the victim.
2. Power on the A.E.D. by pressing the "ON" switch.
3. Follow voice prompts and attach the adhesive electrode pads to the victim's chest.
   a. Remove clothing from victim's chest.
   b. Dry the victim's chest if wet.

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c. Peel away the protective plastic backing from the electrode pads.

d. Place the pads on the victim's chest as pictured on each electrode pad.

e. Connect the electrode pad connector to the A.E.D.

4. Follow the voice prompts as the A.E.D. analyzes the victim's heart rhythm.

a. If the A.E.D. advises not to shock the victim, check the victim's pulse and initiate CPR until a voice prompt is given by the A.E.D.

b. If the A.E.D. advised to shock the victim, insure that no one is touching the victim by visually confirming that no one is touching and by verbally announcing for anyone else to "Clear"the victim.

c. Make one last check to be sure that no one is touching the victim and then press the "Shock" button.

d. Follow voice prompts to either continue shocking, or cease attempts to shock and resume CPR.

V. REPORTING REQUIREMENTS

A. Whenever an A.E.D. is used in a rescue attempt, the person who used the A.E.D. will complete the Swedish American Hospital "Public Access Defibrillation (PAD) Utilization Form" (**Appendix A**) and the "Public Access Defibrillation (PAD) A.E.D. Proficiency Evaluation Form". (**Appendix B**)

B. Sworn personnel are also required to complete an incident report.

C. Non-sworn personnel will provide information on the use of the A.E.D. to a sworn officer who will complete the required incident report.

D. All required reporting documents will be forwarded to the supervisor of the Training and Personnel Unit for proper forwarding and/or follow-up on the use of the A.E.D.

E. When an A.E.D. is used in a resuscitation attempt, the unit will be forwarded to the supervisor of the Training and Personnel Unit for downloading of the call summary information.

VI. MAINTENANCE

A. The Training and Personnel Unit Supervisor or designee will be responsible for the monthly inspection and maintenance of all A.E.D.'s in use and deployed by the Department. A record of these inspections will be kept in the Training and Personnel Unit files.

B. Any person finding a damaged or malfunctioning A.E.D. will inform the supervisor of the Training and Personnel Unit of the specific damage or problem encountered so proper repairs or replacement of the A.E.D. can be done.

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VII. EFFECTIVE DATE

A. The Department's policy on Automated External Defibrillators (A.E.D) became effective on December 1, 2006

VIII. REVIEWS, REVISIONS AND CANCELLATIONS

A. This General Order will be reviewed each **July** by the **Accreditation Section** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order ***10.01 – Written Directives*****.**

B. This order does not supercede or cancel any previously issued Department policy or procedure.

C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

_____

Chet Epperson
Chief of Police

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APPENDIX A

SWEDISH AMERICAN HOSPITAL

Swedish American EMS System

1401 East State Street, Rockford, Illinois 61104, (815) 489-6081

PUBLIC ACCESS DEFIBRILLATION (PAD) UTILIZATION FORM

Use this form to report any event, incident or situation that results in the use of the AED

PAD provider name and organization: _____

Location of patient: _____

Date of incident: _____ Time of incident: _____

Name of patient (if available): _____

Name of person who operated the AED: _____

How was the pulse checked? _____ Did the patient have a pulse? Yes___ No___
(carotid, radial, ect.)

Was EMS (911) called? Yes ___ No ___ Was the patient breathing? Yes ___ No ___

Time EMS was called and by whom: _____

Briefly describe the event, incident or situation that resulted in the AED being brought to this patient.

Was the AED applied to the patient? Yes ____ No ___

Status of patient at the time of EMS personnel arrival

Patient breathing? Yes ____ No ____

Did the patient have a pulse? Yes ____ No ____

Name of person completing this report: _____

Telephone Number: _____ Signature: _____

Mail this from to:

EMS System Coordinator
Swedish American Hospital
EMS System
1401 East State Street
Rockford, Illinois 61104

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APPENDIX B

PUBLIC ACCESS DEFIBRILLATION (PAD)
Automatic External Defibrillator
Proficiency Evaluation Form

This form is to be filled out by a trained AED provider who was at the incident location. It should be kept in a file at the organization, company or establishment with a cop forwarded to:

Richard Robinson, EMS System Coordinator
Swedish American Hospital
EMS System
1401 East State Street
Rockford, Illinois 61104

	Standard Met	Standard Not Met
Assess for unresponsiveness?	_____	_____
Call for EMS response (911)?	_____	_____
Patient assessed for initiation of CPR		
Airway open?	_____	_____
Two respirations provided?	_____	_____
Pulse assessed?	_____	_____
Initiated CPR if others available to assist?	_____	_____
Correctly attaches the AED to the patient and turns on the unit?	_____	_____
Clears the area around the patient?	_____	_____
Presses the analyze control?	_____	_____
Follows commands of the AED and is able to trouble shoot, if necessary?	_____	_____
Defibrillates the patient after ensuring the area around the patient is clear?	_____	_____
Assesses for a patient pulse?	_____	_____
Resumes CPR?	_____	_____
PAD provider has demonstrated minimum standards in all step?	_____	_____

COMMENTS:

Evaluator Name:_____

Evaluator Signature:_____ **Date:** _____

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.11	DISTRIBUTION NON-SWORN PERSONNEL	PAGE 1 OF 4

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
CLOTHING STANDARDS FOR NON-SWORN PERSONNEL	60	AUXILIARY AND TECHNICAL

REFERENCE	APPENDICES
civilian employees, clothing standards, dress code, non-sworn personnel	NONE

ORIGINAL ISSUE DATE	REISSUE / REVISED DATE	EXPIRATION DATE
May 25, 2007		This order remains in effect until revised or rescinded

CALEA
26.1.1, 26.1.5

POLICY

It is the policy of the Rockford Police Department that all employees, sworn or civilian, present a professional appearance while performing their official duties.

PURPOSE

The purpose of this General Order is to establish specific dress code standards and guidelines for non-sworn personnel of the Department.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. GENERAL POLICY ON CLOTHING
III. CLOTHING STANDARDS AND GUIDELINES
IV. PROHIBITED CLOTHING ITEMS
V. EFFECTIVE DATE

I. DEFINITIONS

A. **SWORN PERSONNEL** – An employee of the Department who has power of arrest and has taken a sworn oath of office.

B. **NON-SWORN PERSONNEL** – An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.

C. **SUPERVISOR** – An employee of the Department who is responsible for the performance and conduct of other employees.

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II. GENERAL POLICY ON CLOTHING

A. All personnel are expected to dress in such a way as to present a professional image while performing their official duties.

B. Supervisors are responsible for ensuring their employees are in compliance with the standards in this order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or and repeated violations may be subject to Department discipline.

C. Clothing shall have a conservative, business like appearance and be worn in a manner consistent with it's intended usage.

D. Clothing shall be properly fitted. Baggy or excessively tight or revealing clothing is prohibited.

E. Clothing shall be clean, pressed, and shall not have visible rips, tears, or be noticeably worn.

F. Footwear shall be clean, serviceable, and polished when appropriate

G. Refer to General Order 60.06 – *Personal Appearance and Grooming***,** for information on Department policies regarding jewelry, watches, eyeglasses and sunglasses.

H. Supervisors are authorized to allow personnel to deviate from the standards listed in this Order when assigned to a special assignment or detail (e.g., moving office furniture, equipment, supplies, etc.)

III. CLOTHING STANDARDS AND GUIDELINES

A. The following is a suggested list of acceptable clothing items for all non-sworn personnel. It is understood that any list of this nature cannot be comprehensive. Supervisors shall have the final determination on any item of clothing that is in compliance or not in compliance with this Order.

<u>Female personnel:</u>

1. Business suits
2. Professional dresses
3. Professional skirts
4. Business and casual blouses
5. Casual shirts with collars (polo or rugby style shirts)
6. Tailored slacks
7. Capri or crop pants
8. Dress belts – must be worn when slacks have belt loops
9. Conservatively colored hosiery / nylons (required when wearing skirt)
10. Dress shoes
11. Dress socks
12. Casual styled shoes and sandals

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Male personnel:

1. Business suits
2. Sport coats
3. Dress shirts with collar
4. Neckties (conservatively styled tie bars, clips, tacks and tie chains are allowed)
5. Casual shirts with collars (polo or rugby style shirts)
6. Dress slacks
7. Casual dress slacks (khakis)
8. Dress belts – must be worn when slacks have belt loops
9. Suspenders
10. Dress socks
11. Dress shoes
12. Casual styled leather shoes

All non-sworn Personnel working in the Evidence and Property Unit:

1. Casual shirts with collars (polo or rugby style shirts)
2. Plain sweatshirts
3. Denim jeans
4. Athletic socks
5. Athletic shoes
6. Hiking shoes and boots
7. Work boots

IV. PROHIBITED CLOTHING ITEMS

A. The following list of clothing items are prohibited:

1. casual t-shirts and muscle shirts (unless worn under another garment)
2. tank tops (unless worn under a garment with sleeves)
3. sleeveless blouses (unless worn under a garment with sleeves)
4. tube tops
5. halter tops
6. midriff tops
7. any backless shirt or top
8. strapless or spaghetti strap shirts
9. workout, running or sweat pants or ‘suits’ of such items
10. shorts of any kind
11. overalls / coveralls
12. evening wear
13. leather pants or skirts
14. any style of military fatigues
15. sundresses
16. miniskirts (skirts should be no shorter than one inch above the knee)
17. stretch pants / leggings
18. items made of spandex
19. flip-flop sandals
20. any see-through clothing

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21. any item of clothing with a logo advertising any alcohol or tobacco product
22. any item of clothing with graphics or lettering that is obscene, offensive, sexual in nature, profane, or discriminatory towards persons on the basis of their race, national origin, ancestry, religion, creed, age, sex or disability.

V. EFFECTIVE DATE

The effective date of this Order is May 25, 2007

BY ORDER OF

_____

Chet Epperson
Chief of Police

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ROCKFORD POLICE DEPARTMENT GENERAL ORDER NUMBER - 60.12	DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 8

ORDER TITLE	SERIES NO.	SERIES TITLE / SUBJECT
CIVILIAN ATTIRE AND PERSONAL EQUIPMENT STANDARDS FOR PLAINCLOTHES OFFICERS	60	AUXILIARY AND TECHNICAL

REFERENCE	APPENDICES
Classroom training, Clothing standards, Detectives, Dress code, Investigators, Light duty, M3 Streets Team, Plainclothes, Surveillance, Sworn personnel, Undercover assignments	NONE

ORIGINAL ISSUE DATE	REISSUE / REVISED DATE	EXPIRATION DATE
July 25, 2007		This order remains in effect until revised or rescinded

CALEA
17.5.2, 22.2.5, 26.1.1, 26.1.5, 41.3.5, 41.3.6, 53.1.1

POLICY

It is the policy of the Rockford Police Department that all employees, sworn or civilian, present a professional appearance while performing their official duties.

PURPOSE

The purpose of this General Order is to establish specific clothing and personal equipment standards and guidelines for officers performing their official duties while wearing civilian attire. Dressing appropriately fosters the image of a competent, professional member of the law enforcement community.

This Order is comprised of the following numbered sections:

I. DEFINITIONS
II. GENERAL POLICY ON PLAINCLOTHES ATTIRE
III. PLAINCLOTHES STANDARDS AND GUIDELINES
IV. PERSONAL EQUIPMENT STANDARDS
V. EFFECTIVE DATE

I. DEFINITIONS

A. SWORN PERSONNEL – An employee of the Department who has power of arrest and has taken a sworn oath of office.

B. NON-SWORN PERSONNEL – An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.

C. COMMANDERS – The Chief of Police, all Deputy Chiefs of Police, all Assistant Deputy Chiefs of Police, all Lieutenants and Sergeants officially performing the duties of a Lieutenant (Acting Shift Commander).

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D. **SUPERVISOR –** An employee of the Department who is responsible for the performance and conduct of other employees.

E. **PLAINCLOTHES OFFICERS –** All personnel assigned to the Investigative Services Bureau.

II. GENERAL POLICY ON PLAINCLOTHES ATTIRE

A. All personnel are expected to dress to present a professional image while performing their official duties.

B. All supervisors are responsible for ensuring their employees are in compliance with the standards in this Order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or and repeated violations may be subject to Department discipline.

C. Officers unsure of Department policy on a certain item of clothing or equipment should check the Unauthorized Clothing Items list (Section III Part G of this Order) or check with their supervisor.

D. The Department does not provide plainclothes attire for employees to wear on duty. Employees receive an annual clothing allowance determined per the collective bargaining agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.

E. Clothing shall have a conservative, business like appearance and be worn in a manner consistent with its intended usage.

F. Clothing shall be properly fitted. Baggy or excessively tight or revealing clothing is prohibited.

G. Clothing shall be clean, pressed, and shall not have visible rips, tears, or be noticeably worn.

H. Footwear shall be clean, serviceable, and polished when appropriate.

I. Officers wearing civilian attire must wear their Department photo identification card / badge while inside the Public Safety Building.

J. Officers working off-duty events or jobs while in plainclothes must abide by and follow the standards and guidelines listed in this Order.

K. Please refer to General Order 60.06 – *Personal Appearance and Grooming***,** for information on Department policies regarding jewelry, watches, eyeglasses and sunglasses.

L. Officers assigned to certain duty assignments (e.g. Gang Unit, Metro Narcotics Unit, M3 Streets Team and some undercover details) as well as officers working a special event, may deviate from the standards listed in this Order at the direction

of the Chief of Police, his/her designee, or the Deputy Chief of the officer's respective Bureau.

M. Supervisors are authorized to allow personnel to deviate from the standards listed in this Order. These situations include officers working their day off, officers called in after normal working hours, and other times as authorized.

N. All plainclothes Officers must maintain a complete, serviceable uniform, including all mandatory equipment items, at the Public Safety Building as detailed in General Order 60.09 – Uniform and Personal Equipment Standards.

III. PLAINCLOTHES STANDARDS AND GUIDELINES

A. Investigative Services Bureau personnel

1. Officers assigned to the Burglary, Domestic Violence, General Case, Identification, Youth/Sex Crimes, and Violent Crimes Units are required to wear normal business attire while on duty.

    a. Male business attire standards:
        1. Men's business suit or coordinated business coat with dress slacks
        2. Long or short sleeve dress shirt and tie
        3. A conservatively styled tie bar, clip, tack or tie chain if desired
        4. Dress socks
        5. Dress shoes

    b. Female business attire standards:
        1. Women's business suit, business dress or coordinated business coat with dress slacks
        2. Dress blouse or shirt and tie if desired and appropriate with outfit
        3. A conservatively styled tie bar, clip, tack or tie chain if desired
        4. Dress socks or other appropriate hosiery
        5. Dress shoes

2. Officers assigned to the Gang Crimes Unit and the Metro Narcotics Unit are authorized to wear normal business attire, or casual clothing items listed here, while on duty.

    a. Authorized casual clothing items:
        1. Long and short sleeve button up shirts with collars
        2. Casual shirts with collars (polo or rugby style shirts)
        3. Sweatshirts
        4. T-shirts and tank tops when worn under a collared shirt
        5. Casual dress pants / khakis
        6. Denim jeans
        7. Cargo pants
        8. Athletic shoes
        9. Hiking shoes and boots
        10. Military / police tactical boots
        11. Work boots

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B. M3 Streets Team personnel

1. Depending on the work assignment or detail, officers assigned to the M3 Streets Team are authorized to wear either a Department uniform or civilian attire. Please see General Order 60.09 – *Uniform and Personal Equipment Standards* for Department policy regarding M3 Streets Team uniforms.

2. Officers assigned to the daytime hours M3 Streets Team generally perform their duties in a Department uniform while the M3 Streets Teams working night hours generally wear casual, civilian street attire. Decisions on the wearing of a uniform or civilian attire may be made on a day-to-day or assignment-to-assignment basis and at the direction of the Team's Commander and Supervisors

   a. Authorized casual clothing items:
      1. Long and short sleeve button up shirts with collars
      2. Casual shirts with collars (polo or rugby style shirts)
      3. Sweatshirts
      4. T-shirts
      5. Casual dress pants / khakis
      6. Denim jeans
      7. Work pants
      8. Cargo pants
      9. Athletic shoes
      10. Hiking shoes and boots
      11. Military / police tactical boots
      12. Work boots

C. Raid Jackets

The Department provides "Raid Jackets" to all members of the M3 Streets Team, investigators, sergeants and command staff.

Plainclothes officers participating in raids, warrant services and other special details are authorized and required to wear a raid jacket.

D. Courtroom Attire

Officers attending court on behalf of the Department on or off duty, will wear their regularly assigned duty attire, the uniform or civilian clothes authorized for their duty assignment, appropriate civilian business attire, or other attire as authorized by a supervisor.

Officers attending court for personal matters not related to official Department business, will not wear a Department uniform or carry their service weapon into the courthouse.

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E. Training and Classroom Attire

1. Officers are not required to wear uniforms while attending Department assigned training unless otherwise directed but are required to dress in a conservative and professional manner.

2. Classroom Training

   Unless directed otherwise, officers attending classroom training may wear normal business attire or certain casual clothing items listed below. Shorts, t-shirts, sports and/or work out clothing is prohibited.

   1. Casual shirts with collars (polo or rugby style shirts)
   2. Long and short sleeve button up shirts with collars
   3. Ties are not required
   4. Dress pants
   5. Casual dress pants / khakis
   6. Denim jeans
   7. Cargo pants
   8. Casual shoes
   9. Athletic shoes

3. Out-of-doors Training

   Unless directed otherwise, officers attending training out-of-doors (e.g., quarry shoots, field force training, traffic stop courses) may wear any item authorized for classroom training and/or other clothing items listed below. Shorts are prohibited.

   1. Ball caps (or other hats designed to shade the face from the sun)
   2. T - shirts
   3. Sweatshirts
   4. Work pants
   5. Hiking shoes and boots
   6. Military / police tactical boots
   7. Work boots

4. Officers are authorized to wear appropriate athletic / workout type clothing and shoes during physically active training (e.g., handcuff training, impact weapon training, physical encounter control courses).

F. Light Duty Attire

Officers on light-duty are not authorized to wear a Department uniform or carry their service weapon while working.

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Officers assigned to light duty may wear normal business attire or certain casual clothing items listed below.

Authorized light-duty clothing items:

1. Casual shirts with collars (polo or rugby style shirts)
2. Long and short sleeve button up shirts with collars
3. Ties are not required
4. Dress pants
5. Casual dress pants / khakis
6. Dress socks
7. Dress or casual shoes

Officers on light duty who are summoned or subpoenaed to appear in court will wear appropriate civilian business attire.

Unless required for medical reasons, exempted for a particular assignment, or specifically authorized by a supervisor or commander, the following items are not authorized for wear while on light duty.

1. T-shirts
2. Sweatshirts
3. Denim jeans
4. Cargo pants
5. Athletic shoes
6. Hiking shoes or boots
7. Work boots

G. Unauthorized Clothing Items

The following list of clothing items are unauthorized plainclothes attire unless specifically authorized by the Chief of Police, his/her designee, or the Deputy Chief of the officer's respective Bureau.

1. Hats of any kind (worn inside the Public Safety Building during normal working hours)
2. Muscle shirts (unless worn under another authorized garment)
3. Tank tops (unless worn under a garment with sleeves)
4. Sleeveless blouses (unless worn under a garment with sleeves)
5. Tube tops
6. Halter tops
7. Midriff tops
8. Any backless shirt or top
9. Strapless or spaghetti strap shirts
10. Sports clothing (except during out-of-doors or physical training activities)
11. Shorts of any kind

12. Overalls / coveralls (except for Traffic Crash Investigators and Identification Unit Detectives)
13. Evening wear
14. Leather pants or skirts
15. Sundresses
16. Miniskirts (skirts should be no shorter than one inch above the knee)
17. Stretch pants / leggings
18. Items made of spandex
19. Flip-flop sandals
20. Any see-through clothing
21. Any item of clothing with a logo advertising any alcohol or tobacco product
22. Any item of clothing with graphics or lettering that is obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, national origin or ancestry, religion or creed, age, sex or disability.

IV. PERSONAL EQUIPMENT STANDARDS

A. Plainclothes officers are required to follow all applicable personal equipment standards listed in General Order 60.09 - Uniform and Personal Equipment Standards**,** while performing their duties.

B. Unless directed otherwise, plainclothes officers not wearing office / business attire, are authorized to wear any Department issued personal equipment when appropriate, as listed in General Order 60.09 – Uniform and Personal Equipment Standards.

C. Officers wearing business attire may carry or use any Department issued personal equipment as long as the wearing of any equipment does not detract from the overall "business like" appearance of their outfit.

D. Unless directed otherwise, M3 Streets Team members shall wear or carry all required personal equipment items issued to them while performing their duties.

E. Unless working undercover, attending a training course, assigned to light-duty or otherwise exempted by their supervisor, plainclothes officers working outside of the Public Safety Building shall wear, at a minimum, the following equipment:

1. Department authorized handgun properly loaded with issued ammunition
2. Two extra handgun magazines properly loaded with issued ammunition
3. Department authorized holster
4. Department authorized handcuffs and handcuff key
5. Department issued identification card
6. Department authorized police star or shield – carried in wallet, worn on belt or around the neck on a "breakaway" style safety chain.

F. Body Armor

Protective vests are issued to all sworn personnel

1. Plainclothes officers are strongly encouraged to wear their protective vest while on duty and must have a protective vest readily available. A protective

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vest kept in a squad car would be considered readily available while one kept in a locker or at a desk at the PSB would not.

2. Per General Order 40.12 - Police Patrol, any sworn personnel participating in a pre-planned high-risk tactical situation are required to wear a protective vest during that event (includes uniform, plainclothes and supervisory personnel). Such incidents consist of, but are not be limited to, the following:

   a. Drug raids.
   b. High risk felony warrant arrests.
   c. Civil demonstrations or disturbances.
   d. VIP situations.
   e. Cover officers in undercover operations.

G. Knives

1. Knives - Plainclothes officers are authorized to carry knives clipped or carried inside of a pants pocket. Knife carrying cases worn on belts are not authorized for plainclothes officers. All knives must meet all legal requirements.
   a. Only folding style knives are permitted - no fixed blade knives
   b. No knife blade may exceed four inches when open
   c. Knives may only be carried in the closed position.

H. Mobile telephones

a. Plainclothes officers are authorized to use and carry mobile telephones while on-duty.

b. All officers, uniformed or plainclothes, are prohibited from using any type or style of telephone ear piece, wired or wireless (e.g., Bluetooth® style) while on duty.

c. All officers are prohibited from placing or answering personal phone calls while at a crime scene or handling any call for service.

d. All officers are prohibited from using any personally owned still-photo or video camera, including those integrated into a mobile telephone, to take any photograph or video while on-duty.

IV. EFFECTIVE DATE

A. The effective date of this Order is July 25, 2007

BY ORDER OF

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Chet Epperson
Chief of Police