

FORWARD

1. This is an updated edition of the Peru Police Department manual for members.
2. Modern Law Enforcement and its personnel need for a comprehensive manual of law, administration, and enforcement techniques to meet law enforcement's day-to-day challenges, has made this manual a necessity. By the revision of the manual, those questions arising on any given subject could be quickly answered.
3. It would be most difficult, if not impossible, to write a manual that will give every case which will arise in the execution of your official duties. Many items of necessity must be left to your intelligence, discretion and common judgment. It will be your duty to be thoroughly familiar and conversant with the rules and regulations contained herein.
4. The rules, regulations and instructions in this manual must be complied with by all members of the Department. It is the duty and responsibility of each member to become familiar with the contents of this manual.
5. The regulations contain and concern internal management and control; they are confidential and are not to be made public.
6. Changes will, from time to time, required alterations of the procedures and orders. Such changes will be issued to each member and are to be properly inserted into the manual.
7. Problems and conditions are constantly changing in the field. For this reason, all members are requested to make suggestions for changes in the manual, or in the Department policy, via the appropriate channels, whenever it is felt that such conditions or problems merit suggestions.
8. This manual is property of the City of Peru, charged to you by number. You are responsible for it. Upon separation from police service, this manual must be returned along with all property issued to you.

07/23/21
Effective Date

Chief of Police

PERU POLICE DEPARTMENT MISSION AND VISION STATEMENT

Mission Statement

The mission of the Peru Police Department is to achieve and maintain the approval, goodwill and trust of the citizens of Peru and their elected representatives to the city government of Peru.

Values

We, the men and women of the Peru Police Department, esteem these values as a blueprint for everything we do in service to our community.

We value protecting and preserving the Constitutional Rights of the people, and the fair and impartial enforcement of the law.

We value treating all people with courtesy, respect, dignity and compassion.

We value and nurture the trust we earn through honesty and excellence in service.

We value our employees and their contributions as the strength of the organization in order to build a trusting and enjoyable work environment.

We value the accountability and personal responsibility for the actions of our employees.

We value a police/community partnership as the responsible approach to maintaining social order and controlling crime.

Vision

United in a spirit of teamwork, the Peru Police Department will be an open, friendly, and community-minded organization devoted to quality public service, unyielding in purpose and dedicated to live by values reflecting a genuine desire to care for the safety and well-being of the public

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LEGALITY OF CONTENT

Any section, paragraph, item, clause or phrase contained in the Manual of Procedural General Orders that is found to be illegal or otherwise incorrect or inapplicable, will not affect the validity of the remaining portion of the manual.

Revision Dates:

July 1, 2008 PGO Implemented
May 2009 added Chapter XI Emergency Communications Center
April 2010 replaced Introduction with Mission and Vision Statement
April 2010 revised Chapter I Organization and Function, Duties and Responsibilities of a Patrol Commander and Duties and Responsibilities of a Patrol Sergeant
April 2010 revised Chapter VIII General Rules and Policies
April 2010 revised Chapter X Accident Review Board
April 2010 revised Chapter XI Emergency Communications Center
April 2010 added Chapter XII Property and Evidence
March 2013 added Chapter XIII Patrol Rifles and Ammunition
September 2013 added Chapter XIV Conducted Electrical Weapon
September 2014 issued whole policy book
February 2015 added Chapter XVII Code 3 Responses
February 2015 added Chapter XVIII In-Car Video System
February 2015 added Chapter XIX Line-Up and Photo Spread
April 2015 added Chapter XX Detention/Holding Facility
June 2015 added Chapter XXI Law Enforcement Officer Safety Act of 2004 Active / Retired Officers
September 2015 revised Chapter VI Section B 8 Handling Firearms
September 2015 revised Chapter VIII Section V Juvenile Arrests/Youth Diversion Program
March 2016 revised Chapter XVI Naloxone Policy
May 2016 added Chapter XXII Medical Marijuana Policy
October 2016 revised Chapter XIV Conducted Electrical Weapon
January 2017 added Chapter XXIII Off Duty Secondary Employment
February 2017 added Chapter XXIV Peru Emergency Response Team
November 2017 deleted Chapter I Section I Dispatching and Communications
November 2017 added Chapter I Section I Duties and Responsibilities of a CSO
November 2017 switched Peer Jury forms for Youth Diversion Forms in addendums
November 2017 deleted Chapter XI Emergency Communications Center in its entirety
November 2017 added Chapter XI Personally Assigned Vehicles
November 2017 revised Chapter IV Section C.14 Outside Employment/Restrictions
November 2017 revised Chapter XIV Conducted Electrical Weapon(changes throughout)
November 2017 added Chapter XXV Rapid Response and Deployment
November 2017 added Chapter XXVI Hostage and Barricade Incident
November 2017 added Chapter XXVII Handcuffing and Restraints
November 2017 added Chapter XXVIII Civil Commitments
November 2017 added Chapter XXIX Law Enforcement Sexual Assault Response

November 2017 added Chapter XXX Off Duty Law Enforcement Actions
November 2017 added Chapter XXXI Major Incident Notification
November 2017 added Chapter XXXII Bias-Based Policing
November 2017 added Chapter XXXIII Brady Material Disclosure
November 2017 added Chapter XXXIV Felony Investigation Discovery
November 2017 added Chapter XXXV Informants Policy
November 2017 added Chapter XXXVI Employee Performance Evaluation
November 2017 added Chapter XXXVII Mobile Data Computer
January 2018 revised Chapter XX Detention/Holding Facility Section 5c)
January 2018 added Chapter XXXVIII Investigation of Law Enforcement Criminal
Sexual Assault Complaints Policy
October 2018 added Chapter XXXIX Response and Release of Individuals
Under the Influence of Drugs or Alcohol Policy
December 2018 revised Chapter X Accident Review Board
December 2018 revised Chapter XIV Conducted Electrical Weapon and Addendums
April 2019 revised Chapter I Section C Duties and Responsibilities of the Deputy Chief
of Police
April 2019 added Chapter I Section C-1 Duties and Responsibilities of a Patrol
Commander
April 2019 revised Chapter IX Section A Duties and Responsibilities of the Canine Unit
May 2019 added Chapter XXXX Distraction Device Deployment
December 2020 revised Chapter VI Use of Force
December 2020 revised Chapter VII Firearm Safety Rules and Range Qualifications
December 2020 added Chapter XXXXI Early Intervention Systems
December 2020 added Chapter XXXXII Search Warrants
February 2021 revised Chapter VIII Section O Sex Offender Registration
July 2021 revised Chapter VI Section B 8 Handling Firearms
July 2021 revised Chapter I Section A Organization
July 2021 revised Chapter I Section E Duties and Responsibilities of the Detective
Division Supervisor (Detective Commander)
July 2021 added Chapter I Section L Duties and Responsibilities of a Public Safety
Telecommunicator/Records Clerk
July 2021 added Chapter I Section M Duties and Responsibilities of the Lieutenant of
Administrative Services
July 2021 added Chapter XXXXI Facility Access and Security

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SECTION A – ORGANIZATION

The Police Department shall be under the direct supervision and direction of the Chief of Police, who is directly responsible to the Mayor of the City of Peru.

1. RESPONSIBILITIES OF COMMAND

The responsibilities of command shall evolve through the designated ranks in the chain of command within the department from the Chief of Police down. Seniority is determined first by rank, then by seniority of service in that rank. The delegation of authority may be specifically designated by the Chief of Police.

2. STAFF OFFICERS

Staff Officers will be those officers who are assigned by the Chief of Police to be directly in charge of a division, section, or shift.

3. DELEGATION OF COMMAND

The Chief of Police, prior to any period of unavailability shall delegate authority to a member of his/her department during his/her absence who shall be in charge of all departmental matters.

4. LINE COMMAND

Line command is exercise of command as delegated by the Chief of Police to his/her immediate subordinates and by them to their subordinates.

5. CHAIN OF COMMAND FOR THE PERU POLICE DEPARTMENT

- a) Chief of Police
- b) Deputy Chief
- c) Lieutenant
- d) Commander
- e) Sergeant
- f) Patrol Officers/Detectives

6. COMMAND AND SUPERVISORY PERSONNEL GENERAL RESPONSIBILITIES AND DUTIES

In accordance with applicable sections of this manual, and as otherwise directed by the Chief of Police, the general command and supervision of personnel shall be the duty and responsibility of those persons so officially designated by the Chief of

CHAPTER I ORGANIZATION AND FUNCTION

Police, as provided for herein. General responsibilities and duties of command and supervisory personnel are outlined below. They will:

- a) Exercise authority commensurate with their responsibility.
- b) Be considered a part of the Department's administrative staff and shall function on behalf of management.
- c) Take proper police action concerning any violation of the law committed in his/her sight or reported to him/her, for he/she is always a Police Officer.
- d) Exercise authority with firmness and impartiality and under no circumstances permit personal attitudes to influence his/her decision.
- e) Support the philosophy that the people of the City are entitled to the highest level of Police service the Department can provide and shall direct the efforts of their commands accordingly.
- f) Set an example for all subordinates in sobriety, dignity, courtesy, discretion, skill, diligence and the observance of proper discipline.
- g) Be diligent in obtaining the observance of high ethical standards in the performance and conduct of personnel under their command.
- h) Promptly obey and transmit all legitimate orders of higher authority, ensuring uniform interpretation and full compliance, and shall convey both the intent and spirit of orders and directives.
- i) Perform such administrative duties as necessary, including planning, organizing and directing the activities of their command.
- j) Establish the required details and assignments necessary to carry out the functions of the Department within their respective areas of responsibility and shall be guided in the assignment and the necessity for assigning personnel where they are needed.
- k) Maintain a harmonious relationship with other elements of the Department, allied agencies and the public.
- l) Maintain records enabling objective performance evaluations for personnel under their command.
- m) Sustain the actions of a subordinate when he/she is acting properly and within his/her rights.
- n) Investigate, or cause to be investigated, all cases of alleged misconduct by personnel of their commands, taking appropriate action or making appropriate recommendations according to established procedures.
- o) Avoid, insofar as circumstances allow, censuring a subordinate in the presence of others.
- p) Submit to their respective superiors, in prescribed form and detail, such reports as may be required to accurately reflect the problems, services and activities of their command.

The proper function of a commander or supervisor is to direct the efforts of others. The degree of success shall be determined by the performance of his/her subordinates, not his/her personal productivity.

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SECTION B – DUTIES AND RESPONSIBILITIES OF THE CHIEF

The Chief is responsible for the overall administration, command and both the internal and external relations of the Police Department. He/she must provide for the effective utilization of the Department's line functions and for the adequate and sound support for each of these functions. He/she must be concerned with planning, budgeting, organization and supervision and control of the Department. He/she must also take an active role in internal and external matters concerning Departmental affairs. He/she must always act in a manner which will reflect favorably upon the Peru Police Department as a whole. He/she shall strive to create and maintain a high degree of moral and ethical standards among the members of the Police Department. His/her duties shall also consist of, but not be limited to, the following:

1. Shall initiate, direct, review and submit results of inspections and staff duties of Department elements, procedures, practices and conditions.
2. Review matters of particularly fine development or execution so that commendations may be made.
3. Obtain cooperation, assistance and information from persons and elements of the Department and other sources necessary to the successful accomplishment and completion of assignments.
4. Shall draft Department orders, memoranda and manuals and provide for their publication.
5. Shall exercise authority commensurate with his/her responsibility, ensuring uniform interpretation and full compliance of all legitimate orders.
6. Shall attend and participate in Department or outside conferences and meetings on matters of interest to the Department and/or the City of Peru.
7. Cause for the administration of Departmental programs for improving working conditions for optimum efficiency and morale; using personnel records and performances ratings for individual guidance and improvement; recognizing outstanding personnel performance; improving efficiency and cooperation in areas of common responsibility; advancing a sound Departmental program for earning community confidence and support and the proper and economical use of Department property and equipment.
8. Keep informed of the affairs of the Department and all commands within the Department at all times and be assured that the duties of all subordinates are properly discharged.

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9. Support supervisory subordinates by taking appropriate action whenever the subordinate supervisors are conscientiously exercising their disciplinary responsibilities.
10. Shall develop and conduct a sound program designed to earn public confidence and shall interpret police policies and objectives to Department personnel, the press and the public.
11. Shall develop or adopt new techniques to improve the Department's effectiveness in the discharge of primary Police obligations.
12. Shall at all times keep abreast of the affairs of the Department and be assured that the duties of his/her subordinates are properly discharged.
13. The Chief shall have the ultimate authority to discipline a subordinate within the Peru Police Department, sworn or civilian.

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SECTION C – DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF OF POLICE

The Deputy Chief shall be responsible for the management of the Support Services Division and be directly accountable to the Chief of Police. His/her duties and responsibilities also include, but are not limited to, assisting the Chief of Police in organizing, directing and controlling of all resources within the Peru Police Department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all Ordinances of Peru, Illinois, and all Criminal Laws of the State of Illinois and the United States of America.

1. Shall initiate, direct, review and submit results of inspections and staff studies of Department elements, procedures, practices or conditions whenever such action is deemed advisable or ordered by the Chief of Police.
2. Report matters of particularly fine development or execution so that commendations may be made.
3. Discovers, pinpoints and reports areas within the Department where irregularities occur or weaknesses exist so that corrective action may be taken.
4. Collects and analyzes data and information pertinent to inspections, and development of said data and information into objective and meaningful reports, memoranda, recommendations, etc.
5. Attends and participates in Department or outside conferences and meetings on matters of interest to the Department, at the discretion of the Chief of Police, to assist others and/or to receive or disseminate instructions.
6. Performs special duties or functions as directed by the Chief of Police.
7. Remains alert to any condition, internally or externally, that could adversely affect the Department or its personnel.
8. Thoroughly familiarizes himself with Department Rules and Regulation and Department orders, and other applicable directives, pertaining to the operation of the Department, and report in writing all significant violations of Department Rules and Regulations or other incidents detrimental to the Department.
9. Periodically observes shift changes to determine the appearance and demeanor of personnel, adherence to uniform and equipment regulations, and the proper dissemination of information.
10. Conducts field inspections, responding at random to police incidents, to determine the quality of people service and to evaluate the conduct, demeanor and attitude of personnel and to determine the concern and sincerity an officer displays relating to the citizen's situation or the condition that exists.
11. Remains alert, while in the field, to careless or hazardous operation of police vehicles and other abusive treatment of police equipment.
12. Shall be responsible to assist the Chief of Police for the efficient enforcement by all Divisions of the Federal, State and City ordinances and laws.

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13. Shall assist in the responsibility for staff work essential to the development of Departmental policies, programs and procedures, when so directed by the Chief of Police.
14. Shall draft Department orders, memoranda and manuals, and upon approval, provide for their publication.
15. Shall be responsible for the overall special event and overtime scheduling for all personnel within the department to meet the demands of the overall police service and supervision.
16. Shall conduct and/or coordinate all applicant screening and background investigations for the department, making recommendations directly to the Chief of Police regarding applicants for possible employment with this agency.
17. Shall conduct and/or coordinate internal affairs investigations into any reported violations of law or department policy by members.
18. Shall be responsible for establishment of, and the supervision of in-service training programs for the department. Shall remain current on training issues, and the implementation of same within the department. He/she shall assemble a training staff and program for an on-going training schedule. He/she shall be responsible for the maintaining of training records.
19. Shall be responsible for the timely review of all employee accidents and make a report to the Chief of Police.
20. Shall be designated as grant administrator.
21. Shall be designated as the department's sex offender registration officer.
22. Shall serve and assist in the uniform patrol and detective division as needed.
23. Shall be responsible for the efficient operation of building maintenance.
24. Shall be a liaison to Illinois Valley Regional Dispatch.
25. Shall coordinate and oversee special events and planning for events within the City of Peru.
26. Shall directly supervise the Community Service Officer and Code Enforcement Program.
27. Shall be the WTH Mapping Coordinator.
28. Shall be the IWIN Coordinator.
29. Shall be the MDC Coordinator.
30. Shall administer all police asset forfeitures.
31. Shall insure timely audits of all police department in house cash funds.
32. Shall be the liaison to LaSalle County Emergency Management.
33. Shall provide administrative support to the fleet maintenance officer and Chief of Police regarding matters relating to the PPD motor pool.
34. Shall be the department court officer/liaison.
35. Shall be the administrative adjudication court officer/liaison.
36. Shall be the liaison to ILETSB for sworn officer certifications.
37. The Deputy Chief shall have the authority to discipline a subordinate within the Peru Police Department. Discipline by a Deputy Chief shall not exceed a written reprimand; however, a Deputy Chief shall have the authority to relieve a subordinate

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from duty pending a prompt reporting of such action to the Chief of Police. A Deputy Chief shall make recommendations for any other type of disciplinary action through the chain of command.

38. Shall, in the absence of the Chief of Police, assume the duties of the Chief.

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SECTION C-1 – DUTIES AND RESPONSIBILITIES OF A PATROL COMMANDER

The Patrol Division shall be divided into shifts, each of which will be headed by a Sergeant, who shall be directly accountable to a commander.

Commanding Officer – A Commander shall be responsible for the efficient operation of the patrol function throughout the City, during his/her tour of duty, and shall be directly accountable to the Chief of Police. His/her duties and responsibilities include, but are not limited to the following:

1. Shall control and direct the activities of his/her squad through direct supervision, guidance and leadership of the Sergeant.
2. Shall familiarize himself with the Department administrative responsibility and execute the service program within his/her area of responsibility, to provide for:
 - a) Protection of life and property
 - b) Prevention and suppression of criminal activity and disturbances
 - c) Recovery of, and return of, stolen and lost property
 - d) Apprehension of offenders and assistance in their prosecution
 - e) Prevention of accidents and the regulation of traffic
 - f) Preservation of the peace
 - g) Enforcement of regulatory measures
 - h) Other services to the public as requested, or as necessary
3. Shall assist the Chief of Police in the interpretation and analysis of crime and incident data and shall make the appropriate recommendations.
4. Shall, when beginning a tour of duty, secure all information pertinent to the proper conduct of business from applicable on duty personnel.
5. Shall make frequent and continuing inspections during his/her tour of duty to observe conditions, efficiency and the effectiveness of operation and conformity with regulations and orders, initiating necessary corrective action and providing leadership for subordinates.
6. Shall be alert to the need for improved patrol techniques and submit recommendation to the Chief of Police.
7. Shall avail him/her of the service and resources of other Department elements, in order to achieve common objectives.
8. Shall cause general supervision and inspection of all public places within the City and cause the laws and Ordinances pertinent to their operation to be enforced as permitted with personnel available.
9. Shall ensure treatment and protection of the rights of all persons within the scope of Police authority.

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10. Shall take personal charge of any unusual event or grave crime occurring during his/her tour of duty. In case of a riot, or other emergency, he/she shall immediately proceed to the scene and direct the protection of life and property and preservation of the peace.
11. Shall take timely action to prevent violence or disorder arising from group tension, unlawful assemblies or strikes.
12. Shall provide for continued training and improvement of Patrol Officers assigned to his/her command and shall cause performance evaluation reports to be prepared and submitted upon direction of superior officer.
13. Shall cause all personnel under his/her command to be inspected at the beginning of their tour of duty, to ensure proper appearance and fitness for duty.
14. Shall administer programs providing for fleet and personnel safety within the area of his/her responsibility exerting every effort toward reduction of hazards and accidents.
15. Shall regulate his/her command so that, at all times when he/she is absent, it shall be under the supervision of a competent supervisor designated by him/her, in accordance with existing chain of command and procedures.
16. A Commander shall have the authority to discipline a subordinate within the Peru Police Department. Discipline by a Commander shall not exceed a written reprimand; however, a Commander shall have the authority to relieve a subordinate from duty pending a prompt reporting of such action to the Chief of Police and the Deputy Chief of Police. A Commander shall make recommendations for any other type of disciplinary action through the chain of command.
17. Shall be responsible for selected details, or duties as may be assigned to them individually.
18. Shall have the responsibility to insure the expeditious issuance of all newsworthy incidents, "Press Releases", that occur during their respective tour of duty.
19. Shall, in the absence of the Deputy Chief, assume the duties of the Deputy Chief.

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SECTION D – DUTIES AND RESPONSIBILITIES OF A PATROL SERGEANT

The Patrol Division shall be divided into shifts, each of which will be headed by a Sergeant, who shall be directly accountable to a deputy chief or commander.

Field Supervisor - A patrol sergeant will be responsible to his/her Patrol Operations Commander for the efficient performance and operation of his/her command, in conformity with established policies and procedures. His/her duties and responsibilities include, but are not limited to, the following:

1. Shall, under the supervision of their Patrol Operations Commander, plan, organize and direct activities within his/her shift.
2. Shall exercise authority commensurate with his/her responsibility and shall promptly obey and transmit all legitimate orders of higher authority, ensuring uniform interpretation and full compliance.
3. Shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel under his/her command.
4. Shall ensure civil treatment, and the protection of rights, of all persons coming within the scope of Police authority.
5. Shall, under the direction of their Patrol Operations Commander, assist in the administration of the Department's program for:
 - a) Improving working conditions for optimum efficiency and morale.
 - b) Using personnel records and performance ratings for individual guidance and improvement.
 - c) Improving efficiency and cooperation in areas of common responsibility.
 - d) Advancing a sound program for earning community confidence and support.
 - e) Providing for the proper and economical use of Department property and equipment.
6. Shall, when beginning a tour of duty, secure all pertinent information from the Supervisor going off duty and, at conclusion of his/her tour, impart such information to his/her relief.
7. Shall insure that personnel on his/her shift meet the requirements for proper appearance and fitness for duty and provide them with the necessary information and materials for the proper performance of their job.
8. Shall be responsible for the proper appearance, equipment, conduct and performance of patrol and other Police duties of the Patrol Officers and Telecommunicators assigned to the shift under his/her command.
9. Shall make prescribed reports and keep records necessary for the effective and efficient operation of his/her shift.
10. Shall devote the maximum possible time to observation and inspection of patrol operation within his/her shift, noting any deficiencies in methods of operation and performance of subordinates and making appropriate corrections and recommendations, always exercising a high degree of leadership.

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11. Shall ensure that subordinates engage in aggressive preventive patrol.
12. Shall become thoroughly acquainted with the capabilities of personnel assigned to his/her shift and impartially report to their Patrol Operations Commander cases of misconduct, incompetence, neglect of duty and violations of the Rules and Regulations.
13. Shall be alert to evaluate training needs and deficiencies and submit appropriate recommendations to their Patrol Operations Commander.
14. Shall assist their Patrol Operations Commander in the interpretation and analysis of crime and incident data and shall make pertinent recommendations.
15. Shall promote fleet and personnel safety within the area of his/her responsibility, exerting every effort toward the reduction of hazards and accidents.
16. Shall investigate all incidents of damage or neglect to Department vehicles and equipment under his/her command, complete prescribed reports and take necessary corrective or remedial action.
17. Shall support an effective field effort by requiring the expeditious transaction of necessary business at Police facilities by his/her subordinates. Shall, himself, remain in the field, except when absolutely necessary to do otherwise.
18. Shall instruct and direct subordinates in the discovery and suppression of illicit traffic in liquor, narcotics and gambling.
19. Shall instruct and direct personnel assigned to his/her command in investigations and in effective case preparation and presentation.
20. Shall initiate recommendations for commendations to adequately recognize performance of personnel assigned to his/her shift.
21. Shall observe the conduct of youths and young adults, instruct his/her subordinates to recognize conditions conducive to delinquency and lead in delinquency control efforts.
22. Shall observe traffic conditions and situations, instructing and directing personnel on the enforcement of Laws and Ordinances and in the relief of conditions that interfere with the safe and expeditious flow of traffic.
23. Shall train and assist Patrol Officers assigned to his/her shift and shall submit written evaluations concerning their abilities, deficiencies and progress as requested by a superior officer.
24. Shall not establish a fixed time and location schedule for meeting his/her subordinates.
25. Shall take proper Police action concerning any violation of the Law committed in his/her sight or reported to him/her.
26. Shall respond with Officers to calls in his/her area of responsibility which appear to be of a major proportion and to fires in area where traffic may become congested, and shall take appropriate action.
27. A Sergeant shall have the authority to discipline a subordinate within the Peru Police Department. Discipline by a Sergeant should not exceed a written reprimand; however, a Sergeant shall have the authority to relieve a subordinate from duty pending a prompt reporting of such incident to their patrol operations commander or

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Chief of Police. A Sergeant shall make recommendations for any other type of disciplinary action to the Chief of Police via the chain of command.

28. Shall be responsible for supervision of the dispatch center during the Sergeant's shift.
29. Shall, in the absence of their Patrol Operations Commander, assume the duties of Patrol Operations Commander.

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SECTION E – DUTIES AND RESPONSIBILITIES OF THE DETECTIVE DIVISION SUPERVISOR (DETECTIVE COMMANDER)

The Detective Division Commander shall be appointed by the Chief of Police and be responsible for the efficient and effective operation of his/her command in conformity with the administrative policy of the Chief of Police, relative to criminal investigations and prosecutions. His/her duties and responsibilities include, but are not limited to, the following:

1. Shall exercise authority commensurate with his/her responsibilities and shall be directly accountable to the Chief of Police.
2. Shall have line authority over the operations of his/her division.
3. Shall plan, organize and direct the activities of the personnel assigned to the division and shall be diligent in the observation of high ethical standards in the operations and conduct of division personnel.
4. Shall analyze data concerning crime and other incidents and utilize information to determine patterns and trends as a basis for strategic and tactical deployment of resources and direction of operations.
5. He/she shall acquire, or cause to be acquired, all possible information concerning places in the city known, or suspected of being involved in, criminal activity or to be frequented by criminals, and to direct attention of the Detectives and patrol personnel to such places.
6. Shall also provide for dissemination of information which will assist all police personnel in becoming familiar with the appearance, history, methods and habits of active criminals.
7. Shall cause accurate and comprehensive records and reports to be promptly executed by members of the division and subordinate sections.
8. Shall supervise communications concerning criminal matters between the division and other law enforcement agencies and shall promote a harmonious working relationship with them.
9. Shall maintain liaison with prosecuting and court officials, with a view toward presenting sound and well-prepared cases.
10. Shall personally visit the scene of crimes having major significance, normally assisting with the supervision and direction of the investigation in conjunction with the detective responsible for the case.
11. Shall maintain hours of duty in accordance with the needs of his/her division, but shall be available for duty at all times in cases of special need or emergency.
12. Shall be responsible for all duties of a detective.
13. Shall have the responsibility for the expeditious issuance of all newsworthy incidents "Press Releases" that are culminated by the division.

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SECTION F – DUTIES AND RESPONSIBILITIES OF A DETECTIVE

1. A detective shall be responsible for the thorough investigation and, if possible, the solution of all cases assigned to him/her.
2. Shall be directly accountable to the Detective Division Supervisor, who shall be directly accountable to the Chief of Police and shall work alone, except when specifically ordered to do otherwise.
3. Shall intelligently and thoroughly investigate each case assigned to him/her, initiating the investigation by prompt contact with the complainant. Shall keep interested elements advised of information developed.
4. Shall use every legal means at his/her disposal to detect and solve crime and prosecute offenders; thoroughly investigate all information received from a source.
5. Shall fully and cooperatively assist other elements and members in the investigation of crime, the apprehension and prosecution of criminals and the recovery of property.
6. Shall recognize crime as an offense against the State, not a personal affront and, wherever feasible, provide for the initiation of criminal prosecution proceedings in keeping with Departmental policy.
7. Shall maintain a harmonious working relationship with all Police personnel in the interest of coordinated Police efforts.
8. Shall study and apply sound investigative techniques and improve his/her effectiveness by careful attention to the:
 - a) Effective use of records and reports
 - b) Conduct of interviews;
 - c) Cultivation of citizens sources of information;
 - d) Development of thoughtful and perceptive investigative techniques;
 - e) Proper collection, identification, analysis, preservation and presentation of evidence;
 - f) Continuing improvement of investigative techniques and methods.
9. Shall keep detailed records of his/her investigations and promptly execute all reports required by Department policy.
10. Shall prepare all cases assigned to him/her in a manner to ensure the best possible presentation of the facts in Court.
11. Shall learn the rules of evidence and court procedures and develop skills which will enable him/her to be an effective witness.
12. Shall promptly, fully and accurately communicate information in written form, except where not practicable, to other Police personnel concerning crime, criminals or suspects for proper coordination of Police efforts. Reports of continuing investigations shall be made immediately following Police action such as interviews, surveillance or records search.
13. Shall serve all legal papers assigned to him/her and execute required returns, such as Search Warrants.

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14. Shall actively cooperate with members of the prosecutor's staff in the preparation of cases for trial and at other times when it would not interfere with more important Police duties.
15. Shall ensure civil treatment and the protection of the rights of all persons coming within his/her scope of Police authority.
16. Shall constantly be alert to the identity of suspects connected with local crime when arrested by other agencies and, when so instructed, effect their return and prosecution.
17. Shall respond to any immediate need for Police service, regardless of the special nature of his/her assignment, whenever necessary, to prevent harm to a citizen or to take lifesaving measures.
18. Shall maintain hours of duty as established by the Chief, but shall be available for duty at times of special need or emergency.
19. Shall dress in civilian clothes and present a businesslike appearance, except when instructed otherwise by appropriate supervisory personnel.
20. Shall process or cause to be processed all crime scenes the detective responds to.
21. The Detective will also serve as the department's property/evidence custodian with the following additional duties:
 - a) Shall receive, log and store all evidence and property taken into custody;
 - b) Shall have the sole authority to issue or release property or evidence, in order to maintain a secure chain of evidence;
 - c) Shall be responsible for the Police Auction, keeping the necessary records and making necessary arrangements to comply with the Department directives, as well as City Ordinances and State Laws.
 - d) Shall be responsible for the destruction of evidence and property when so directed by the Chief.
 - e) Shall be responsible for keeping appropriate files on all firearms taken in as property or evidence.
 - f) Shall maintain records as are necessary for the efficient management of this section.
 - g) Shall thoroughly research all departmental records prior to any release or destruction of evidence or property.
 - h) Shall conform to Department dress code as a plain clothes member, except when otherwise instructed. Protective clothing, such as coveralls, may be worn when necessary to perform your job functions.
 - i) Shall be available and testify in any Court proceeding, when a subpoena or court notice is issued, with reference to storage, care and chain of evidence.
 - j) To make available to the Crime Lab evidence needing additional service.
 - k) Shall produce all subpoenaed evidence for court.

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SECTION G – DUTIES AND RESPONSIBILITIES OF PATROL OFFICER

A Patrol Officer shall be responsible for the efficient performance of his/her duties in conformity with the policies and procedures of the Department and he/she will be directly accountable to his/her Supervisor. His/her duties and responsibilities include, but are not limited to, the following:

1. Shall exercise authority consistent with the obligations imposed by his/her Oath of Office and shall promptly obey all legitimate orders.
2. He/she shall maintain harmonious relationships with his/her associates by courteous and considerate demeanor, guarding against envy, jealousy, or other unfriendly feelings and refrain from all careless communications to their discredit.
3. Shall coordinate his/her efforts with those of other members of all other Department elements so that their teamwork may ensure continuity of purpose and optimum achievement of program objectives.
4. Shall communicate to his/her superiors and to his/her co-workers, including civilian members of the Department, all information he/she may obtain which is pertinent to the achievement of common objectives.
5. Ordinarily, his/her hours of duty will be established by his/her superiors; however, he/she will be subject to recall at any time in case of special needs or emergencies. He/she will respond punctually to all of his/her assignments.
6. A Patrol Officer shall be responsible to his/her supervisor, within his/her area of assignment, for:
 - a) protection of life and property;
 - b) prevention and suppression of criminal activity and disturbance;
 - c) recovery and return of stolen and lost property;
 - d) apprehension and assistance in the prosecution of offenders;
 - e) prevention of accident and the regulation of traffic;
 - f) preservation of the peace;
 - g) other service to the public as requested or necessary.
7. Shall conduct himself in accordance with ethical standards, both on and off duty.
8. Shall, by continual study and research, be familiar with techniques and ideas designed to improve Police performance.
9. Shall assist in the Department programs for:
 - a) improving efficiency and cooperation in areas of common responsibility;
 - b) earning community confidence and support;
 - c) proper and economical use of Department property and equipment.
10. Shall acquire and record information concerning events that have taken place since his/her last shift and be attentive to the information.
11. Shall report for duty physically fit, mentally alert, neatly and properly groomed and with prescribed uniform and equipment.

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12. Shall record his/her activity during his/her shift tour of duty, in the prescribed manner.
13. Shall supervise and inspect all public places and activities within his/her assigned area and enforce all Laws, Ordinances and Regulations concerning their operation.
14. Shall devote the maximum possible time to the performance of his/her basic duties, remaining in Police facilities only when necessary.
15. Before beginning his/her tour of duty, shall inspect the vehicle assigned to him/her and report any damage or deficiency. Shall not operate any vehicle which is legally unfit or unsafe for use.
16. During his/her tour of duty, shall use the vehicle assigned in the safest and most economical manner, avoiding hazardous or careless operation.
17. Shall promptly report, on prescribed forms, all accidents involving the vehicle assigned, or any vehicle he/she is using, operating, or causing to be towed or impounded.
18. Shall maintain his/her firearms and equipment in a functional, presentable condition, promptly correcting and reporting defects to his/her supervisor.
19. Shall complete and submit reports of crimes, motor vehicle accidents and other incidents, in conformity with established procedures.
20. Shall perform any assigned duty in an efficient, effective, economical manner.
21. Shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information and courteously explain any instance where jurisdiction does not lie with the Police Department, suggesting procedures to be followed and assisting further if the citizen is ill, confused, illiterate, or unable to follow suggested procedures for good reason.
22. Shall ensure the civil treatment and the observance of legal rights of all persons coming within his/her scope of authority.
23. Shall be accountable for the securing, receipting and the proper transporting of all evidence and property coming into his/her custody.
24. Shall be diligent in his/her efforts to discover and suppress illicit trafficking in liquor, gambling, narcotics and reporting such activity to his/her supervisor when it is discovered.
25. Shall enforce Traffic Laws and Ordinances and seek to eliminate conditions interfering with the safe and expeditious movement of vehicles and pedestrians. He/she shall be alert to the need for improvement in traffic control and report defective traffic signs, signals and devices, or other safety hazards.
26. Shall be sensitive to the conduct of youths and young adults and in the existence of hazards affecting them, participate in the delinquency control effort.
27. Shall be alert to community tension of various types, notifying his/her superior of potentially dangerous or undesirable situations and preventing disorder.
28. Shall be alert to the conditions tending to cause crime, take preventive action and notify his/her superiors of the situation and the action he/she has taken. Shall inform citizens of conditions which they can correct to prevent crime.

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29. Shall determine the degree of security of business places after their normal working hours when necessary for burglary and fire prevention. Shall inspect selected buildings reported unoccupied, to see that they are secure. If any evidence of tampering or entry is found, he/she shall immediately summon aid to search the premises and apprehend the trespassers.
30. Shall stop and interview any person whom he/she reasonably and justifiably believes to be engaged in unlawful activity, request the reason for his/her presence and record his/her identity as prescribed. If he/she answers, indicating a reasonable probability that a crime has been committed by the person, is refused an answer or is met with resistance not warranted by inquiry, he/she shall make an arrest, provided there is legal basis for the arrest, or shall include the suspicious circumstances in a report, so that appropriate follow-up action may be taken.
31. Shall note and record the license numbers and descriptions of vehicles seen under questionable circumstances and make an investigation.
32. Shall familiarize himself/herself with his/her area of assignment and conduct a diligent patrol, accentuating prevention rather than apprehension, giving particular attention to locations most susceptible to the occurrence of crime or traffic accidents.
33. Shall become familiar with the geography of the City, including public transportation routes, locations of streets and highways, prominent and important buildings and locations, transportation centers and other information which will enable him/her to render helpful information and assistance when requested.
34. Shall confine his/her basic patrol efforts to the city limits. If leaving the city for any reason, he/she shall request the permission of his/her Supervisor and notify the Dispatcher prior to the time he/she leaves or as soon as possible if it is an emergency situation.
35. Upon discovery of a crime, shall move promptly to apprehend the offender, either through individual effort, or by full utilization of Department resources. When pursuit of apprehension is not feasible, he/she shall make a thorough investigation and speedily relay information to other agencies, normally through the Communications section, to enlist their aid.
36. Shall conduct a thorough investigation of all offenses within his/her area of assignment and scope of activity. Shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.
37. Any gross failure to detect crime, cope with traffic conditions, or prevent repetition of disorder by appropriate official action within his/her area of assignment shall be prima facie evidence of negligence.
38. Shall be alert to the City's responsibility to keep public highways, streets, avenues, alleys, sidewalks, lights and signals, public grounds, bridges and other areas open and/or operable, in good repair and free from nuisance, and shall cause notice to be given to the appropriate City, County or State agency concerning unsafe or improper conditions.

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39. Shall inspect places where permits or licenses are required and shall take appropriate action in all instances where necessary authority has not been procured.
40. Shall note conditions which adversely affect the appearance, safety and health of the community, enforcing applicable Laws, Ordinances and Regulations and/or making referrals to agencies having primary responsibility.
41. When detailed to the location of any assemblage of people, shall be alert to prevent injury to persons, disorder or damage to property.
42. When in uniform, shall assist in the movement of vehicles operating under emergency conditions.
43. All officers shall advise dispatch as to destination and beginning and ending mileage when transporting civilians of the opposite sex or any juvenile during a police incident.
44. All personnel must notify the Chief of Police in writing anytime they receive a traffic citation for traffic violations on or off duty or are arrested or implicated in any criminal investigation which would negatively reflect upon this Department.
45. In the absence of a shift supervisor. The senior patrol officer on duty shall assume duties of officer in charge (OIC).

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SECTION H – DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT

The Administrative Assistant shall be responsible to the Chief of Police for the efficient performance and operation of his/her command in conformity with established policies and procedures. His/her duties and responsibilities include, but are not limited to, organizing, directing and controlling of all resources of the Records Division with the Peru Police Department for the most efficient discharge of its duty in compliance with all Federal, State and Department laws and regulations.

His/her duties shall also consist of, but not be limited to the following:

1. Shall exercise authority commensurate with his/her responsibility and shall promptly obey and transmit all legitimate orders of higher authority, ensuring uniform interpretation and full compliance.
2. Shall be Supervisor over Records Department.
3. Be responsible for all statistical data for all department reports providing for the compilation and preparation of the Department's Annual Reports and other reports necessary for effective management practices.
4. Shall be Records Management Liaison Officer (RMLO) with the Illinois State Archives.
5. Discovers, pinpoints and reports areas within the Records Department where irregularities occur or weaknesses exist so that corrective action may be taken.
6. Shall assist in the responsibility for staff work essential to the development of Departmental policies, programs and procedures, when so directed by the Chief of Police.
7. Shall ensure that all written material is accurate, neat, properly structured and clearly stated prior to inserting into public records.
8. Shall assist in the design and control and the ordering of all Departmental forms. The Administrative Assistant will ensure that all forms which are used by the Peru Police Department or with the Chief of Police's name and/or signature are reviewed by the Chief of Police.
9. Shall provide clerical support for the department.
10. Shall keep accurate inventory and records of all police department equipment.
11. Will keep an accurate inventory of all department forms and expendable supplies.
12. Shall maintain, purchase and distribute all clothing issued in accordance with department procedures.
13. Shall be well versed and trained in the computer system as established in the department and the City of Peru.
14. Shall maintain hours of duty as established by the Chief of Police, but shall be available for duty at all times in cases of special need or emergency.
15. Shall wear a department established uniform as stipulated in department orders.

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16. Shall have line supervision over the custodian.
17. Shall have line supervision over the school crossing guards.
18. Shall, from time to time, assist the Chief of Police in the administrative matters of the dispatch center such as scheduling, clothing purchases, etc.

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SECTION I – DUTIES AND RESPONSIBILITIES OF CSO

1. Purpose

The purpose of this General Order is to outline how the Community Service Officer Program will be administered, and establish a Field Training Programs for newly hired Community Service Officers (CSO). This General Order will help establish and define duties, objectives and responsibilities of the Community Service Officer. The Community Service Officer is a non-sworn employee of the Peru Police Department and is designated as a civilian position.

2. Policy

It shall be the policy of the Peru Police Department to maintain CSO Field Training Programs. A newly hired CSO will be required to successfully pass a training program. Training will be conducted by selected Officers appointed by the Chief of Police or designee, and maybe extended or shortened based on the recommendations of the Field Training Officer (FTO) and order of the Chief of Police. This training which will be on going will be commensurate with their responsibilities.

3. Field Duties and Responsibilities

- a) Regular patrols and inspects the City of Peru to identify and resolve violations of City codes and regulations.
- b) Responds to complaints of potential violations relating to noise, dumping, animals, water conservation, nuisances, and other related matters.
- c) Conducts field investigations of potential violations, gather evidence, question complaints, compares facts to current code requirements, makes findings, issues warnings or issues citations.
- d) Meets with residents, owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations and secures compliance.
- e) Maintains a variety of logs and records related to inspection and enforcement activities, prepares recommendations for amendments and additions to code or regulations which relate to the position.
- f) Coordinates and trains with the police, the prosecuting attorney, and other staff or agencies, as needed.
- g) Perform animal control duties, participates in the apprehension and confinement of stray domestic animal and wildlife, prepare reports on such activities.
- h) Complete found property reports, which include proper storage of such items into temporary evidence lockers.
- i) Complete lost property reports.

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- j) Complete private property crash reports on private property where no citations, injuries, or arrests will take place.
 - k) CSOs will be trained in the proper use of two-way radios (ValCom and Peru)
 - l) CSOs will be trained in report writing, Department Policy & Procedures, City Ordinances and vehicle equipment operations.
 - m) Assist in vehicle maintenance activities as needed.
 - n) If certified, install car seats, and educate the public with such knowledge.
 - o) Conduct vacation checks.
 - p) Assist in traffic control or school crossing if needed.
 - q) Assist in motor vehicle/residence lock outs.
 - r) Deliver intra-government correspondence between various city entities.
 - s) Collect recycling items from our facility and deliver to public works.
 - t) Collect paperwork and bond, take inventory, and deliver to Circuit Clerk's Office.
 - u) Deliver inter-government correspondence from County agencies.
 - v) Relay squads for maintenance purposes.
 - w) Assist department personnel in sex offender and other registration processes.
4. Evidence Custodian Duties and Responsibilities
- a) Shall receive, log and store all evidence and property taken into custody.
 - b) Shall have the authority to issue or release property or evidence, in order to maintain a secure chain of evidence.
 - c) Shall be responsible for the Police Auction, keeping the necessary records and making necessary arrangements to comply with the Department directives, as well as City Ordinances and State Laws.
 - d) Shall be responsible for the destruction of evidence and property when so directed by the Chief.
 - e) Shall be responsible for keeping appropriate files on all firearms taken in as property or evidence.
 - f) Shall maintain records as are necessary for the efficient management of this section.
 - g) Shall thoroughly research all departmental records prior to any release or destruction of evidence or property.
 - h) Protective clothing, such as coveralls, may be worn when necessary to perform your job functions.
 - i) Shall be available and testify in any Court proceeding, when a subpoena or court notice is issued, with reference to storage, care and chain of evidence.
 - j) To make available to the Crime Lab evidence needing additional service.
 - k) Shall produce all subpoenaed evidence for court.

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5. Limitations

- a) Community Service Officers are specially limited and prevented from participating in various aspects of law enforcement duties as follows:
 - Crimes in progress.
 - Fights in progress.
 - Alarms.
 - Traffic stops.
 - Domestic Disturbances.
 - Noisy parties.
 - Suspicious persons, vehicles, and noises.
 - Any other call which would constitute a hazard for an unarmed officer.
- a) A CSO shall immediately call for a sworn officer to take over an assignment he/she is handling, if circumstances indicate a sworn officer is needed.
- b) The CSO shall obey all traffic laws while on duty, and **shall not** drive with emergency equipment operating on department vehicles. The emergency lights will be used to give warning when assisting in traffic control.
- c) The CSO shall not be assigned to or become involved in any assignment which requires the use of force.
- d) The CSO shall assume no police powers except where assignments call for traffic direction, or the issuing of parking and city ordinance violations.
- e) Shall not become involved in any call for service or any self-initiated field activity unless authorized by this chapter or when directed by a sworn supervisor.
- f) CSOs **do not** have powers of arrest, only that of a citizen.

6. Special Requirements

- a) Must possess a valid state driver's license or have the ability to obtain one prior to employment.
- b) Be prepared to work flexible hours, weekends, holidays, and evenings as needed. These hours are essential to the job and are considered part of the normal work week.
- c) The ability to become L.E.A.D.S. certified.

7. Physical Demands

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- a) While performing the duties of a CSO, one is regularly required to see, stand, sit, walk, talk, hear, use hands, carry objects / equipment and operate objects or controls during a daily activity for periods of long times.

8. Equipment/Duty Gear to be Worn/Used

- a) Uniforms worn will be approved by the Chief of Police.
- b) All equipment issued to the CSO will be used in a lawful manner and kept in good working condition.
- c) CSO Equipment
 - Portable radio, cell phone (if assigned). CSOs may carry handcuffs, O.C. spray, and an ASP only after completing instructions by PPD personnel and completion of required certification and recertification courses. The O.C. and ASP must be department approved pursuant to General Orders. Handcuffs, O.C., and ASP will only be used as means of self-defense if involved in situations that escalate to an assault of a CSO prior to arrival of a sworn officer or to assist a sworn officer if requested. CSOs shall not be assigned to or become involved in any assignment which requires the use of **any force**.

9. Training and Career Development

- a) The Community Service Officer (CSO) shall be subject to all policies and procedures regarding training and career development pursuant to PPD Directives.

10. Rules and Regulations

- a) Community Service Officers shall be subject to the rules and regulations of the Peru Police Department.
- b) If a Community Service Officer is out of service, **NO CALLS WILL BE STACKED**. The appropriate patrol car will be assigned the call by communications. All assignments will be monitored by the Shift Supervisor.

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SECTION J – DUTIES AND RESPONSIBILITIES OF THE CUSTODIAN

The custodian will be under the direct supervision of the Administrative Assistant. His/her duties shall consist of, but not limited to, the following:

1. Duty hours will be from 7:00a.m. to 11:00a.m., Monday through Friday.
2. When arriving at work, the Custodian will report to the Administrative Assistant and the Shift Commander on duty to ascertain if there are any special assignments or duties.
3. When leaving the building or property, the custodian will notify the desk of his/her destination and the approximate duration of his/her absence.
4. The following duties shall be performed daily:
 - a) Clean all restrooms.
 - b) Disinfect stools and sinks-fill all supplies as needed, soap, paper towels, toilet paper.
 - c) Take out garbage for building.
 - d) Sweep, dust and mop all floors in the building including edges of floors (upstairs and down, including stairs).
 - e) Sweep front walkways.
 - f) Dust all offices-- desks, computers, fax machine, copiers, cabinets, and other equipment, dispatch desk, front counter, light fixtures. (Make sure all cobwebs are gone.)
 - g) Vacuum all carpets in building.
 - h) Empty all recycle containers into cardboard dumpster.
 - i) Make sure cells are clean – if they have been used disinfect and wipe down bed, stool, etc. and replace linen. Only clean if they have been used.
 - j) Make sure all supplies are stocked as needed including paper towels, coffee supplies.
 - k) Clean coffee area.
 - l) Clean water cooler with soap and water.
 - m) Clean all windows and glass in building.
 - n) Check lawn for any papers or garbage.
 - o) Check light bulbs and replace.
 - p) Check microwave and refrigerator and clean as needed.
5. The following duties shall be performed weekly:
 - a) Water flowers.
 - b) Weed flower gardens.
 - c) Weed gravel lot.
 - d) Cut grass, trim, vacuum grass clippings from sidewalks when needed.
 - e) Sweep and wash garage floor.
 - f) Clean squad car windows.
6. The following duties shall be performed monthly:
 - a) Change furnace/air conditioner filters.

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- b) Wash outside windows.
- 7. The following duties shall be performed on an as needed basis:
 - a) Clear snow of the sidewalk around entire building and West Side lot and apply salt as needed.
 - b) Rake leaves.
 - c) When you have 4 or 5 sets of dirty linen from the cells have an Officer take you to the hospital for clean ones.
 - d) Buy all supplies from Debo's or Wal-Mart. (cleaning supplies, coffee cups, filters, etc.)
 - e) Clean dog cage if dirty. Take dog out as needed.
 - f) Clean inside and outside of squad cars as needed when available.

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SECTION K – DUTIES AND RESPONSIBILITIES OF THE SCHOOL CROSSING GUARDS

School Crossing Guards shall always conduct themselves in a manner that best represents the interest(s) and reflects the desired image of the City of Peru Police Department.

1. Crossing guards will report for duty on time and remain on their post for their full tour of duty.
2. Crossing guards will report an illness or failure to be present at their appointed crossing at a reasonable time and date so as to afford the department sufficient time to find a replacement.
3. Crossing guards will report any problems or illness to the Administrative Assistant if available. If the problem or illness needs to be addressed right away, the crossing guard will notify the on duty telecommunicator, who will make sure the crossing is adequately staffed.
4. Crossing guards will report for duty mentally and physically alert. They will report in the issued uniform.
5. Crossing guards will not use tobacco products while crossing children due to the danger of accidental contact that could cause injury.
6. Crossing guards shall not direct vehicular traffic in the normal sense of controlling, regulating and directing.
7. Crossing guards shall observe to see that vehicular traffic is clear and cross pedestrian traffic in obedience to traffic control devices.
8. Crossing guards will display prominently the stop sign provided.
9. Traffic signal problems shall be reported to the Administrative Assistant.
10. Method of crossing children
 - a) Actually, a crossing guard does not direct vehicular traffic to stop. A guard gives the signal to approaching drivers that pedestrians are about to use a crosswalk, and all vehicles must yield the right-of-way.
 - b) When a suitable gap in traffic has been selected, the guard shall step out into the traffic lane adjacent to the curb or sidewalk so that he/she may see and be clearly seen. Simultaneously, the handled “Stop” sign should be displayed at arm’s length and shoulder high so that it can be seen by traffic in all directions. This shall be maintained until the traffic stops.
 - c) The guard shall signal with the free hand for the pedestrians to cross. The guard shall remain alert for stragglers and making certain motor vehicles remain in their positions.
 - d) In restarting traffic, the guard does not direct drivers to proceed. He/she withdraws the stop sign (after making certain no pedestrians are crossing) and walks to his/her regular position.
 - e) At sites with traffic/pedestrian signals, the crossing guard shall activate the pedestrian signal.

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The Administrative Assistant is responsible for the supervision of the Crossing Guards. The Shift Supervisor shall make certain that the crossings are manned during the designated times.

Any acts or failures contrary to these established rules may result in disciplinary action.

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**SECTION L – DUTIES AND RESPONSIBILITIES OF A PUBLIC SAFETY
TELECOMMUNICATOR/RECORDS CLERK**

Receives and transmits emergency and administrative messages over a combined police, fire and medical communications systems.

1. Examples of Duties

- a) Plans, organizes and performs work according to standardized procedures.
- b) Receives telephone, radio calls and mechanical alarm signals for police, fire or medical emergency services.
- c) Enters information into Computer Aided Dispatch system (CAD).
- d) Retrieves information for dispatch from CAD System.
- e) Dispatches police vehicles by radio, receives and transmits orders and instructions using appropriate code language to police officers at the scene of an emergency.
- f) Coordinates with Patrol Sergeant, dispatching of back-up units.
- g) Coordinates radio communication with State Police and other local Police Departments as needed.
- h) Receives fire emergency calls, or fire security system signal, sounds alarm and monitors equipment responding by radio.
- i) Dispatches police vehicle to emergency medical calls, notifies ambulance service to respond as needed.
- j) Uses computer terminal to input, retrieve and transmit information from NCIC National Crime Information Center and LEADS Law Enforcement Agencies Data System.
- k) Receives and transmits information from state motor vehicle files to patrol officers.
- l) Receives and transmits calls to police K-9 units.
- m) Reports major criminal or emergency calls to Chief of Police or Officer in Charge.
- n) Enters data into computer system for record keeping.
- o) Retrieves data from computer system and assists in preparation of court information files and case incident reports and prepares files and records.
- p) Maintains daily log, wrecker rotation log and security systems files.
- q) Tests and performs minor maintenance on equipment.
- r) Reports equipment failure to supervisor.
- s) Monitors prisoner cells by internal television system.
- t) Performs related administrative-clerical and records duties as required.

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- u) Act as receptionist to public safety complex and monitor and assist public in use of community room.

2. Supervision Received

Works under the general supervision of the Deputy Chief of Support Services or his designee. Direct supervision will be performed by the Administrative Assistant or the on duty shift commander.

3. Minimum Qualifications, Knowledge, Skills and Abilities

- a) Technical skills and knowledge acquired from prior communications experience or on-the-job training.
- b) Ability to verbally communicate effectively under stressful conditions.
- c) Ability to type.
- d) Ability to operate CAD system, and basic computer system.

4. Education, Experience and Training

- a) Graduation from High School or its equivalent.
- b) Prior communications and dispatching experience desirable.
- c) Knowledge of Public Safety operations desirable.

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SECTION M – DUTIES AND RESPONSIBILITIES OF THE LIEUTENANT OF ADMINISTRATIVE SERVICES

The Lieutenant of Administrative Services shall be responsible for the management of the Administrative Services Division and be directly accountable to the Chief of Police and Deputy Chief of Police. His/her duties and responsibilities also include, but are not limited to, assisting the Chief of Police in organizing, directing and controlling of all resources within the Peru Police Department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all Ordinances of Peru, Illinois, and all Criminal Laws of the State of Illinois and the United States of America.

1. Shall initiate, direct, review and submit results of inspections and staff studies of Department elements, procedures, practices or conditions whenever such action is deemed advisable or ordered by the Chief of Police.
2. Report matters of particularly fine development or execution so that commendations may be made.
3. Discovers, pinpoints and reports areas within the Department where irregularities occur or weaknesses exist so that corrective action may be taken.
4. Collects and analyzes data and information pertinent to inspections, and development of said data and information into objective and meaningful reports, memoranda, recommendations, etc.
5. Attends and participates in Department or outside conferences and meetings on matters of interest to the Department, at the discretion of the Chief of Police, to assist others and/or to receive or disseminate instructions.
6. Performs special duties or functions as directed by the Chief of Police.
7. Remains alert to any condition, internally or externally, that could adversely affect the Department or its personnel.
8. Thoroughly familiarizes themselves with Department Rules and Regulations and Department orders, and other applicable directives, pertaining to the operation of the Department, and report in writing all significant violations of Department Rules and Regulations or other incidents detrimental to the Department.
9. Remains alert, while in the field, to careless or hazardous operation of police vehicles and other abusive treatment of police equipment.
10. Shall be responsible to assist the Chief of Police and Deputy Chief of Police for the efficient enforcement by all Divisions of the Federal, State and City ordinances and laws.
11. Shall assist in the responsibility for staff work essential to the development of Departmental policies, programs and procedures, when so directed by the Chief of Police.
12. Shall draft Department orders, memoranda and manuals, and upon approval, provide for their publication.

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13. Shall be responsible for establishment of, and the supervision of in-service training programs for the department. Shall remain current on training issues, and the implementation of same within the department. He/she shall assemble a training staff and program for an on-going training schedule. He/she shall be responsible for the maintaining of training records.
14. Shall be designated as grant administrator.
15. Shall oversee the department's sex offender registration process.
16. Shall serve and assist in the uniform patrol and detective division as needed.
17. Shall be responsible for the efficient operation of building maintenance.
18. Shall be a liaison to Illinois Valley Regional Dispatch and the JETSB.
19. Shall coordinate and oversee special events and planning for events within the City of Peru as needed.
20. Shall serve as the WTH Mapping, IWIN, and MDC Coordinator.
21. Shall administer all police asset forfeitures.
22. Shall ensure timely audits of all police department in house cash funds.
23. Shall serve as the liaison to LaSalle County Emergency Management.
24. Shall provide administrative support to the fleet maintenance officer and Chief of Police regarding matters relating to the PPD motor pool.
25. Shall serve as the department court officer/liaison and administrative adjudication court officer/liaison.
26. Shall serve as the liaison to ILETSB for sworn officer certifications.
27. The Lieutenant shall have the authority to discipline a subordinate within the Peru Police Department at the discretion of the Chief of Police or Deputy Chief of Police. The Lieutenant shall have the authority to relieve a subordinate from duty pending a prompt reporting of such action to the Chief of Police and Deputy Chief of Police. The Lieutenant shall make recommendations for any other type of disciplinary action through the chain of command.
28. Shall, in the absence of the Chief of Police and Deputy Chief of Police, assume the duties of the Chief.
29. Shall be responsible for supervision of the telecommunication center and Telecommunicator/Records Clerk.

The above listed duties may be amended or modified from time to time by the City in its discretion, but any such changes shall be in accordance with the requirements of any applicable employment agreement with an individual holding the position.

CHAPTER II GENERAL ORDERS

SECTION A – GUIDELINES TO USE

1. RESCINDED ORDERS

All Procedural General Orders and Special Orders involved in the prior department manual which were issued prior to July 1, 2006 are hereby rescinded, except those relating to assignment and status of personnel.

2. NEW ORDERS

Each General Order shall be entered into the manual by chapter, section and number. A copy to be made available to each member in a loose-leaf binder, labeled Peru Police Department Procedural General Order Manual.

3. CONFIDENTIALITY

General Orders are of a confidential nature and shall not be given or shown to persons who are not members or employed with the Peru Police Department without the approval of the Chief of Police.

4. CHANGING OF GENERAL ORDERS

No General Order or section thereof will be changed except by the re-issuance of such order bearing the same Chapter, Section and number and listing an effective date. In such instances, a copy shall be issued to each member to replace the superseded order in this manual.

5. LOOSE-LEAF BINDER-MANUAL

The General Orders and the loose-leaf binder in which they are contained shall be and are hereby officially designated as the Peru Police Department Procedural General Order Manual.

6. COMPLIANCE TO ORDERS

Each member of the Peru Police Department shall comply with all General Orders issued by the Chief of Police and failure to do so shall be deemed neglect of duty or insubordination and shall be grounds for disciplinary action.

CHAPTER II GENERAL ORDERS

7. TEMPORARY ORDERS/INFORMATION

Information which is of temporary interest to members shall be disseminated by means of a memorandum bulletin, and unless specifically directed by said bulletin, they are not to be permanently retained.

8. INSPECTION OF MANUAL

These manuals are subject to periodic inspection by Supervisors within twenty four (24) hour notice.

SECTION B – RULES, POLICIES AND STANDARDS DEFINED

1. RULES AND REGULATIONS – ABSOLUTE, BUT WITH PROVISIONS FOR UNIQUE SITUATIONS

Rules and regulations set specific requirements or specific limits on behavior. They are the most narrowly drawn of the written directions and allow for the least interpretation on the part of personnel. Rules and regulations represent precise commands which you expect your personnel to obey to the letter unless exceptional conditions arise.

2. POLICY

Policy represents guiding principles for the behavior of personnel. Policy statements are general in nature. They deal with broad departmental objectives as determined by the Chief executive and set the directions of the department toward these objectives. They establish the outer limits of acceptable behavior for personnel. In this way, policy statements guide the actions of personnel in situations which require them to exercise discretionary judgment.

3. PROCEDURE

Procedures represent a method of performing a particular activity or a way of proceeding under particular circumstances. Procedures are much more specific than policies. While policies define outer limits of accepted behavior, procedures direct behavior within those limits. Procedures inform your personnel what is expected of them in commonly occurring situations (e.g., traffic stop, fire alarms, processing of evidence).

CHAPTER II GENERAL ORDERS

4. GENERAL ORDERS

A combination of policy, rules, regulations and procedures. Usually they are long term in nature and they may deal with administrative matters rather than operational matters.

5. SPECIAL ORDERS

May be administrative or operational in nature but usually are issued to cover special events or situations and for a specified time period.

SECTION C – TYPES OF ORDERS

1. THERE SHALL BE ESTABLISHED THREE (3) TYPES OF ORDERS

- A. GENERAL ORDER – Directives that are issued to announce adoption or revision of procedures affecting the employee of more than one subordinate unit or which will be in effect for an indefinite period of time.
- B. SPECIAL ORDERS – Special Order will mean those orders which contain directives of temporary duration and orders which include the functional assignments, transfers, promotions, or demotions of an individual, or individuals, or any other personnel action of general interest to the department.
- C. INFORMATION AND MEMORANDUMS – This category will include training information and other material that is issued for the general interest and knowledge of employees.

ORDERS UNDER B AND C WILL NOT BE LISTED IN THE PROCEDURAL
GENERAL ORDERS MANUAL.

2. ISSUING AUTHORITY OF ORDERS

- A. General Orders can only be issued by the Chief of Police and/or his/her designates.
- B. Special Orders can be issued by the Chief of Police and/or his/her designates.
- C. The preparation of all orders may be drafted at any level of the organization by any employee and submitted through the Chain of Command for consideration.

CHAPTER III DISCIPLINARY AUTHORITY/INTERNAL AFFAIRS

SECTION A – TYPES OF DISCIPLINE

1. Discipline Defined

The process by which the employer insures that all the members conform to certain standards.

- a. Positive Discipline: Is when a supervisor attempts to deal with the member's misconduct by encouragement and persuasion. This type of discipline may include counseling, training and professional assistance.
- b. Negative Discipline: Consists of punishment of the member for violation of rules and procedures. This type of discipline includes oral or written reprimands, suspension, demotion or discharge.

2. Disciplinary Policy

It is the policy of the Peru Police Department to assure all members of a swift, effective, uniform, and fair disciplinary system. That system will establish a procedure for a thorough and effective review and impartial investigation of allegations of misconduct or impropriety by Department employees. The objective is to protect the public and to maintain the integrity of the Department and the individual employee. All alleged or suspected violations of law or Department Standards of Conduct by Department members will be investigated, and appropriate corrective action will be taken when warranted. All administrative disciplinary procedures will be consistent with the applicable Peru Police Department Procedural General Order Manual, City Employee Manual, City Code, labor contract(s), and any applicable Municipal, State, and Federal laws.

3. Discipline, Responsibility for

The ultimate authority responsible for discipline of the Peru Police Department is the Chief of Police. This chapter designates the Chief of Police's administrative policy and procedure for the execution of that responsibility. Although discipline is a responsibility of supervision, and the responsibility for the investigation of alleged misconduct normally rests within the established Chain of Command, the complexities of a modern police department, regardless of size necessitate the formation of a separate Internal Affairs Officer(s) charged with the coordination and supervision of investigations concerning violations of rules, regulations, order and other Department Standards of Conduct, and/or violations of law by its members.

CHAPTER III DISCIPLINARY AUTHORITY/INTERNAL AFFAIRS

4. Discipline, Responsibility of Department Members

All members of the Department shall assume the obligation of their position and perform their duties accordingly in the investigation of complaints or allegations of misconduct against members of the Department. Any members of the Department who gain knowledge of, or has reason to suspect any other member of violating law, or the provisions of this manual, shall immediately report such knowledge or suspicion to a supervisor. Any member who so wishes to report the misconduct of another member has the choice of following his/her Chain of Command, or reporting directly to the Chief of Police.

5. Discipline, Supervisory Responsibility

Supervisory personnel will initiate investigations and/or take appropriate corrective action when they first become aware of infractions by any member of the Department. Failure of a supervisor to fulfill his/her responsibilities or to take appropriate action when a violation of law, rules, regulations, or procedure comes to his/her attention, regardless of the supervisor's or the violator's rank or assignment within the Department will be deemed as neglect and dereliction of duty.

6. Violation of Orders, Notification of Internal Affairs (I.A.)

All alleged or suspected violations of department orders which are not handled informally will be reported to the Chief of Police by the next working day by the supervisor who has first become aware of the violation. If the alleged violation is of such a magnitude that an immediate Internal Affairs Investigation is deemed necessary, the on duty supervisor will immediately notify the Chief of Police. Violations of a less serious nature will be reported to the Chief by memorandum sealed and marked "CONFIDENTIAL".

7. Violation of Law or Order, Immediate Relief from Duty

The supervisor who first becomes aware of an employee's involvement in an alleged or suspected criminal offense, serious breach of the Standards of Conduct, or in any activity or action representing a serious threat to the integrity, reputation, or efficiency of the Department, will immediately notify the Chief of Police. Any staff officer has the authority to impose the immediate relief from duty of any employee until the next business day or until availability of the Chief of Police when it appears such action is in the best interest of the Department. Such relief from duty shall be considered "with pay" until a final determination can be made by the Chief of Police. Whenever an employee is relieved from duty under such circumstances, the supervisor notifying him/her of such relief will take up the employee's badge and identification and secure same until they are ordered released by the Chief or Police

CHAPTER III DISCIPLINARY AUTHORITY/INTERNAL AFFAIRS

or his/her designate. In all such cases, the Chief shall be notified and all facts pertaining to the alleged violation, the investigation thereof, and the corrective action taken, will be forwarded without delay to the Chief of Police.

SECTION B – AUTHORITY

1. Guidelines to Follow

All supervisors are encouraged to exercise positive disciplinary methods; however, it is recognized that there will be instances when negative action is necessary. The authority concerning these actions are as follows:

- a. Oral Reprimand - Chief, Deputy Chief, Commander, Sergeant
- b. Written Reprimand – Chief, Deputy Chief, Commander, Sergeant
- c. Suspension – Chief of Police and/or Police/Fire Board
- d. Demotion – Chief of Police and/or Police/Fire Board
- e. Discharge – Chief of Police and/or Police/Fire Board

2. Types of Negative Disciplinary Action

- a. Discharge – termination from employment.
- b. Suspension – temporary relief from duty (without pay).
- c. Demotion – downgrading of rank which can be of a temporary nature.
- d. Written Reprimand – recorded documentation of violation, to be signed by the issuing authority, the recipient, and forwarded to the Chief of Police to be maintained in member’s personnel file.
- e. Oral Reprimand – intended to be the least severe form of reprimand and shall be documented by memo and maintained by the Chief of Police for future reference.

3. Wearing Uniform While Under Suspension

During the period of suspension, a member shall not wear any part of the official uniform or act in the capacity of, nor represent himself as a department member in any manner, nor perform any off duty work related to his/her occupation.

4. Misdirected Action of Member When Charged

Any member against whom a complaint or charge has been made who shall attempt, directly or indirectly, by threat, appeal, persuasion, or the payment or monies, or other consideration, to secure the withdrawal or abandonment of the complaint or charges or who, at the time before final disposition of same, shall cause any person except member’s

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private counsel, to intercede personally, by letter, or by other means in his/her behalf, with the Chief of Police, shall be made the subject of additional charges.

5. Dismissal

Only the Chief of Police will dismiss an employee.

6. Appeal of Disciplinary Action

Any member or employee who wishes to appeal disciplinary action taken against her/him has the right through the applicable procedures as outlined in the Procedural General Order Manual, City Employee Manual, Board of Fire and Police Commissioners Rules and Regulations, or Labor Contract.

7. Reporting Violation of Rules or Laws

An employee of the Department shall report to his/her superior any violations of the Rules and Procedures outlined in this manual, any Personnel Rules and Regulations, City, State and Federal laws, or other appropriate directives in writing. Superior officers shall then comply with the policy as described in this Chapter.

8. Disciplinary Action

A member of the Department found guilty of violating a Rule or Regulation, or any of the provisions of General or Special Orders, or upon conviction in a court having a Criminal Jurisdiction, or any one of the following listed offences, shall be subjected to reprimand, suspension, dismissal or suffer such other disciplinary action as the Chief of Police may impose.

- a. Cowardice: whoever shrinks from danger, responsibility of their sworn duty, will be deemed guilty of cowardice.
- b. Neglect or Inattention to Duty
- c. General Incompetence
- d. Laziness or Idleness
- e. Using Profanity in Public
- f. Accepting Fees, Rewards or Gifts: accepting any fees, gifts or rewards of any kind from any person or from any person arrested, or on his/her behalf while in custody, or from any person for services rendered, or pretended to be rendered, as a member of the Department without the consent of the Chief of Police or staff member.
- g. Gossiping – about a member or employee of the Department concerning his/her personal character and conduct, which is detrimental to such member or employee.
- h. Public Criticism – publicly criticizing orders given by the Chief of Police, a superior officer, or a public official.

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- i. Communication of Information – communicating or giving of Department information to any person concerning the business of the confidential Department, without prior approval or authorization by the Chief of Police or supervisor.
- j. Communicating to Aid an Escape – communicating or giving information which may aid a person to escape arrest, or to delay the apprehension of a criminal, or to secure the removal of stolen or embezzled goods, or other property of money.
- k. Neglect to Turn in Property – neglecting to turn in property without unnecessary delay, all property including money that is found or seized.
- l. Firearm – unjustified or careless use of a firearm.
- m. Failure to report – failure to report to take necessary action in a known violation of law or City Ordinance.
- n. Refusal to Obey Order – neglect or refusal to comply with an oral or written order.
- o. Ignorance – of the contents of this manual or Directives of the Police Department.
- p. Any other act or omission contrary to good order and discipline, or constituting a violation of any of the Rules and Regulations of the Department or City of Peru.

SECTION C – ADMINISTRATION OF COMPLAINTS AGAINST DEPARTMENT MEMBERS

1. Internal Investigation Complaint Form

If a complaint is brought by someone outside the Department, a detailed Complaint Form will be made out, describing in detail the nature of the complaint and the officer's name, if known at the time, along with other pertinent information. The complaint is then signed by the complainant, attesting to the information contained therein. It is then signed by the employee taking the complaint. The complaint should be notarized if a notary is available. Should the complainant refuse to sign the complaint form for some valid reason, the fact will be noted in the subsequent report. Failure to sign the complaint form will not prohibit an investigation if the facts indicate necessity for an investigation. All completed complaint forms should be forwarded as quickly as possible to the Chief of Police.

2. Receiving Complaints, Procedure

Citizens who wish to lodge a complaint against any member of the department, whether in person or by telephone, shall be immediately referred to the on-duty supervisor.

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3. Investigations Conducted by Internal Affairs

Upon receipt of any citizen complaint the Chief will determine whether the complaint warrants a formal I.A. investigation, or whether it should be routed for action consistent with this Chapter. Complaints regarding such matters as tardiness or absenteeism, personal appearance or uniform violations, minor omissions of assigned duties, minor infractions involving safety or efficiency, minor traffic violations, differences of opinion or misunderstanding of procedure or tactics, and/or other complaints deemed more appropriately adjudicated within the accused's chain of command, may be handled informally. A formal Internal Affairs Investigation will take place for the following:

- a) All allegations of serious misconduct, immorality, physical abuse, and civil rights complaints.
- b) All referrals from the Mayor's office or the City Council requiring formal inquiry.
- c) All allegations of criminal violations committed by or in concert with Department members.
- d) Shooting incidents as prescribed in this manual.
- e) All civil cases as directed by the City Attorney.
- f) Any case by request of any Department member who justifiably feels threatened by a false accusation or a contrived situation involving false evidence. (Members in this case are authorized to report directly to the Chief of Police without reporting to their respective supervisors.)
- g) All other cases assigned by the Chief of Police.

The Internal Affairs Officer assigned to the investigation will be responsible for insuring a complete and expeditious investigation, and may request other members of the Department to assist in the investigation.

4. I.A. Investigations, Procedure

When an Internal Affairs Investigation is initiated, the Department member under investigation will be notified of the nature of the complaint and the name or source of the complainant in writing. Such notification may be delayed if the nature of the offense is such that notification would jeopardize the investigation. If the complaint involves an allegation of physical abuse or brutality, or other action or omission resulting in physical injury to a citizen, the complainant will be asked to sign a form authorizing release of medical information. In all such cases, the investigator will seek all information regarding nature and seriousness of all reported injuries and general health of the complainant. Photographs of the complainant may also be taken to sustain or refute claims of injury. The Internal Affairs Investigation will focus on the allegations contained in the original complaint; however, if during the

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course of the investigation, it is disclosed that other misconduct may have taken place that aspect shall also be investigated and reported upon. The I.A. investigator shall investigate and report all aspects of the case in a manner which is impartial and fair to all parties involved. The investigation shall be completed as expeditiously as possible, and a detailed investigative report, together with all other reports, statements, and documents concerned with the incident under investigation will be submitted directly to the Chief of Police.

5. Complaints Received by Mail

Citizen complaints received by a Department member through the U.S. Mail or other delivery service shall be immediately forwarded to the Chief of Police. A signed letter may serve as a formal complaint, provided the authenticity can be verified. The nature of the complaint will determine the method of handling any subsequent investigation.

6. Anonymous Complaints

Supervisors will accept complaints from any source, whether made in person, by mail, by telephone and regardless of whether or not the complainant is identified.

7. Complaints of Traffic Violations

Citizen complaints concerning a Department member's driving and other traffic related complaints will be referred to the officer's supervisor or Deputy Chief of Police.

8. Complaints of Criminal Violations

Allegations of criminal violations by Department members will be investigated by the Chief of Police or designee. All investigative reports will be forwarded as expeditiously as possible to the State's Attorney. Allegations of serious breaches of law and incidents in which a Department member is apprehended during commission of a crime, will be reported immediately to the State's Attorney's Office and a joint investigation will be conducted by the two departments or the Chief may request an outside agency investigate. When the evidence is sufficient to justify an arrest, the Chief of Police will determine whether the accused employee should be arrested immediately, or the arrest should be delayed pending issuance of a warrant or other legal process. If any Department member, regardless of rank or position, is apprehended while committing a criminal act, the shift supervisor will be notified immediately and he/she shall assume command at the scene of the arrest, rank of the accused notwithstanding until the arrival of the Chief.

CHAPTER III DISCIPLINARY AUTHORITY/INTERNAL AFFAIRS

9. Police Incidents Involving Department Members in Their Personal Capacity, Investigation

Police incidents involving Police Department employees who in their personal capacity are the **victim** in actual or alleged criminal activity will be investigated by a ranking supervisor of the Peru Police Department with the rank of sergeant or above. If the potential criminal activity is of a serious nature or there is a potential conflict which could cause questionable judgment or alternatively could cause the simple appearance of potential impropriety then the chief of police shall be contacted without delay. The chief shall determine if the matter should be handled in house or by the LaSalle County Sheriff's Department or Illinois State Police. In the event that the chief of police is the department employee involved then the matter shall be handled by the LaSalle County Sheriff's Department or Illinois State Police.

10. Officer Involved Shooting Investigations

Employees involved shooting investigations will be conducted in accordance with the provisions of Chapter VI of this manual. Said reports will cover the justification of the employee's actions as prescribed by Department policy, and the performance of the employee involved regarding procedures applicable to the incident.

11. Traffic Accident Involving Department Vehicles, Investigation

Traffic accidents involving Police Department vehicles and/or employees will be investigated by a supervisor of the Peru Police Department unless it is of a serious nature or there is a potential conflict which could cause questionable judgment. In this case, the accident shall be investigated by the LaSalle County Sheriff's Department or Illinois State Police.

12. Civil Rights Complaints

Complaints alleging violations of the civil rights of any citizen may be investigated by an Internal Affairs Officer. It is the policy of the Peru Police Department to cooperate with any civil rights investigation initiated by the Civil Rights Division of the United States Department of Justice and/or the Federal Bureau of Investigation.

13. Confidentiality of Complaints

Internal investigations may be considered confidential as required by State Statute.

CHAPTER III

DISCIPLINARY AUTHORITY/INTERNAL AFFAIRS

14. Time Limit on Accepting Complaints

Complaints against employees of the Peru Police Department alleging violations of regulations or procedure will not be accepted more than sixty days after the alleged incident unless the complainant can show good cause for the delay in filing the complaint, or the alleged violation is of such magnitude that action would be warranted for the good of the Department. If a complaint involves an alleged criminal offense, the criminal statute of limitations will prevail; however, such limitations will not prevent the Department from taking disciplinary action deemed necessary to preserve the integrity, discipline, and morale of the Department.

15. Closing Internal Affairs Investigations

All internal investigations will be closed in one of the following ways:

- a) **SUSTAINED** – the allegation is supported by sufficient evidence. When the charge or allegations are sustained. Recommend disciplinary or other corrective action will be indicated on the forms.
- b) **UNFOUNDED** – allegations false or not factual.
- c) **EXONERATED** – incident occurred, but was lawful and proper.
- d) **NOT SUSTAINED** – insufficient evidence to either prove or disprove the allegations.
- e) **OTHER MISCONDUCT, NOT CHARGED OR ALLEGED** – the investigation indicates that misconduct, other than the alleged occurred.

CHAPTER IV CODE OF ETHICS, STANDARDS OF CONDUCT

SECTION A – STANDARDS OF CONDUCT

1. Policy

The Standards of Conduct of the Peru Police Department are promulgated by the Chief of Police. The Standards are designed to ameliorate efficiency, discipline, morale, and community relations by setting forth policy governing the conduct of all members of the Department, both on and off duty. The provisions set forth in the Standards of Conduct, City of Peru City Code, and regulations established by Department Orders in the Procedural General Orders Manual, are applicable to all members of the Department.

2. Standards of Conduct – Familiarization

Department members are required to establish and maintain a working knowledge of the Standards of Conduct, Department Orders and all the laws and ordinances in force in the City of Peru, and the written rules and policies of the Department. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or policy in question.

3. Standards of Conduct – Violation

Any Department member who, by any act or conduct, violates or attempts to violate, or conspires with any person to violate the Code of the City of Peru, any Personnel Rules of the City of Peru, Department Orders or Policies, Municipal Ordinances, County Ordinances, or Laws of the State of Illinois or any political subdivision thereof, or the United States shall subject the offender to corrective and/or disciplinary action as is deemed appropriate by the Chief of Police.

SECTION B – PROFESSIONAL CONDUCT AND BEARING

1. Ethical Responsibilities, Code of Ethics

The highly complex nature of the law enforcement profession makes success dependent upon the individual character and excellence of each Department member. In addition, each member's character determines the character of the Department, which is reflected in the services provided to the community. To achieve progress,

CHAPTER IV CODE OF ETHICS, STANDARDS OF CONDUCT

Department members must combine high personal integrity with commitment. From such a union will come the character necessary to maintain a high ethical standard which will provide equitable treatment for all citizens, and which will reflect positively upon the Department, the City and the community in general. The mark of every profession is a Code of Conduct. The Law Enforcement Code of Ethics is such a statement. In addition, the Code exemplifies the Department's concern for the preservation of human rights for all persons, as well as for the protection of the community from those who would choose to violate the law. The Law Enforcement Code of Ethics, therefore, is hereby adopted by the Peru Police Department as a reminder to Department members and to citizens that the objectives of law enforcement are of the highest order.

LAW ENFORCEMENT CODE OF ETHICS

“As a law enforcement officer my fundamental duty is to serve mankind; to safeguard life and property; to protect the innocent against deception, the weak against oppression or intimidation; the peaceful against violence or disorder, and to respect the constitutional rights of all people to liberty. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self restraint; and be constantly mindful of the welfare of others. 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 regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships influence my decisions. With no compromise for crime, and with relentless prosecution of criminals, I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as public trust to be held as long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, Law Enforcement.”

2. Constitutional Rights

No person has a constitutional right to violate the law, nor can any person be deprived of constitutional rights for committing or being suspected of committing a crime. The task of determining the constitutionality of a statute lies with the courts, not with the Department member who seeks to properly enforce any Federal, State, or Local Statute. A Department member who lawfully acts in this capacity is within the scope of their authority, to make reasonable inquiries, to conduct investigations, and to arrest on probable cause.

CHAPTER IV CODE OF ETHICS, STANDARDS OF CONDUCT

3. Responsiveness to the Community

Department members will strive to be responsive to the needs and problems of the community, consistent with the Department's mission. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of public will. This responsiveness will be manifested at all levels of the Department by a willingness to listen, and genuine concern for the problems of individuals and/or groups. The total needs of the community shall be an integral consideration of the programs designed to carry out the mission of the Department.

4. Equality of Enforcement

People throughout the City have a need for protection administered by fair and impartial law enforcement. When the law is not evenly enforced, there follows a reduction in respect and a resistance to enforcement. The element of even handedness is implicit in the uniform application and enforcement of the law. The amount of force, or the method employed to secure compliance with the law, is governed by the particular situation. Similar circumstances; however, require similar treatment, not only for all groups and all individuals, but in all areas of the City. In this regard, Department members shall strive to provide equal service to all persons in the community.

5. Dereliction of Duty

Dereliction of duty on the part of any member detrimental to the proper performance of the functions of the Department is cause for corrective and/or disciplinary action as deemed necessary by the Chief of Police. The following constitutes dereliction of duty:

- a) Failure of a supervisor or commander to immediately take appropriate action when a violation of rules or regulations comes to his/her attention, regardless of the supervisor's or the violator's assignment or rank within the Department.
- b) Failure to observe and adhere to the policies of the Department.
- c) Failure to deliver to the official Departmental property custodian any property found by, confiscated by, or relinquished to officers of this Department without undue delay and, in any event, before the tour of duty is ended.
- d) Failure to place evidence in its officially designated place for preservation and storage without undue delay and, in any event, before the tour of duty ended.

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- e) Failure to give name and/or identification number in a respectful manner to any citizen who may ask.
- f) Disrespect shown to a commanding officer, supervisory officer, civilian supervisor, or any subordinate or other employee.
- g) Unnecessary violence toward any person.
- h) To accept, agree to accept, or solicit a bribe. (A bribe shall be defined as a gift, emolument, money, things of value, testimonial, appointment or personal advantage, or the promise of solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or other person.)
- i) Cowardice or failure to perform police duties because of danger.
- j) Failure or refusal to perform services or to take appropriate police action when the need for such action is evident, regardless of duty status or assignment.

6. Conduct Unbecoming an Officer/Neglect of Duty

Officers shall not engage in any conduct or act which constitutes conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or which impairs the operation or efficiency of the Department or officer. No officer shall conduct himself/herself in the offices, buildings, and/or vehicles of the Department in a manner which would discredit the police service.

7. Courtesy

Department members shall be courteous to the public, and tactful in the performance of duties. Members shall not use coarse, violent, profane, or insolent language, and shall not express any prejudice concerning sex, religion, race, national origin, politics, or other similar personal characteristics; neither shall he/she willfully embarrass, humiliate, nor shame any person nor do anything that might incite any person to violence.

8. Behavior Toward Other Department Employees

Members of the Department shall treat other members of the Department with respect. In their demeanor toward their associates in the Department, they shall be courteous and considerate, guard themselves against unfriendly conduct, and refrain from communications which would discredit others. Members shall not utter any disrespectful, mutinous, insolent, or abusive language toward a command or supervisory officer. Members shall not maliciously threaten, strike, or assault any other member of the Department. It is the duty of members to inform their superior officers of neglect or disobedience of orders. When on duty in the presence of the

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public, and when communicating via the police radio, officers shall be referred to by rank or radio number.

9. Truthfulness

Members of the Department shall not willfully depart from the truth in the conduct of any business of the Department, nor when appearing in any capacity as a member of the Department. If by these rules and regulations members are not allowed to divulge information, they shall say nothing.

10. Playing of Pranks

Department members shall not engage in “horseplay” or the playing of pranks that would endanger the life or injure anyone while on duty.

11. Use of Alcohol

Members of the Department shall not render themselves unfit for duty because of indulgence in alcoholic beverages. Members shall not appear for, nor be on duty while impaired by or under the influence of intoxicants, nor with an odor of alcoholic or fermented beverages on their breath. Officers shall not consume any alcoholic or fermented beverages on or off duty, while in uniform or any recognizable portion of the uniform. Members shall not consume, store, or bring alcoholic beverages into any police facility or vehicle, except for evidential purposes. Members shall refrain from the consumption of alcoholic or fermented beverages while on duty except when required in the performances of duty, and then never to a degree which would render the member unfit for the proper and efficient performance of duty. Members shall not purchase alcoholic or fermented beverages while on duty except when required in the performance duty. All officers are directed to maintain a positive public image and refrain from purchasing alcoholic or fermented beverages while in uniform or any recognizable portion of the uniform.

12. Use and Possession of Drugs

Members of the Department shall not possess or use any controlled substance, prescription drug, narcotic, or hallucinogen, except when prescribed as treatment by a physician or dentist. Members shall notify their commanding officer if such treatment is prescribed that could render the member unfit for duty if it so he/she will be placed on the appropriate leave status.

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13. Use of Tobacco

Members shall refrain from smoking cigarettes and chewing tobacco or gum while in direct contact with the public.

14. Gambling

Members of the Department shall not play any game of chance in any office or division of the Department, nor shall they visit any place wherein it is believed that any law or regulation pertaining to gambling is being violated, except in the actual performance of police duty.

15. Abuse of Position

Members shall not use their official position, official identification cards, or badges for obtaining privileges not otherwise available to them except for their position, or for extraordinary personal or financial gain, or for avoiding the consequences from illegal acts. Members shall not convert to their own use, retain, or keep found property, recovered property, or property held as evidence.

16. Accepting Public Monies

Members of the Department shall not accept money or payment which is to be given to the clerk of the Court as a fine.

17. Failure to Obey Lawful Order

Failure or refusal by any member to obey a lawful order given by a superior officer of the Peru Police Department, including any lawful order relayed from a superior by an employee of the same or lesser rank, shall be considered insubordination, and subject the offender to appropriate disciplinary action.

18. Conflicting Orders

When an order of a superior officer countermands or changes any previous order, members of the Department shall, when practicable, call the attention of the superior officer to the conflict before complying with the new order. If the superior officer giving such order does not amend it to eliminate the conflict, the new order shall stand, and the responsibility shall be his/hers.

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19. Questionable Orders

Department members who receive an order which they believe to be in violation of the Department Manual shall express their concern to the superior officer issuing the order. When said superior indicates that the order is to be complied with, the subordinate shall adhere to one of the following procedures, whichever is applicable:

- a) **Orders Requiring Immediate Compliance:** Such orders shall be carried out as directed. Once they are complied with, the member receiving the order may appeal in writing through the Chain of Command to the Chief of Police. Members are not required to obey any order they know to be in violation of the law.
- b) **Orders Requiring Future Compliance:** Orders which pertain to situations which require future compliance may be appealed prior to execution as long as such appeal does not frustrate or impede the operation that the order was intended to implement. The appeal will be in person or in writing through the Chain of Command to the Chief of Police.

20. Revealing Police Information

Members of the Department shall not communicate nor shall they deliver to a person not a member of the Department any information or report concerning proposed police action or any other information concerning operations or activities of a confidential or sensitive nature. Members shall not communicate in any manner any information which may assist persons guilty of or accused of criminal acts to escape arrest or punishment, or which may enable them to dispose of or secrete evidence of unlawful activity.

21. Publishing Police Information

Members of the Department shall not write for publication or broadcast over any radio or television station, or permit or cause to be broadcast or published, any story, article, or other information concerning criminal cases or other police matters without the permission of the Chief of Police. This order is not to be interpreted as a hindrance to the basic employee rights to infringe on a member's right to free speech.

22. Withholding Criminal Information

Members of the Department receiving or possessing facts or information relative to a criminal offense are obligated to report the facts or information in accordance with Departmental procedure.

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23. Public Criticism of Department

Department members shall not publicly criticize or ridicule the Department, its policies, supervisors, the City Council Members, the Mayor, members of appointed commissions, or other employees by talking, writing, or communicating in a manner which:

- a) is defamatory
- b) is obscene
- c) is unlawful
- d) tends to impair the operation of the Department or the City by interfering with its efficiency, by interfering with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth. This order is not to be interpreted as a hindrance to the basic employee rights to make grievances or other problems public or to infringe on a member's right to free speech.

24. Purchases from Persons Involved in Police Cases

Department members shall refrain from buying anything from or selling anything to any person involved in any cases which have come to their attention through their employment with the Department; nor shall they act as an intermediary in payment of a reward for the return of stolen property without the authorization of the Chief of Police. This order does not prohibit officers from dealing with legitimate places of Business.

25. Rendering of Military Salute

Members in uniform shall render a military salute to the United States Flag and National Anthem at appropriate times. Department members in civilian dress shall render proper civilian honors to the United States Flag and National Anthem at appropriate times.

26. Suspension, Surrender of Badge

No officer shall wear the police uniform, be armed, or carry a police badge or identification card while on suspension for disciplinary purposes. Such officer shall immediately surrender his/her badges and identification cards to the supervisor or commanding officer notifying him/her of the suspension.

27. Amusements

Members of the Department shall remain alert, observant, and occupied with police business during their tour of duty. Members shall refrain from engaging in amusement activities (recreational reading, game playing, watching television, etc.)

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except during authorized meal breaks or when otherwise authorized, and then never to the extent that the activity distracts other employees or reflects a negative image upon the Department, the City, or the community.

28. Sexual Conducts

Department members are prohibited from engaging in any sexual conduct while on duty. Sexual conduct is defined as any intimate physical contact of a sexual nature between individuals, masturbation, or any other conduct of a sexual nature which reasonably could be considered to offend the morals of the community, or bring discredit to the Department.

29. Sexual Harassment, Policy

The City of Peru considers sexual harassment to be illegal and a violation of Title VII of the Civil Rights Act of 1964. The city will not tolerate harassment of City employees by anyone, including any supervisor, co-worker, vendor, client or customer of the City.

30. Sexual Harassment, Definition

Harassment consists of unwelcome conduct, whether verbal, physical, or of a visual nature, that is based upon a person's protected status, including sex, race, color, ancestry, national origin, religion, age, disability, veteran status, or other protected status under applicable law. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature, when:

- a) submissions to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- b) submission to or rejection of such conduct is used as a basis for any employment decision affecting such individuals
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

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31. Sexual Harassment, Examples

- a) Verbal – sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
- b) Non-Verbal – making suggestive or insulting noises, gestures, leering, whistling or obscene gestures
- c) Physical – touching, pinching, or brushing the body, coercing sexual intercourse or assault.

32. Sexual Harassment, Department Head Responsibilities

Each department head has the responsibility to maintain his or her workplace free from harassment. This duty includes informing all employees of the substance of this policy and assuring them that prompt action will be taken in response to claims of harassment including remedial action when circumstances dictate.

33. Sexual Harassment, Employee Responsibility

An employee who believes that he/she has been the subject of harassment should report the alleged incident as soon as possible (preferably within 48 hours) to his/her department head, supervisor, human resource manager, or the Mayor. The city prohibits retaliation against anyone for reporting harassment, assisting in making a complaint, or cooperating in an investigation of harassment.

34. Sexual Harassment, Complaint Procedure

- a) An investigation of all complaints will be undertaken immediately and, if appropriate, prompt action will be taken to alleviate the offensive conduct. To the fullest extent practicable, the City will keep complaints and the terms of their resolution confidential. Any supervisor, agent, employee, or non-employee who has been found by the City to have harassed a City employee will be subject to appropriate disciplinary actions depending upon the totality of circumstances; this action could range from a warning up to and including discharge.
- b) An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have that charge investigated by the department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph St., Room 10-100,

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Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph St., Room 5-100, Chicago, Illinois 60601 (312) 814-6269.

- c) The City recognizes that the issue of whether harassment has occurred requires a factual determination based on all the evidence received. The City also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of harassment.

SECTION C – GENERAL RESPONSIBILITIES, EMPLOYEE OBLIGATIONS

1. General Obligations

Within the City of Peru, Officers shall at all times take appropriate action to:

- a) Protect life and property
- b) Preserve the peace
- c) Prevent crime
- d) Detect and arrest violators of the law
- e) Enforce all Federal, State, and Local laws and ordinances coming within Departmental jurisdiction.

NOTE: The above shall not be construed to include enforcement of laws of a misdemeanor nature, or traffic enforcement when out of uniform and off duty.

2. Responsibilities Off Duty

When off-duty due to an illness, or on Workman's Compensation due to an injury, members shall not function in any capacity as a police officer where they might tend to re-injure or further complicate the injuries.

3. Response to Calls

Officer shall respond without delay to all calls for police assistance for citizens or other members of the Department. Emergency calls take precedence, however all calls shall be answered as expeditiously as possible, consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no officer shall fail to answer any call for service directed to him/her.

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4. Discretionary Judgment

Reasonable and appropriate police action varies with each situation. Different facts or circumstances may justify different police responses. In some cases an arrest may be warranted, while others might justify the exercise of any one or more of a number of alternatives. Such decisions are left largely to the officer. Department members shall exercise such discretionary judgment in a reasonable manner, and remain within the limits of their authority as defined by law, judicial interpretation, Department policy, and by Department directives.

5. Level of Performance

Department members shall maintain sufficient mental and physical competency to properly perform the duties and responsibilities of their position. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objective of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced, and unwillingness or inability to perform assigned tasks, a failure to conform to work standards established for the member's rank, grade, or position, failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention, or absence without leave. Repeated poor performance evaluations or written record of repeated violations of the policies, rules, or directives of the Department orders of a superior officer shall also be considered indications of unsatisfactory performance. Failing to meet acceptable levels of performance or performing in an unsatisfactory manner shall subject the offender to remedial training or disciplinary action as deemed appropriate by the Chief of Police.

6. Police Incidents, Supervisory Responsibility

The ranking on-duty supervisor at the scene of any police incident shall take charge and be responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior officer present shall be in charge and responsible for the proper conclusion of the incident. The supervisor or senior officer shall remain at the scene until such time as the incident is under control, is being properly handled in accordance with existing policies, and sufficient instructions have been issued to result in the proper conclusion of the incident and relieved by some other authority. Supervisory personnel at the scene of any police incident shall turn over responsibility of the scene to members of the investigation section and/or administrative staff upon their arrival and they will assume command of the incident.

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7. Responding to Lawful Orders, Taking Appropriate Action

Officers, shall, at all times, respond to the lawful order of superior members and other proper authorities, as well as requests for police assistance from citizens. The administrative delegation of the enforcement of certain laws and ordinance to particular units of the Department does not relieve officers of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Officers assigned to special duty are not relieved from taking enforcement action outside the scope of their specialized assignment when necessary. All members shall perform their duties as required or directed by law, Departmental rules, policy, or by order of a superior member.

8. Regulation of Duty Hours

The duty hours of all employees shall be established by the Chief of Police or his designee, who has the authority to call any member back to duty, regardless of the hours assigned to that member.

9. Absence from Duty Without Leave

Unauthorized absences from duty may be cause for disciplinary action. Such unauthorized absences of more than three (3) days shall be deemed to be and shall constitute a resignation from employment with the City of Peru.

10. Reporting for Duty

Department members shall report for duty at a time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. Members shall be properly equipped and cognizant of information required for the proper performance of duty so they may immediately assume their duties. Court appearance notices and judicial subpoenas shall constitute an order to report to duty under this order.

11. Leave of Absence Due to Injury, Responsibilities

Department members are prohibited from engaging in any outside or extra-duty employment during any period of time they are on authorized injury leave. Members on prolonged injury leave (leave in excess of seven (7) days) shall keep Chief of Police reasonably advised of their status and whereabouts. Weekly notifications shall be deemed to comply with this order. The Chief shall maintain

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reasonable contact with, and periodically check the status of employees under his/her command who are on injury leave. Alleged or suspected abuses of injury leave may, at the direction of the Chief of Police, be investigated.

12. Substitute Employee

Department members shall not absent themselves from duty during the hours prescribed for their tour of duty, nor shall any member of the Department be allowed to serve as a substitute for another member without prior permission of their commanding officer.

13. Change of Address

Department members shall report any change in address or their telephone number within twenty-four hours of such change to the office of the Chief. This information is needed so that Department members can be contacted as expeditiously as possible in the event of an emergency. The Administrative Assistant will make the necessary changes on Department records, and forward the information to the City of Peru Personnel File. If a Department member is unable to comply with this order due to extreme extenuating circumstances, said member is required to make these circumstances known to the Chief and receive authorization to disregard this order.

14. Outside Employment/Restrictions

See Chapter XXIII Off Duty Secondary Employment in its entirety.

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15. Maintenance of Departmental Property

Members of the Department are responsible for the proper care of Department property and equipment. Damaged or lost property and equipment may subject the responsible individual to replacement charges and/or appropriate disciplinary action.

16. Correspondence

Members of the Department shall not enter into correspondence with any person concerning their official activities except as provided by this order.

- a) Members of the Department shall not use departmental stationary, envelopes, or forms for any purpose other than the transaction of official Police Department business.
- b) Copies of all correspondence shall be maintained in the appropriate case files, the supervising officer's file or in the official files of the Peru Police Department.

17. Unauthorized Debts

Members of the Department shall not incur liability chargeable to the Police Department or the City of Peru without proper authorization. Responsibility for payment of improper or unauthorized debts shall rest with the member incurring the debt, disciplinary action not with standing.

18. Initiating Undercover Operations

Officers shall, when practical, have prior approval of their supervisors before initiating undercover investigations. Undercover investigations are defined as covert investigations where officers make contact with and/or gather information about suspected criminals without disclosing their role as police officers. In cases where officers are already deployed in an undercover capacity and they begin another assignment unrelated to the existing assignment, they shall notify their supervisor as soon as possible.

19. Leaving Work Assignment/Sleeping On duty

Members shall not leave their work assignments or assigned post or beats, nor shall they sleep during a tour of duty except as authorized by a superior officer.

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20. Number of Officers Out to Eat

For the purpose of coffee or lunch, there shall be allowed no more than two marked police vehicles and/or uniformed officers, at any given eating establishment without permission of a supervisor.

21. Consumption of Meals

Department members shall be permitted to suspend assigned activities subject to immediate recall at all times for the purpose of having meals during their tour of duty in accordance with the time, place, and duration as established by departmental directives.

22. Signing for, or Accepting Meals, Food, or Snacks

No member shall ask, solicit, or infer that he/she be given meals, food, or snacks at a reduced rate because of their official position. If a business voluntarily grants member's meals, food, or snacks at a reduced rate, and it is the customary practice of said business to do so for law enforcement officers, and then acceptance would be permissible. No members shall sign for any food check or food authorization so as to procure meals, food, or snacks at a reduced rate.

23. On the Job Injuries

To establish uniformity in reporting on the job injuries, and to comply with State Workman's Compensation and OSHA Standards, the following procedures shall be adhering to:

- a) Any Department member who sustains an injury while working, regardless of severity, shall immediately report the injury to his/her supervisor. The supervisor shall ensure that all injuries are recorded and that the proper forms and reports are filled out in accordance with Department regulations.
- b) All Department members involved in job related injuries that require medical attention shall go, or be taken to, IVCH for treatment, or shall report to the City approved physician for medical evaluation and treatment for on the job injury even though the injury does not result in "lost time".
- c) If the employee does not require medical attention at the time of injury, such should be noted in the reports made regarding the injury. If the medical attention is later required for the same injury, a supplemental report shall be made, and properly routed.
- d) Upon learning of any employee needing medical attention, the Communication Section shall notify the supervisor. If it is found by the supervisor that the

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employee is in need and requires medical attention, the supervisor shall immediately seek medical attention assistance from the hospital or City physician.

24. Sick Leave

Sick leave is a benefit granted to employees to assist them, when actually sick, in not losing their weekly wages. The misuse of sick leave is grounds for disciplinary action and/or possible dismissal. Members are encouraged not to abuse their sick leave. Shift commanders may, when in doubt, contact the member's home to verify that the illness exists, and that the member is present. Members shall, when reporting off sick, be available at their residence. Members shall be expected to be at their respective residences during the time of their normal tour of duty and upon request of a supervisor furnish proof of their whereabouts in the event they cannot be contacted during the time of their illness.

25. Reporting Off Sick

It shall be the responsibility of Department members who cannot report for duty due to illness or off-duty injury to notify a supervisor no less than two hours prior to their scheduled report time. Members shall not work at any outside or extra duty employment on the same calendar day that they fail to report for duty due to illness. The supervisor that receives the call will complete the Absence Report and forward it to the Deputy Chief of Police.

26. Responsibility to Court During Sick Leave

Officers reporting off duty sick on days when they have cases scheduled in court will be responsible for notifying the court and the court officer.

27. Sick Leave Charged to Employee

Employees who report to work and become ill during the shift, necessitating their being authorized to go home or to a doctor, should be charged for the amount of time used – ½ day, etc. or one (1) full day if it is at the beginning of the shift.

28. Medical Certificates (Sick Slips)

In order to be eligible for three or more consecutive days of sick leave, the employee must supply a doctor's certificate to the Chief of Police. In situations where an employee has an ongoing pattern or problem of excessive use of sick leave, the Chief of Police may request a doctor's certificate for a shorter absence.

CHAPTER V STANDARDS OF PERSONAL APPEARANCE

SECTION A – PERSONAL APPEARANCE AND FITNESS

1. Grooming and Fitness Policy

Since the Police Department is one of the most publicly visible elements of local government, it becomes incumbent to establish and enforce standards of appearance to encourage and maintain public respect and confidence. Said standards must assure that the personal appearance of employees does not interfere with or distract from the performance of duties, so the performance may be evaluated on its own merit, individual appearance notwithstanding. Hand in hand with personal grooming is physical fitness and general health, which not only affects a member's individual level of performance but contributes to the over all efficiency of the Department. Grooming and fitness standards have been devised to ensure uniformity and acceptability, while allowing enough latitude to provide for individual and personal preference in regard to styles, types, fashions, and maintaining adequate levels of compliance.

2. Personal Hygiene/Cleanliness

To maintain the highest degree of individual and group health, and to ensure a positive public image, Department members shall, at all times, maintain themselves, their personal clothing and equipment, and Departmental facilities, vehicles, and equipment in as clean, neat, and hygienically acceptable conditions as is possible.

3. Physical Fitness

A police officer in good physical conditions is one who possesses an efficient cardiovascular/respiratory system, moderate to low levels of body fat, and adequate muscular strength, endurance, and flexibility. With such characteristics, an officer would possess the means to accomplish daily tasks, both occupational and personal, without undue fatigue or risk of injury or serious medical complications. Accordingly, all Department members shall maintain a level of physical fitness and weight control which will not seriously limit them in the performance of their duties. Department members are encouraged to periodically consult with a physician of their choice and to adhere to his/her recommendations concerning diet and/or exercise, and to voluntarily participate in a regular weight control and exercise program designed to enhance cardiovascular efficiency and promote physical fitness and good health. The department will recognize the difference between overweight and obesity. A member may be overweight due to muscle strength or physical stature, but not by an excessive amount of fat. Obesity is defined in medical terms as: an abnormal amount of fat on the body. This term is usually not employed unless the individual is from 20 to 30 % over the average weight for his/her age, sex and height.

CHAPTER V STANDARDS OF PERSONAL APPEARANCE

4. Grooming Standards, Male Members (Sworn)

Male police officers (uniformed and plain clothed) of the Department are bound by the following provisions:

- a) Head hair may be permitted to grow naturally, but shall be groomed and neatly trimmed so as not to present a ragged, bushy, unkempt, or eccentric appearance. The hair shall not exceed the top edge of the shirt collar in back. The hair may be worn full to the extent that the ears may be partially covered; however, at least the bottom half of the ear must be exposed. In no case, shall the hair on the sides or back of the head interfere with the uniform cap. In no case shall the top of the hair be higher than three inches above the top of the head, nor shall hair covering the forehead be worn in such a way to interfere with vision or the wearing of the uniform cap.
- b) Sideburns shall not extend beyond a point even with a line drawn between the bottom of the ear lobe and the bottom of the nose. The terminal portion of the sideburn (flare) shall not exceed the width of the main (unflared) portion by more than one fourth inch, nor shall any sideburn exceed one and one fourth inches in width at its widest point. Sideburns shall be kept neat and well trimmed at all times. "Mutton Chop" sideburns are prohibited.
- c) Mustaches shall not extend to the side more than one fourth inch beyond or below the corners of the mouth. "Fu Manchu" mustaches are prohibited. Mustaches shall be kept neatly trimmed. There shall be a definite separation between the ends of the mustache and the sideburns.
- d) Beards are prohibited for any member while in uniform. Members of the Department shall be clean shaven when in uniform in accordance with this Chapter on or off duty.

5. Grooming Standards, Female Members (Sworn)

Female police officers (uniformed and plain clothed) of the Department are bound by the following provisions:

- a) Female police officers in uniform may allow their hair to exceed beyond the length of the shirt collar and shoulders but should not allow the hair to grow or be worn to the extent it would interfere with or hinder their job performance or duty or cause injury to the officer.
- b) Female police officers in plain clothing may allow their hair to exceed beyond the length of the shirt collar and shoulders.

CHAPTER V STANDARDS OF PERSONAL APPEARANCE

SECTION B – UNIFORM APPEARANCE

1. Uniform Policy

In the daily performance of police duties it is imperative that members of the Department present a neat, clean, uniform appearance. For that reason, the police duty uniform is considered an integral part of the overall image the Department must present, and it is the key to instant recognition of a police officer by the community. Accordingly, department members engaged in general police duties shall be distinctively uniformed and attired in accordance with applicable provisions of this manual.

2. Dress Code Compliance Mandatory

Compliance with all provisions of the dress code is mandatory. All employees of the Peru Police Department shall familiarize themselves with the uniform or dress requirements applicable to their rank and/or position, and attire themselves accordingly. Personnel appearing in the official police uniform shall appear in a complete uniform which is clean, pressed, and not excessively or visibly mended, sewn, repaired, patched or worn out. Supervisors within the department are responsible to assure standard interpretation and general compliance with all provisions of this Chapter. Questions concerning any provision contained herein shall be referred to the Chief of Police. Supervisors shall be held accountable for the appearance and compliance of subordinates under their direct supervision and control.

3. Prescribed Uniform

Members of the Peru Police Department shall wear only those uniforms issued by the Department or authorized by the Chief of Police.

4. When the Uniform is to be Worn

The prescribed uniform of the Police Department shall be worn at all times when on duty by members of Patrol and Civilian members.

- a) Due to the nature of the work performed by the Peru Police Department, it is evident that certain situations will arise which will require that members of the Department report for duty out of uniform. In the event that a situation of this nature does arise, only those members who have been authorized shall report for duty out of uniform.
- b) No member shall wear his/her uniform, or any part thereof, while under suspension.

CHAPTER V STANDARDS OF PERSONAL APPEARANCE

- c) Any member working as a detective shall maintain at least one serviceable uniform for use during emergencies, parades or other action where said member may be called to serve in the capacity of a uniform officer.

5. Use of Uniform and Equipment

At no time will a partial uniform, or item of equipment, be worn or used in conjunction with non-uniform apparel, except as permitted or authorized by the Chief of Police.

SECTION C – CIVILIAN EMPLOYEES ATTIRE

1. Attire for Civilian Employees

Civilian employees are bound by the same grooming and dress regulations as are Police Officers, except that hair regulations for female civilian employees shall be waived, provided the hair is kept neatly trimmed and clean. All personnel shall keep in mind that the Police facility is a public building and attire themselves accordingly at all times. Unusual, eccentric attire while on duty is prohibited at all other times when in the Police building.

2. Prescribed Uniform, Dispatchers

The prescribed uniform issued to Dispatchers shall be worn at all times when on duty by all. Some latitude may be allowed for dire emergency situations, but, generally, such personnel will be expected to comply with applicable orders regarding uniforms. The approved uniform is listed in the Telecommunications Policy and Standard Operating Procedure Manual.

CHAPTER VI USE OF FORCE, FIREARMS, POST-SHOOTING TRAUMA/STRESS MANAGEMENT

SECTION A – USE OF FORCE

Force Defined: To compel someone to do your bidding by physical, moral or intellectual means.

1. Use of Force, Policy

At times, members of the Peru Police Department may be confronted with situations where control is required to affect arrests or to protect the public safety. At all times, attempts will be made to achieve such control through advice, persuasion or warnings. However, in situations where resistance to lawful police action or a threat to life or public safety is encountered, and reasonable alternatives have been exhausted or would clearly be ineffective, reasonable, appropriate and lawful force, up to and including deadly physical force, may be used. Officers may use physical force and need not retreat or desist when physical force is necessary to affect an arrest, prevent an escape or overcome resistance. The type and degree of force used shall be based on the facts of the situation. Only that force which is reasonable and necessary to accomplish a legitimate police function, and effect lawful objectives, shall be applied.

In the event it becomes necessary for a member of the Peru Police Department to use force, the type of force (arm lock, punch, kick, PR-24, the aiming or pointing of a firearm at an individual, etc.) and/or degree of force used must be documented in the incident report. Documentation of force shall be made by all officers involved in the use of force. Failure to comply with this policy will subject the offender to such disciplinary action as prescribed in the P.G.O. Manual.

2. De-Escalation Tactics

An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with their training, whenever possible and when reasonable under the totality of the circumstances, before resorting to force and to reduce the need for force. Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used. Training in de-escalation will be provided on an annual basis.

3. Duty to Intervene

Officers have a duty to intervene to prevent or stop the use of excessive force by another officer. All employees must recognize and act upon the duty to intervene in order to prevent or stop any employee from conducting any act that a reasonable

CHAPTER VI USE OF FORCE, FIREARMS, POST-SHOOTING TRAUMA/STRESS MANAGEMENT

officer under the circumstances would believe violates law or policy, including but not limited to excessive or unlawful force, unlawful behavior, abuses of authority or major violations of Department policy or procedure. If the employee is a supervisor, they will issue a direct order, if needed to stop any violation. Such violations shall be reported to an appropriate supervisor without delay. Successful intervention does not negate a duty to report.

4. Reasonable Belief

The United States Supreme Court in *Graham v Connor* 490 U.S. 386 (1989) stated “the reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on scene, rather than the 20/20 vision of hindsight”. The totality of information known to the officer at the time of action, not what is learned thereafter, is the basis upon which such police use of force actions shall be reviewed. Factors that will typically be reviewed in determining reasonableness will include the seriousness of the alleged offense, whether or not the subject posed an immediate threat to the officer or another, and whether or not the subject was actively resisting the officer.

5. Use of Deadly Physical Force

The use of deadly physical force is authorized only when the officer believes that the action is in defense of human life, including the officer’s own life, or in defense of any person in immediate danger of death or great bodily harm. Officers shall read and be aware of the Illinois Compiled Statutes regarding the use of deadly physical force.

In the event it becomes necessary for a member of the Peru Police Department to use force and/or deadly force, the type of force (arm lock, punch, PR-24, ASP, the aiming or pointing of a firearm at an individual and/or use of a firearm, etc.) and/or degree of force used must be documented in the incident report. Documentation will be made by all officers involved in the use of force. Failure to comply with this policy will subject the offender to such disciplinary action as prescribed in the P.G.O. Manual.

6. Police Baton

Only the Department issued baton, or an equivalent baton which has first been approved by the Chief of Police or his/her designee, may be carried and/or used by members of the Peru Police Department. An equivalent baton is one which is not substantially different from the Department issued baton. The baton shall not be modified in any way. The carrying, use or possession while on duty or in police department vehicles or facilities of any other baton, nightstick, billy club, club, slap-jack, electric baton or “J-stick”, or other device in lieu of the issued baton is prohibited. The use of a heavy metal flashlight as a baton is prohibited.

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7. Use of Baton

Batons may be used only when necessary, and after other reasonable means of controlling a violent person have failed, or would clearly fail. Officers may use the baton as a control device when controlling, directing or leading uncooperative persons. A person shall be struck with the baton only when necessary for the safety of the officer or another person.

8. Prohibited Uses of Baton

Batons shall not be used to strike a person above the plane of the person's shoulders, nor shall the baton be applied directly to the neck or throat of a person to choke that person. Batons shall not be used to strike, jab, poke, taunt, or otherwise intimidate a person already under control.

9. Use of Chemical Sprays

The Peru Police Department is using the cap stun or equivalent spray. However, members are prohibited from carrying or using any type of chemical spray unless authorized by the Chief of Police.

10. Use of Other Chemical Agents

A supervisor or, if present, the Chief of Police, is responsible for determining the need for the use of chemical agents, such as tear gas, at the scene of a police action. The supervisor or Chief of Police at the scene has the authority to direct deployment of said chemical agents in a manner consistent with this manual. Tear gas should only be used when absolutely necessary and when other methods of control or apprehension would be ineffective or more dangerous. Prior to deployment of any chemical agent, due regard shall be exercised for the safety of all potentially affected persons and property. Only the minimal amount of chemical agents shall be deployed to meet the needs of the situation, and when possible, Fire Department personnel shall be notified and present prior to deployment.

11. Unauthorized Weapons

Department members are prohibited from carrying brass knuckles, switch blade or spring loaded knives, unauthorized batons, slap jack, "sap gloves" or spring loaded saps, or any weapon defined by Federal or State law as an illegal weapon, unless such instrument has been issued by the Department and/or permission to carry same has been obtained from the Chief of Police.

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12. Use of Department Issued Flashlight or Any Personal Flashlight

Use of Departmental issued flashlights, or any personal flashlight shall be restricted to the use for illumination purposes only and should not be used in lieu of the issued police nightstick for striking purposes unless deadly force is justified.

13. Carotid Choke Hold, Bar Arm Control and Choke Holds

Due to the possibility of death or permanent injury that may occur with the use of the carotid choke hold, bar arm control and choke holds applied to individuals during arrest procedures, it is the policy of the Peru Police Department that the holds not be used. The only exception would be where the use of deadly force is justified in accordance with the P.G.O. and Illinois Compiled Statutes.

14. Conducted Electrical Weapon

Refer to Chapter XIV

SECTION B – FIREARMS

1. Firearms Policy

Since citizens are frequently the victims of violent crimes, and police officers are often confronted with the use of deadly force while performing their duties, it is necessary to assure that the commissioned members of the Peru Police Department are properly armed for the protection of society and themselves, additionally, officers must be adequately trained in the use of firearms, and controls must be maintained to ensure the proper care and use of firearms at all times.

2. Officer To Be Armed On-Duty and/or In Uniform

All officers are to be armed at all times while on-duty and/or in uniform, and must comply with the following provisions:

- a) While in uniform, on or off-duty, officers will be armed with the current Department issued service handgun, or equivalent so approved by Chief of Police.
- b) Officers assigned to duty which do not require the wearing of the police uniform, while on duty, shall be armed with a Department issued handgun, or equivalent privately owned handgun which meets the following specifications:
 - The weapon must first be inspected by the range officer, who may disapprove any weapon which does not exhibit mechanical stability or meet safety standards.
 - The weapon must have a minimum bore diameter or .355/inch.

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- The officer wishing to carry the equivalent weapon must first demonstrate prescribed proficiency, and meet the established qualification standards with the equivalent weapon.
 - The Chief of Police may disapprove the carrying of any handgun he/she deems unacceptable for any reason.
- c) The regulation requiring officers to be armed at all times while on duty, and other provisions of this order regarding weapons specifications, may be temporarily suspended by order of a superior officer during times when undercover activity or special duty would make the carrying of a handgun, or the carrying of a specified type of handgun, unfeasible.
- d) All department members who are authorized by this manual to be armed, or to use firearms in the performance of their duties, shall be issued copies of this chapter, and shall be instructed in the laws and policies contained herein regarding the use of force prior to carrying any firearm.
- e) Officers shall, prior to carrying any privately owned handgun, cause such handgun to be inspected by the range officer, who may disapprove any weapon which does not exhibit mechanical stability or meet standards of safety. The officer shall also cause the serial number and general description of such weapon to be recorded by the range officer, and shall, prior to carrying said weapon, demonstrate proficiency and meet qualification standards with it. Ammunition carried while off-duty shall be approved by the Chief of Police and range officer.

3. Officers Off-Duty Weapons

By the authority of the Chief of Police, officers are permitted to be armed off duty. The officers may carry the handgun of their choice provided it complies with the following specifications: Conventional designed revolvers or automatics only; no revolver barrel may exceed four (4) inches in length, no automatic barrel may exceed five (5) inches in length. Only the following calibers will be authorized: Automatics .380, 9 mm, 10 mm, 38 super, 40 caliber and 45 caliber, revolvers 38 special or 357 caliber. Off duty weapons will be approved on the basis if they can be properly concealed and their controllability. The following types of ammunition are prohibited; armor piercing, KTW Teflon coated, reloads exceeding factory specifications or any exploding type.

Officers shall, prior to carrying any privately owned handgun, cause such handgun to be inspected by the range officer, who may disapprove any weapon which does not exhibit mechanical stability or meet standards of safety. The officer shall also cause the serial number and general description of such weapon to be recorded by the range officer, and shall, prior to carrying said weapon, demonstrate proficiency and meet qualification standards with it. Ammunition carried while off-duty shall be approved by the Chief of Police and range officer.

CHAPTER VI USE OF FORCE, FIREARMS, POST-SHOOTING TRAUMA/STRESS MANAGEMENT

4. Accessories or Modifications to Service Weapon

The following provisions apply to any accessories or modifications to the Department issued service revolver or equivalent weapon:

- a) Grips shall be dark colored wood or plastic, or black hard rubber.
- b) Target grips which interfere with loading or reloading are prohibited.
- c) Grips must allow the weapon to be fired with either hand.
- d) Department issued weapons will not be modified in any manner without the permission of the range officer.
- e) Trigger shoes and other devices may not be installed in such a manner so as to interfere with the proper drawing or general operation of the weapon.

5. Care of Department Issued Weapon

The responsibility for proper care and maintenance of any department issued firearm within the custody of an officer will be assumed by the member to whom the weapon has been issued. Department members who have been issued weapons may be called upon to make their issued weapon available for inspection and/or servicing as deemed necessary by proper authority. Members shall ensure the security of their department issued firearm(s), and shall not loan said firearm to any person.

6. Security of Firearm

Department members shall provide appropriate security for all firearms located within their residence, or upon their person, both to provide for the safety of other persons, and to lessen the possibility of the firearm being obtained and/or used by unauthorized persons. Weapons shall not be left unsecured in the passenger compartment of any departmental or privately owned vehicle.

7. Ammunition

Firearms will be loaded with Department issued or equivalent factory ammunition only, which should not be modified in any manner.

8. Handling Firearms

Officers shall never brandish a firearm, or remove a firearm from its holster other than in the proper, performance of police duty. No provisions of this chapter shall preclude the drawing of an authorized firearm during the course of an arrest or investigation when such action is deemed necessary for the safety of the officer or the public. When a handgun is drawn or displayed, it shall not be cocked unless it is part of the normal course of operation or nomenclature for a particular firearm. Firearms shall not be drawn, displayed,

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or loaded or unloaded in the police building except in the performance of police duty including cleaning or storage of a weapon with the use of the clearing barrels at the Peru Police Department or when so ordered by a superior officer. Officers assigned to duties not requiring the wearing of the police uniform, if your sidearm is visible, your badge must also be displayed to be visible to the public so it is clear you are a police officer.

9. Shotguns, Carrying in Police Vehicles

Only Department issued shotguns will be allowed in police vehicles. Shotguns carried in police vehicles which are not equipped with an electrically operated cage mounted gun lock shall be carried in the trunk of the vehicle. At no time shall any shotgun be left unsecured when the vehicle is left unattended.

10. Vehicles to be Equipped with Shotguns

If available a shotgun will be assigned to each established patrol vehicle. Such assigned shotgun will be appropriately marked, and will remain with the assigned vehicle. Support vehicles will be equipped with a shotgun if one is available. Supervisors are responsible for ensuring that each patrol vehicle has a shotgun if one is available.

11. Shotguns, Manner of Carrying

Shotguns placed in Department vehicle gun racks or trunk or vehicles shall be loaded. Five (5) rounds of ammunition shall be loaded into the weapon at all times while it is carried in the vehicle. At no time while the weapon is carried in the above manner will a shell be located in the breach of the weapon. Whenever a police vehicle needs maintenance or servicing which requires the vehicle to be left unattended by department personnel, the shotgun will be removed from the vehicle. Anyone who shall improperly use or mistreat this weapon shall be subject to disciplinary action.

12. Qualifications with Firearms

Every member of the Peru Police Department who is required by the provisions of this manual to be armed with a firearm, or to use a firearm in the performance of his/her duties, is required to qualify during each calendar year with handgun(s) he/she carries on-duty and off-duty. No handgun will be carried, on or off-duty unless the member has first qualified with it. (The duty weapon shall be qualified within the first year of employment).

Qualifying will consist of firing a passing score on Peru Police Department qualification course. The course will be designed to test the member's proficiency with the weapon(s), and may be periodically changed, upgraded, or modified as is deemed necessary. The range officer will coordinate the scheduling of qualification sessions which will schedule ample qualification sessions to allow all Department members an opportunity to attend.

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Any member failing to qualify during his/her scheduled qualification sessions will be given immediate remedial training and allowed to re-shoot for qualification. The names of those unable to qualify after said remedial training shall be forwarded without delay through the Chief for a determination of action to be taken. The names of those who have failed to attend a qualification session will be reported to the Chief within one day after the final session. Failure to qualify or to equip oneself with approved Department equipment or firearms will subject the offending member to disciplinary action as deemed appropriate by the Chief of Police. (Note: Officers who acquire new weapons, or weapons with which they have not qualified, may contact the Department range officer and make arrangements to qualify).

13. Holsters

Holsters shall be approved by the range officer. Holsters worn on the police duty belt must be worn in conformance with department standards. No holster will be approved unless it has a safety strap or other mechanical means to prevent the weapon from falling out. Holsters shall properly fit the weapon carried.

14. Use of Firearms

Department members shall not discharge a firearm in the performance of police duties except under the following circumstances:

- a) To defend him/her or a third party from what he/she reasonably believes to be the use of imminent use of deadly physical force consistent with Illinois Compiled Statutes.
- b) To destroy a dangerous animal or an animal so badly injured that it should be destroyed to prevent further suffering. No member shall shoot at or destroy an animal off-duty without the prior consent of a supervisor, unless he/she has strong reasonable belief that his/her life is in danger or the animal is about to inflict serious bodily harm. A report shall be immediately made to the supervisor officer on duty, in writing, if an officer shoots or shoots at an animal while off-duty, justifying the cause.
- c) When authorized during the course of weapons practice or qualification.

15. Prohibited Discharge of Firearms

Firearms shall not be discharged under circumstances not in compliance with the law and the provisions of this manual. The discharge of a firearm is prohibited under the following circumstances:

- a) As a warning.
- b) The indiscriminate discharge at a crowd.
- c) To effect the arrest of a misdemeanant.

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- d) At or from a moving vehicle except when a person is attempting to cause the officer or another great bodily harm or death.

16. Warn Before Shooting

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

17. Fleeing Felons

Officers are prohibited from using deadly force against “fleeing felons: when the only condition for the application of deadly force is that the individual is a “fleeing felon”. A “fleeing felon should not be presumed to pose an immediate threat to life in the absence of actions or circumstances that would lead one to believe that a threat to life exists. Officers are authorized to use deadly force against a “fleeing felon” only under the specific circumstances and conditions as stated in this policy. If an officer faces a lethal force situation and his firearm is not reasonably available to him at the time, any force used by the officer in defense of his or a citizen’s life would be justified.

18. Surrendering Firearms

Though an officer may be at the mercy of an armed suspect who has an advantage, experience has shown that the danger to the officer is not necessarily diminished by the officer giving up or laying down his/her weapon upon demand. Surrendering a firearm might mean giving away that officer’s or another officer’s only chance for survival. Accordingly, officers of the Peru Police Department should use every tactical tool to avoid surrendering a firearm.

19. Discharge of Firearm to Destroy an Animal

An animal will be destroyed only after all attempts to notify an agency capable of disposing of the animal have been made, and the agency has not responded after a reasonable length of time. If time permits, officers shall adhere to the following:

- a) The animal to be destroyed should be moved to an area of relative safety and placed on the ground to decrease the possibility of a ricochet. All reasonable steps to ensure the safety of all citizens, property, and other animals should be taken.
- b) The animal should be shot from close range, and from the angle which would cause the projectile to enter the ground should it exit the animal’s body.

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- c) The animal should be shot in the brain to minimize suffering, unless the possibility of rabies exists or unless the animal has bitten someone and rabies testing is deemed necessary. In such cases, the animal should be shot in the chest cavity, just behind either leg.
- d) Upon destroying the animal, Public Works should be notified for removal of the animal's body. If the possibility of rabies exists or if the animal has bitten someone, the body shall be kept and the vet notified so it can be examined.

20. Responsibilities Upon Discharge of Firearms

Immediately following the accidental or intentional discharge of a firearm, the responsibilities of the personnel involved are as follows:

- a) If the discharge of the firearm occurs while the involved officer is on-duty, he/she shall immediately notify the telecommunicator, who will, in turn notify the officer's immediate supervisor, the Deputy Chief and Chief of Police, all of whom shall respond to the scene.
- b) If the discharge of the firearm occurs while the involved officer is off-duty, he/she shall immediately notify the telecommunicator, who will, in turn notify the supervisor on-duty, the Deputy Chief and the Chief of Police, all of whom shall respond to the scene.
- c) Incidents involving the shooting of a person will be investigated by the Chief of Police or his/her designees.
- d) The officer(s) involved will prepare a report, which shall be submitted as soon as possible after the incident to the Chief of Police. The report will be prepared in the following sequence and contain the following information:
 - Name and identification number of the officer(s) who discharged the firearm.
 - The date and time of occurrence.
 - The weather conditions at the time of occurrence.
 - The type, caliber, and serial number of the weapon(s) discharged.
 - The number of shots fired and the direction in which they were fired.
 - Description of object(s) fired at (if a person, name, sex, race, date of birth, etc.)
 - Whether the object fired at was moving, standing barricaded, etc., and direction the object was moving if applicable.
 - Description of other items in background or line of fire. Description of all items struck by projectiles.
 - Position of officer(s) who fired shot(s) at time shot(s) was fired.
 - Results of shot(s) extent of wounds, damage, etc.
 - Disposition of weapon(s) used. (How preserved, where taken, etc.)
 - Name(s) of supervisors, commanders, investigators, etc., responding to scene.
 - Names of all person(s) present when shot(s) were fired.

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- Other pertinent information concerning the incident in narrative form.
Including reasons for the use of firearm(s), etc.

21. Medical Aid After Use of Force Incidents

After any use of force incident, and when safe to do so, the officer shall inquire if the arrestee has complaint of injury. Any affirmative response, observed injury, or complaint of injury shall receive medical assistance as soon as reasonably possible.

- a) Officers will immediately request appropriate medical aid for the injured person, including contacting Emergency Medical Services (EMS). Officers shall immediately notify an on-duty supervisor if an EMS request is unable to be transmitted.
- b) Officers may provide appropriate medical care consistent with their training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid and arranging for transportation to an emergency medical facility.
- c) Photographs shall be taken of all observable injuries, when reasonable and safe to do so. Based on the severity of the injury or the incident, a shift camera shall be used to photograph observable injuries.
- d) If observable injuries appear or are reported to be severe and/or life threatening, officers shall notify a supervisor to assess whether a Crime Scene Unit Technician is available to take photographs.
- e) In the event the injuries are in sensitive or private areas of the body, the shift supervisor shall request that appropriate medical personnel assist with the photo documentation. All injuries shall be documented in appropriate departmental reports.

22. Officer Involved Shootings, Non Injury: Investigative Procedure

Officers involved in shooting incidents not resulting in personal injury will be investigated by a supervisor assigned by the Chief of Police. The investigation shall be conducted in accordance with regular investigative procedure as follows:

- a) The supervisor shall be responsible for coordinating and supervising a thorough and objective investigation. The supervisor(s) responding to the scene shall be responsible for appropriate protection of the scene preservation of physical evidence.
- b) All witnesses to the incident shall be interviewed. Department members who are witnesses to the incident shall each prepare an intra-department communication detailing their account of the incident.
- c) A complete report will be prepared by the supervisor(s) conducting the investigation. The original report, together with all communications and other

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paperwork concerning the incident, will be forwarded, without delay, to the Chief of Police.

23. Officer Involved Shootings, Personal Injury: Investigation Procedure

Investigations of officer involved shootings which result in personal injury will be conducted in accordance with regular investigative procedures as follows:

- a) The supervisor responding to the scene shall be responsible for command of the scene and protection of all evidence until arrival of superior officers. The supervisor will remain with the involved officer as much as possible, and accompany him/her to the Police Department when it is determined that he/she is no longer needed at the scene.
- b) Ranking supervisor on the scene shall be responsible for command at the scene and protecting of all evidence until arrival of detectives from the Investigating Agency, who shall assume such responsibilities.
- c) All officers who are witnesses to the incident shall remain at the scene until arrival of the detective so arrangements can be made to obtain necessary reports or statements.
- d) The officer(s) involved will protect his/her/their weapon(s) for examination by the investigators. In all cases involving the shooting of a person, the weapon shall be removed from the officer(s) and kept for examination and evidence.
- e) When an officer is injured and has discharged his/her firearm, the firearm shall be secured by the officer's supervisor.
- f) Report concerning the incident will be prepared by the Investigating Agency as in any other investigation.
- g) All investigations shall be conducted in accordance with the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.).

21. Patrol Rifles & Ammunition

Refer to Chapter XIII

SECTION C – POST-SHOOTING STRESS MANAGEMENT

1. Stress Management, Policy

Whenever a police officer is involved in a highly traumatic or stressful experience, such as being shot or having to shoot or otherwise seriously injure or kill another person, certain mental and physiological reactions take place. Often the stress can be so severe, that much of the trauma is internalized to avoid the immediate mental anguish. It is the policy of the Peru Police Department to make members aware of the effects of post traumatic stress disorders, and methods used to cope with stress. It is further the policy of this Department

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to provide a procedure for handling stressful situations in a manner compatible with both the involved member's physical, mental and emotional health, and with necessary investigative responsibilities.

2. Post-Shooting Procedure

The following procedure shall be adhered to whenever an officer is involved in a fatal or serious injury shooting, or other traumatic experience:

- a) An attitude of personal concern for the officer(s) involved is comforting and supportive, and an important element of physical and mental first-aid. Supervisors and fellow officers who respond to the scene shall express concern for the well-being of the officer(s) involved. Questions such as "Are you alright?" and statements of support are encouraged if they can be expressed sincerely; however, discussions of the incident itself shall be avoided. Department members shall not verbalize their opinions concerning justification of actions taken, nor shall they discuss the incident with any unauthorized person.
- b) The officer(s) involved shall be given a psychological break away from the scene as soon as possible. A supervisor and/or, if possible, a personal friend of the involved officer(s) (also an officer) shall accompany the involved officer(s) to the police station. The supervisor or friend shall remain with the involved officer(s), unless the officer desires to be left alone. The involved officer(s) will not be subject to any questioning or discussion of the incident during this time except as absolutely necessary to the on-scene investigation.
- c) The involved officer(s) should not be offered stimulants, such as coffee, cigarettes, etc. If an involved officer wishes to smoke or drink coffee he/she shall not be prevented from doing so; however, Department members are reminded that stimulants can agitate and further stress an already stressed system, and their intake is not advised.
- d) Department members are advised that a complete and objective investigation is necessary, both for the protection of the Department and for the protection and benefit of the individual employee, any time another person is seriously injured or killed. Whenever an officer is involved in such an investigation, he/she shall be advised by his/her supervisor or the assigned investigator of the current and changing status of the investigation. Reasons for subjecting the officer to any specific procedure will be explained to him/her, and any questions he/she has concerning procedures shall be answered.
- e) In shooting situations, all firearms used will be collected and preserved for examination and testing. Whenever a handgun is taken from an officer, it shall be replaced as soon as possible with another handgun. The involved officer's immediate supervisor or Chief may loan his/her service weapon to the involved officer pending issuance of another firearm. Only when the involved officer is in

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an extremely stressed state or when he/she has been seriously injured will his/her handgun not be replaced with another.

- f) A reasonable recovery time, normally at least one hour, will be allowed to the involved officer before questioning, except for limited questioning deemed critical to the on-scene investigation. This is a critical time during which the officer should be left alone or with a friend. Concern for the officer should be shown as appropriate, but the incident causing the stress should not be discussed.
- g) Arrangements shall be made to contact the involved officer's family to advise them of the incident, and the post-incident procedures which will be followed. An open line of communication shall be established between the involved officer's immediate family and a Department representative, who shall remain available to dispel rumors, answer questions, and see to any reasonable needs of the family. If the involved officer is injured and hospitalized, arrangements shall be made to transport his/her spouse or other immediate family members to the hospital. A close personal or family friend of the officer's, who is also a Department member, may be utilized to perform the above functions.
- h) Only after the officer has been allowed a reasonable recovery time as outlined in paragraph f. of this order, shall a formal investigative interview be conducted. The interview shall be conducted in accordance with regular investigative procedures.
- i) An administrative leave of absence, with pay, is required for officer directly responsible for the death of another person. An administrative leave of absence, with pay, may be authorized for any officer involved in any traumatic or overly stressful experience. At the option of the Chief of Police, a temporary reassignment may be authorized in lieu of an administrative leave of absence. Such leave of absence shall be for a time period to be determined on an individual basis. Criteria used to determine the length of said leave of absence or reassignment shall include the following:
 - Nature, scope, and magnitude of the incident.
 - The status of outcome of any investigation into the incident.
 - The type and extent of any adverse media coverage or public sentiment concerning the incident, and/or other factors which could further stress or complicate the involved officer's physical or emotional recovery.
 - The psychological adjustment of the officer as might be determined by a psychologist.
 - The reasonable need of the involved officer's family.
 - The feelings and desires of the involved officer.
 - Any other considerations deemed applicable on the individual basis.
- j) If the investigation indicates a possible violation of law by the officer, or if at any point it is deemed that he/she may be in legal or civil jeopardy, he/she shall be advised, immediately, by the investigator.

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MANAGEMENT

- k) During the time the incident is being investigated and for as long thereafter as is necessary, all telephone calls to the involved officer shall be screened by the dispatcher. Only those callers the dispatcher recognizes should be put through directly to him/her. If the situation is aggravated by extensive or adverse media coverage, adverse public sentiment, or other extraordinary circumstances, or if the officer or his/her family are bothered by harassing phone calls at home, arrangements should be made to screen all calls. The involved officer should be kept out of reach of anti-law enforcement or radical groups or individuals as much as possible.
- l) If deemed necessary, arrangements for counseling for the member shall be made. Said counseling shall be coordinated through the officer or the Chief of Police.
- m) Supervisors are responsible for dispelling any rumors by communicating to their subordinates, via regular briefings or special employee meetings, those facts concerning the incident and the investigation thereof which should be known by Department members in general.

COMPLETE SEPARATE FORM FOR EACH FIREARM

**PERU POLICE DEPARTMENT
PERSONAL FIREARM REQUEST AND CERTIFICATION**

AS PRESCRIBED IN THE PROCEDURAL MANUAL, ALL MEMBERS (SWORN) SHALL BE ALLOWED TO CARRY, ON OR OFF-DUTY, A FIREARM OF THEIR CHOICE SO LONG AS IT MEETS THE STANDARDS DESCRIBED IN THE MANUAL. PRIOR TO AUTHORIZATION TO CARRY SAID WEAPON/HANDGUN, APPLICANT SHALL SUBMIT THE FOLLOWING REQUEST TO THE RANGE OFFICER FOR APPROVAL AND QUALIFICATION.

I, _____ REQUEST PERMISSION TO CARRY ON OR OFF DUTY, THE FIREARM AS DESCRIBED ON THIS APPLICATION. I HAVE FULLY READ THE PROCEDURAL MANUAL WITH REFERENCE TO THE CARRYING AND USE OF FIREARMS AND UNDERSTAND THEM AND AGREE TO COMPLY WITH THE RULES, REGULATIONS, AND PROCEDURES AS DESCRIBED. I ALSO UNDERSTAND THAT BY VIOLATING ANY OF THE RULES, REGULATIONS, OR PROCEDURES, I CAN BE SUBJECT TO DISCIPLINARY ACTION BY THE DEPARTMENT. I AM AWARE THAT THIS ORDER CAN BE RECINDED TOTALLY OR ON AN INDIVIDUAL BASIS, AT ANY TIME, BY THE CHIEF OF POLICE.

DATE

APPLICANT'S SIGNATURE

RANGE OFFICER

I HAVE RECEIVED A REQUEST TO CARRY A PERSONAL ON OR OFF-DUTY FIREARM AND I HAVE INSPECTED THE WEAPON AS LISTED ON THIS REQUEST. I FIND IT TO BE IN SATISFACTORY/UNSATISFACTORY CONDITION. THE FIREARM DOES/DOES NOT MEET THE CALIBER REQUIRED BY THIS DEPARTMENT.

FIREARM INSPECTION

____ APPROVED ____ DISAPPROVED

DATE _____

RANGE OFFICER'S SIGNATURE

APPROVED – PENDING QUALIFICATION

CHIEF OF POLICE

CHAPTER VII FIREARMS SAFETY RULES AND RANGE QUALIFICATIONS

SECTION A – SAFETY RULES AND RANGE QUALIFICATIONS

The Peru Police Department, in an attempt to establish safe and acceptable guidelines for the use and handling of firearms, and the proficient use of such weapons by all personnel of this Department, have established the following guidelines:

1. Standard Safety Rules Pertaining to Firearms
 - a) Never point a firearm at anyone unless you are in compliance with the provisions in Chapter VI Use of Force, Firearms, Post-Shooting Trauma/Stress Management.
 - b) Treat all weapons as though they were loaded.
 - c) Immediately, upon picking up a firearm, open the cylinder or action and check to see that it is unloaded.
 - d) Never give a firearm to, or take a firearm from anyone unless the cylinder or action is open.
 - e) Never draw a weapon from your holster or re-holster your weapon with your finger in the trigger guard.
 - f) Never dry fire your weapon unless on the range and under the supervision of a certified firearms instructor.
 - g) When out in public never remove your weapon from its holster, unless legally justified to do so, or when ordered to do so by a commanding officer or supervisor, or when on the firing range and under the supervision of a certified firearms instructor.
 - h) Never handle a firearm until directed to do so by the range officer.

2. Specific Rules – Firearms Training
 - a) All firearms training will be adequately supervised by a certified firearms instructor and all safety precautions will be adhered to and enforced.
 - b) Strict discipline will be maintained. Careless and thoughtlessness cannot and will not be tolerated during firearm training.
 - c) Certified range instructors or safety officers are in full command when at the range, and have total authority to remove any person or persons not adhering to strict range regulations.

3. General Rules – Firearms Training
 - a) All members, when arriving at the range, are not to remove their weapon from its holster or case, nor empty their weapons until directed to do so by the range officer.

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- b) Members will approach the range and shall keep their weapons holstered or in a gun case until advised by the range master.
- c) All members will be required to qualify with approved weapons that they are authorized to carry.
- d) Members will be assigned a time to go to the range for qualification, and should not arrive sooner than 15 minutes of their scheduled time.
- e) Members will pay strict attention to the range officer. He/she will instruct you on exactly what to do. Foolishness and horseplay will not be tolerated and any officers conducting themselves in such a manner will be dismissed from the range and subject to disciplinary action.

4. Qualifications

- a) Firearm qualifications will be held on a periodic basis as directed by the Chief of Police in consultation with the department range officers.
- b) Any member not qualifying will be given personal instructions by range personnel until qualified. The instructions shall be given then or at a later date in sole discretion of the range officer.

5. Types of Training

Officers shall undergo firearms training and qualify on courses designed and established to be commensurate with the firearm used and shall abide by the rules established.

Officers shall follow the instructions of the firearm training instructor who are in authority. The instructor has the authority to remove any officer from the range who does not adhere to the range rules. The range instructor is required to complete the required disciplinary forms for anyone dismissed from the range.

- a) Handgun Training – Duty Weapon
Training with the service weapon will consist of familiarization with maintenance, operation, safety in handling and use, cleaning, as well as when and where to be used. Actual firing of the service weapon will be at the direction of the training officer.
- b) Shotgun Training – Service Shotgun
Training with the shotgun will consist of familiarization with maintenance, safety in handling and firing, operation, as well as when and where to be used. Different methods of loading and firing, and positions used, as well as actual firing, will be conducted by the training officer.

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- c) No officer will carry a firearm until he/she has completed a training course established or approved by the Peru Police Department range officer and Chief of Police. Until the course has been satisfactorily completed, the officer will not wear the firearm except for authorized training.
- d) Personal Weapons – Handguns – Off Duty Weapons
Members will be required to qualify with their personal off duty weapons. A qualification course will be established and he/she commensurate with the weapon to be qualified. Each member must complete a “Request to Carry Personal Firearm Form” and submit it to the range officer prior to qualification. The Department will, within budgetary limitations, supply ammunition for those individuals carrying off duty weapons. All transactions (buying, selling, trading, etc.) involving firearms shall be brought to the attention of the range officer so the member’s personal file can be kept current. Members will not be permitted to use or carry a back up weapon, while on duty unless authorized by the Chief of Police. Under extenuating circumstances, and with the prior approval of the Chief of Police, personally owned back up weapons may be carried on specific details. Automatic weapons of an uncommon nature such as Uzi, machine pistols, etc., shall not be carried on duty.
- e) Use of Force – Training on use of force will be implemented by range officers and completed by every officer of the Peru Police Department on a yearly basis.

6. Range Safety Rules

- a) Pay strict attention to the range officer. He/she will instruct you exactly on what to do and when.
- b) Only authorized members will be allowed on the firing line. Guests will remain in the vehicle parking area or the indoor building area, but at no time will be permitted on the range. Any guests must be pre-approved by the Deputy Chief or Chief of Police.
- c) Never anticipate a command.
- d) Load only after position is taken on the firing line and the command to load has been given.
- e) Unload when and as instructed.
- f) Never permit the muzzle of a firearm to touch the ground.
- g) In case of a misfire, follow the range instructor’s instructions.
- h) Never fire a succeeding round after a misfire without first clearing the firearm and checking the barrel for obstructions.
- i) Never leave the firing line without first unloading your weapon.
- j) Never go forward of a firing line until the firing line has been cleared and the command is given to do so.
- k) All members will cease fire immediately upon hearing the range instructor’s command. When so commanded it is incumbent upon all members to cease firing immediately.

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- l) No alcoholic beverages will be consumed prior to or while on the range or in the vicinity of the range when Department members are qualifying.
- m) No smoking on the firing line.
- n) No talking while on the firing line.
- o) The range officer of the Police Range may require additional rules and regulations and shall be adhered to by all members of this Department.
- p) Never leave the firing line (booth) unless commanded by the range officer.
- q) Always keep your weapon pointed down range.
- r) Never turn around unless your weapon is secured in its holster.
- s) Everyone is responsible for brass collection when instructed by the range officer.

8. Percentage

The proficiency level for qualification is set by the Chief of Police in consultation with the department range officer.

9. Service Handgun Range and Firing Requirements

- a) Whenever possible, service handguns utilized for training shall be the same to be used on duty.
- b) Specific firing positions/stances will be established by the Peru Police Department range officer.
- c) Ammunition used for qualification shall be similar to that used for duty use.

10. Qualification Courses

When qualification courses for issued and personal firearms shall be those approved by the Chief of Police and Department range officer.

11. Weapon Size

No one will be authorized to carry any weapon, on duty or off duty, of a size smaller than .380 caliber.

CHAPTER VIII

GENERAL RULES AND POLICIES

SECTION A - ALARMS

1. Purpose

The purpose of this policy is to establish guidelines for response to alarms.

2. Procedure

- a) Alarms are received by the department through the telephone system, primarily on 815-223-2311. If an alarm is received on any other phone line, the telecommunication employee is requested to advise the alarm company of the correct phone number to use (815-223-2311). Alarm providers will call the department with alarm information and officers are dispatched based on these calls. The telecommunication employee has to maintain contact with the alarm company to verify response of a keyholder.
- b) When an alarm is received, it is the duty of the telecommunication employee receiving the alarm to notify all patrol units of the alarm via radio or in person. Notification by radio will be made by using the address for the activated alarm. The only time an alarm's business name should be given is in the event an officer requests the business name.
- c) After the units arrive at the scene, telecommunication employees will, at the request of the responding officer(s), make telephone contact with the business or the keyholder to meet the officer outside.
- d) If the responding officer determines there is, or is a likelihood of there being a crime in progress, the telecommunication employee is to notify other law enforcement agencies at the direction of the shift supervisor.
- e) When our department receives a false alarm, the False Alarm Info form (See Addendum Section) will need to be filled out. All of the information on the form will need to be complete so it will be able to determine who needs to be billed and for what reason. The form will need to be filled out for all false alarms.

SECTION B - BLOODBORNE PATHOGENS

1. Purpose

The purpose of this policy is to insure that the Peru Police Department complies with 29 CFR 1910.1030 by having properly trained employees help provide care for victims of accidents, crimes or sudden illness, process arrestees and crime scenes and when necessary, take precautions to avoid exposure to blood borne pathogens or other potentially infectious materials.

CHAPTER VIII GENERAL RULES AND POLICIES

2. Authority

OSHA Blood borne Pathogens standard 29 CFR 1910.1030 as adopted by the Illinois Department of Labor.

3. Definitions

- a) Blood: human blood, human blood components and products made from human blood.
- b) Blood borne Pathogens: pathogenic microorganisms present in human blood that can cause disease in humans. These pathogens include (but are not limited to) Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
- c) Contaminated: presence or reasonably anticipated presence of blood or other potentially infectious materials.
- d) Contaminated Laundry: laundry soiled with blood or other potentially infectious materials or that may contain sharps.
- e) Decontamination: using physical and/or chemical means to remove, inactivate or destroy blood borne 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.
- f) Engineering Controls: controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the blood borne pathogens hazard from the work place.
- g) Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from an employee's duties.
- h) Hand-washing Facilities: a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.
- i) HIV: Human Immunodeficiency Virus.
- j) 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.
- k) Other Potentially Infectious Material:
 - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any body fluid contaminated with blood; all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
 - any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
 - 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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- l) Personal Protective Equipment: specialized clothing or equipment such as rubber gloves or goggles 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.
- m) Regulated Waste: liquid or semi-liquid 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 of releasing these materials during handling; contaminated sharps, and pathological and microbiological wastes containing blood or other potentially infectious materials.
- n) Sterilize: the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- o) Universal Precautions: the approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV and other blood borne pathogens.
- p) Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

4. Procedures

- a) The Peru Police Department will provide blood borne pathogen training to include:
 - universal precautions,
 - engineering and work practice controls and
 - proper use of issued personal protective equipment.
- b) The Peru Police Department will annually review precautions, controls, equipment and training. Revisions will be made as appropriate. Recommendations regarding personal protective equipment will be provided to the Chief of Police.
- c) The Peru Police Department will provide personal protective equipment to the employee. This equipment will be contained in the First Aid Kits located in each patrol unit.
- d) The Administrative Assistant will coordinate the administration of the Hepatitis B immunization program and maintain an accurate, confidential record for each employee with occupational exposure. Immunization will be administered at an approved medical facility.
- e) Job classifications, tasks and procedures in which employees may have occupational exposure to blood borne pathogens are listed in the OSHA Standards.
- f) Compliance Methods

The best preventive measures against the transmission of an infectious disease are good hygiene practices. The following precautionary practices are recommended:

 - Universal Precautions will be observed by employees to prevent contact with blood or other potentially infectious materials.

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- All contaminated material will be considered infectious despite the perceived status of the source individual.
- Engineering and work practice controls will be used to eliminate or minimize exposure to employees.
- Personal Protective Equipment will be used when occupational exposure remains after institution of Engineering and Work Practice Controls.
- Employees should not blindly place hands in areas where there may be sharp objects that may puncture the skin. Great care should be taken while searching arrestees and vehicles. Flashlights or other suitable illumination devices should be used to illuminate any hidden area. If hypodermic syringes or other sharps are found, employees should not bend, recap, remove, shear or purposely break the item unless specifically required by the procedure. If required, a one-handed technique or mechanical device, such as pliers, will be used.
- Hand-washing facilities will be available at all work-sites. Employees will wash hands and any other potentially contaminated skin area immediately (or as soon as possible) after removal of personal protective gloves. Isopropyl (rubbing) alcohol is also suggested for disinfecting wounds. Use of Vionex ® soap is encouraged.
- Employees incurring exposure to their skin or mucous membranes will wash or flush with water the affected areas as soon as possible following contact. Away from a work-site, employees will use disinfectant/vermicide issued for this purpose. When antiseptic hand cleaners or disinfectant/vermicide substances are used, hands will be thoroughly washed with soap and water as soon as possible.
- Bandage all open wounds while at work. Change bandages that become wet or soiled. This will help prevent an infectious disease being transferred by an infected person's blood or body fluids contacting an open wound.
- Disposition of contaminated equipment and evidence.
 - Disposal and decontamination of personal protective equipment will be as prescribed in department blood borne pathogen training.
 - Handle potentially contaminated laundry as little as possible. Place it in bags labeled "BIOHAZARD" at the location where it was used. Employees handling potentially contaminated laundry will use personal protective equipment. Potentially contaminated laundry will be brought to the Peru Police Department for processing. Contaminated laundry will be cleaned at department expense.
 - All garments penetrated by blood will be removed as soon as possible. All personal protective equipment will be removed before leaving the work area. Bandages, wrappers, gloves, and other material to be disposed of may be left with another emergency agency at the scene for disposal, or placed in a Biohazard labeled bag and disposed of as ordinary waste. **MATERIAL SHOULD NOT BE LEFT AT THE**

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- **SCENE IF THE EMPLOYEE IS NOT SURE OF ITS SAFE DISPOSAL.**
 - Department personnel will be provided appropriate containers for sharps. Officers will package sharps.
 - Regulated waste, other than sharps, will be placed in bags labeled "Biohazard" and disposed of as ordinary waste. Unless it is a free-flowing liquid, biohazard waste may be disposed of in the same manner as ordinary waste. If it is a free-flowing liquid, disposal will be accomplished by instructions received in blood borne pathogen training.
 - Evidence will be packaged to prohibit leakage of potentially infectious materials. Potentially infectious evidence will be labeled "Biohazard."
 - Contaminated department vehicles and other equipment should be disinfected by a generally accepted method approved for use by the department including soap and water or a solution of one (1) part household bleach combined with nine (9) parts water. If transporting a prisoner, especially one who may have an open cut or lesion, the officer may elect to place a rubber or plastic sheet on the squad car seat before transport.
 - In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees will not eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages will not be kept in refrigerators, freezers, shelves, cabinets or counter or bench-tops where blood or other potentially infectious materials are present.
- g) Exposure Incidents
- Whenever an exposure incident occurs in the course of employment, the employee will report it to the immediate on-duty supervisor and complete the appropriate documentation, Supervisor's Accident Report.
 - The supervisor will:
 - arrange for any necessary medical treatment or consultation. If exposure to HIV is suspected, an immediate blood test will be conducted with the employee's consent, followed by further tests at six weeks, three months, six months and 12 months after the incident.
 - report the exposure incident to the Human Resources Section of the City and file a workers' compensation investigation report.
 - complete an incident report, documenting the exposure incident. On this form the supervisor will also evaluate the incident and make recommendations for corrective action such as:
 - retraining or additional training,
 - additional PPE, replacement of PPE or improvement of PPE or
 - changes in procedures, packaging or policy.
 - the supervisor will forward all documentation to the Human Resources Department of the City Clerk's Office with a copy of the incident report

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- being routed through the chain of command. This is for purposes of filing workers' compensation claims.
- h) Interaction with Health Care Professionals
 - A written opinion will be obtained by the Human Resources Department from the health care professional who evaluates an employee when the employee is sent to a health care professional following an exposure incident.
 - Health care professionals shall be instructed to limit their opinions to advising:
 - if the Hepatitis B vaccine is indicated and if the employee has received the vaccine,
 - if the employee has been informed of the results of the evaluation and
 - if the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The written opinion to the employer is not to reference any personal medical information.
- i) Training

Training for all employees will be conducted before initial assignment to tasks where occupational exposure may occur.

 - The department will maintain a current lesson plan for instructors and students that reflects Illinois Department of Labor requirements and department needs.
 - Other new or transferred employees will receive the training before commencing their duties. Supervisors are responsible for arranging this training. Supervisors will coordinate with the instructors.
 - All affected employees will receive annual blood borne pathogen refresher training within one year of the previous training.
- j) Prevention
 - All employees identified as having occupational exposure will be offered the Hepatitis B vaccine at no cost to the employee. The vaccine will be offered
 - unless the employee has previously received the vaccine or provides proof of immunity.
 - Hepatitis B antibody testing will not be provided for an employee who has not reported an exposure incident.
 - The Administrative Assistant will coordinate administration of the immunization program.
- k) Records
 - The department will maintain records of persons trained, the dates of the training sessions, and the contents of the sessions, the names and qualifications of persons conducting the training and the names and job titles of persons attending training. Training records will be retained as a part of the employee's permanent training record.
 - All medical records will be kept confidential and will not be disclosed without the employee's express written consent, except as may be required by law.
 - The records will be retained for at least the duration of employment plus 30 years.

CHAPTER VIII GENERAL RULES AND POLICIES

SECTION C - BOMB THREAT AND POSSIBLE HAZARDOUS DEVICE CALLS

1. Purpose

The purpose of this order is to establish procedure and guidelines for the Peru Police Department reference bomb threat and possible hazardous device calls.

2. Procedures

- a) The dispatcher shall assign the on duty patrol units and immediately notify the shift supervisor. The supervisor shall also notify the Deputy Chief.
- b) Units assigned will proceed quickly and safely to the scene without the use of lights and sirens.
- c) Responding units shall turn off all radio equipment two blocks prior to arrival and advise dispatch of same.
- d) Bomb threat evaluation:
 - If the threat was received off site, the assigned officer shall advise the person in charge of the threat location of all information known.
 - If the threat was received by a person at the threat location, the assigned officer will confer with this person and the person in charge.
 - The on-scene supervisor will determine if additional personnel are needed to assist.
- e) Evaluation
 - The decision to evacuate is the responsibility of the owner or person in charge of the location.
 - If the person in charge decides not to evacuate, the assigned officer must impress upon him that he will be responsible for any injuries or deaths resulting from a subsequent explosion, fire or other harmful events.
 - Persons interviewed and decisions that were made, shall be documented in the officer's report.
 - If a decision to evacuate is made, all persons evacuated should be moved a minimum of 300 feet away from the threat location.
- f) Search for Destructive Devices
 - When necessary, the ranking supervisor at the incident may contact the Illinois Secretary of State Police Bomb Squad for assistance at 1-217-785-0309.
 - Search of the location is best performed by the occupants as they know the location and should be able to quickly tell if unusual objects are in their particular area.
 - Approximately thirty (30) minutes prior to the announced time of detonation, all personnel should be recalled and placed at a safe distance away from the locations.

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- If detonation does not occur, the assigned officer shall let the person in charge decide on returning personnel to the structure.
 - Police personnel shall never advise, “There is no bomb”, but shall say, “No bomb was found” if the search proved negative.
- g) Suspicious or Explosive Device Located
- If a suspected or actual explosive device is located, an evacuation of the location shall be ordered by the highest officer at the scene.
 - The suspect device should not be handled in any manner and all windows and doors should be opened to vent the area.
 - The ranking officer at the scene shall cause for a hazardous device/bomb technician to respond to the scene. The Secretary of State Police Bomb Squad is to be contacted at 1-217-785-0309.
 - The technician responding to the scene shall, upon arrival, assume command of the scene in concert with the on scene Peru Police Department ranking officer.
 - During any disposal operation, the primary function of personnel shall be to establish safety lines to keep people away from danger.
 - Fire and Ambulance personnel shall be on standby if a device is located.
 - No radio traffic of close proximity during the incident.

SECTION D - CAPSICUM CHEMICAL AGENTS

1. Purpose

The purpose of this policy is to establish uniform regulation for the control and use of Capsicum or equivalent chemical agent.

2. Definition

Oleoresin Capsicum, Referred to as Pepper Mace: Is derived from a naturally occurring plant; Cayenne Pepper, which is combined with a base material of (alcohol, freon, etc.) to form an aerosol spray. Substance causes acute burning and closing of the eyes, and inflammation of the mucous membranes and upper respiratory system.

3. Recommendations

The carrying and use of Oleoresin Capsicum by officer of this Department is recommended for use as a means of reducing potential damage and injuries to themselves and others. It shall be up to each individual officer whether or not he/she wishes to carry and or use this product.

4. Procedures – (Regulations)

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- a) Oleoresin Capsicum agents may be used at a force level below that of striking the suspect with hands, submission holds, use of baton but above the level of passive resistance, taking into account the size of the suspect in relation to that of the officer and number of officers on the scene.
- b) Oleoresin Capsicum agents may be used when the resistance of the suspect is verbal only and when the combatant or potential combatant is taking an aggressive posture indicating an imminent threat of physical violence or resistance.
- c) Oleoresin Capsicum agents shall not be used in any other manner than for defensive purposes. It shall not be used in “horse play” at any time or for any reason. It shall not be shown to civilians or discussed with persons outside the Department.
- d) Oleoresin Capsicum agents will be carried on the duty belt.
- e) Oleoresin Capsicum agents may be used in the Police Station but only in the minimum amount necessary to perform the task at hand.
- f) After Oleoresin Capsicum agents have been used on a suspect, he/she shall immediately be secured and then assisted to relieve the discomfort of the agent. If conditions permit, clear water will be used to relieve the eye inflammation and facial irritation. If suspect poses no further problem and officer feels secure with the conditions at hand, the suspect shall be taken out into fresh moving air to further remove symptoms of irritation.
- g) If, after a reasonable recovery time, the suspect insists on medical attention, it shall be provided at the suspect’s expense. This shall be explained to the suspect by the arresting officer. Symptoms will normally subside in approximately thirty minutes with no after effects.
- h) Both officer and suspect’s hands should be washed to prevent any recontamination to eyes, face, etc.
- i) Subjects wearing contact lenses should remove them as soon as possible.
- j) If Oleoresin Capsicum agent is used, a report shall be made. The report shall explain the reasons for use, (situation as it occurred), effectiveness and duration of the agent’s effect.
- k) Oleoresin Capsicum agents which contain alcohol base shall not be used on suspects who may be smoking, around any open flame, or where any flammability is likely to occur.

SECTION E - DISCOVERY IN CRIMINAL CASES

1. Purpose

To establish policy and procedures to ensure that all members comply with discovery in criminal cases.

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2. Policy

The Peru Police Department officers will review and comply with the provisions of 725 ILCS 5/114-13.

3. Procedures

In all cases all required documents including field notes (homicide cases) shall be submitted with the investigative file in accordance with established practice.

SECTION F - DOG BITE CASES

1. Purpose

The purpose of this policy is to state the guidelines to be followed when an individual is bitten by a dog.

2. Procedures

- a) An officer is to respond to all calls reporting an animal (dog) bite. This is regardless if it is to a private location or local hospital or health care facility.
- b) Upon investigating the complaint the officer shall attempt to determine who was bit, the exact injury, the name of the owner of the dog and other applicable and pertinent information.
- c) Upon learning the name of the dog owner the officer shall ascertain if the dog has current rabies vaccination and if the owner indicates it has, ascertain when and where. IN CASES WHERE THE OWNER STATES THE DOG HAS BEEN VACCINATED the officer shall advise the owner that for the next ten days they must insure the dog is penned, tied or contained.
- d) IN CASES WHERE THE OWNER STATES THE DOG HAS NOT BEEN VACCINATED the officer shall inform the owner that the dog must immediately be impounded.
 - The officer shall give the owner the opportunity to transport the dog to their vet, witnessed or confirmed by the officer, for a ten day observation.
 - If the owner will not cooperate or does not agree to take the dog to a vet the officer shall impound the dog and contact the Animal Control Officer.
 - The Animal Control Officer will then direct where to transport the dog. In extreme cases due to manpower shortage the Animal Control Officer may respond to the scene to transport. Officers shall also inform the dog owner that they are responsible for all vet bills relative to the dog bite. Officers shall also explain to the individual bitten or their family the process so as to alleviate their fears.

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- In all cases the officer shall complete a report and the LaSalle County form (See Addendum Section) and fax said form to animal control. This should be documented in the report and the original placed with the case file.

SECTION G - DOMESTIC VIOLENCE

1. Purpose

The purpose of this policy is to insure all members are aware of their statutory responsibilities in the response to domestic violence situations.

2. Policy

The Peru Police Department will provide immediate assistance and protection to victims of domestic violence.

3. Definitions

- a) Abuse - the act of striking, threatening, harassing or interfering with the personal liberty of any family or household member by any other family or household member, but excluding reasonable discipline of a minor child by a parent or person in loco parentis of such minor child.
- b) Family or household members - spouses, formerly spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants.
- c) Order of Protection - a final, preliminary or temporary order granted by the court which may include any or all of the remedies outlined in 720 ILCS 5/12-3C. Under the Violence Against Women Act (VAWA), a protection order is defined as: any injunction or other order issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to, another person.
- d) Petitioner - the person(s), organization or entity who request(s) the action or relief in an Order of Protection.
- e) Respondent - the person(s) to whom an Order of Protection is directed.
- f) Domestic Battery – As defined in 720 ILCS 5/12-3.2. If a person intentionally or knowingly without legal justification by any means; (1) causes bodily harm to any family or household member as defined in Subsection (3) of Section 112A-3 of the Code of Criminal Procedure of 1963, as amended; (2) makes physical contact of an insulting or provoking nature with any family or household member

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as defined in Subsection (3) of Section 112A-3 of the Code of Criminal Procedure of 1963, as amended.

4. Procedures

- a) Under the Illinois Domestic Violence Act of 1986, as amended (750 ILCS 60/100 et. seq.) officers of the Peru Police Department shall arrest suspected violators of the Act. This includes cases where the complainant will not sign a complaint and the officer has reasonable grounds, based on evidence before him to believe that a violation has occurred.
- b) The Peru Police officer's enforcement responsibilities of the Domestic Violence Act are defined in 750 ILCS 60/300 et. seq. They include, but are not limited to:
 - Arrest without warrant – officers may make an arrest without warrant if the officer has probable cause to believe that the person has committed or is committing any crime, including but not limited to violation of an order of protection, under Section 12-30 of the ILCS, even if the crime was not committed in the presence of the officer. (750 ILCS 60/301 (a))
 - Officers may make an arrest without warrant if the officer has reasonable grounds to believe a defendant at liberty under the provisions of subdivision (d)(1) or (d)(2) of Section 110-10 of the Code of Criminal Procedure of 1963 has violated a condition of his or her bail bond or recognizance. (750 ILCS 60/301 (c)).
 - While current Illinois statues address supplemental conditions of bond concerning domestic violence, the 13th Judicial Court and LaSalle County have increased those conditions. The increased conditions are that the defendant in a domestic violence case will not have any contact with the victim or return to the victim's residence until the case is closed, until the defendant pleads guilty, is found guilty or is found not guilty. There are two exceptions to this rule.
 - Officers may accompany the defendant back to the joint residence once, so that the defendant may retrieve his personal items, such as clothing.
 - If the defendant has the sole property interest in the residence where the victim is living. Ex. The defendant rents an apartment and later his girlfriend moves in. The rental contract is only in the defendant's name and the girlfriend does not pay rent. The defendant can not return for the 72 hours. This gives the girlfriend three (3) days to leave the residence. The condition of no contact still remains for the rest of the judicial process.
 - If officers have a question on the 72 hour restriction, it will be written on the actual order of supplemental conditions of bond. A copy of this document is retained by the States Attorney's office, the defendant, and will be sent to the Peru Police Department.

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- Whenever a law enforcement officer has reason to believe that a person has been abused by a family or household member, the officer will immediately use all reasonable means to prevent further abuse, including: (750 ILCS 60/304)
 - arresting the abusing party where appropriate
 - seizing and taking inventory of weapons
 - accompanying the victim of abuse to his place of residence for a reasonable period of time to remove necessary belongings and possessions
 - offering the victim of abuse
 - immediate and adequate information (written in a language appropriate for the victim, or in Braille or communicated in appropriate sign language), a summary of the procedures and relief available to victims of abuse
 - one referral to a social agency
 - advise the victim of abuse about seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property)
 - the officer's name and I.D. number
 - providing or arranging transportation for the victim of abuse to a medical facility for treatment of injuries or to a nearby place of shelter or safety
- Peru Police officers will ensure that the requirements of the Domestic Violence Act are fulfilled when more than one police agency is present. However, duplication is not required by this directive if another agency has complied with the enforcement procedures of the Act.
- When an officer does not exercise arrest powers or otherwise initiate criminal proceedings, the officer shall:
 - Make a police report of the investigation in accordance with 750 ILCS 60/303
 - Inform the victim of their right to request that criminal proceedings be initiated where appropriate, to include information about the State's Attorney's Office
 - Advise the victim of the importance of seeking medical attention and preserving evidence
 - Officers are encouraged to take enforcement action in circumstances where there is not an Order of Protection or where the Order of Protection does not apply.
- The Peru Police Department will maintain information concerning local family services available to victims of domestic violence so that personnel may provide the information to victims.
- Officers may arrest [720 ILCS 5/12-30, et seq.] for violations of an Order of Protection when the remedy:

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- involves striking, threatening, harassing or interfering with the personal liberty of the petitioner or any other family or household member.
- involves granting possession of the residence or household to the petitioner, to the exclusion of the respondent.
- Order of Protection information must be verified with the originating authority and/or the NCIC Protection Order File, prior to effecting an arrest for a violation of the Order of Protection.
- When an arrest is inappropriate, the officer will:
 - complete a report including all allegations of abuse and the disposition of the investigation.
 - officer will complete an incident report.
 - provide the victim with a copy of the Domestic Violence Rights sheet.
 - comply with the directives in the 13th Judicial Circuit Domestic Violence Protocol.
 - advise the victim of their rights to initiate a criminal proceeding including specific times and places for meeting with the state's attorney or other procedures as established on a local basis. Compliance with these requirements will be noted in reports.
 - advise the victim of the importance of preserving evidence.
- The officer will complete appropriate reports when investigating or assisting in the investigation of alleged incidents of abuse between family or household members, including:
 - the disposition of the allegation.
 - the victim's statement as to frequency and severity or prior incidents by the same family member. Obtain a written statement if possible.
 - the number of prior requests for police assistance.

5. Orders of Protection

- a) In 1994, Congress enacted the Violence against Women Act (VAWA) directing jurisdiction to give full faith and credit to valid orders or protection issued by other jurisdictions. 18 U.S.C. 2265.
- b) Full faith and credit requires that valid orders of protection must be enforced to protect victims of domestic violence wherever a violation of an order occurs, regardless of where the order was issued.
- c) Victims
 - Abused persons who are granted orders of protection can now call upon law enforcement to protect them and to take all appropriate action against abusers nationwide.

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- d) Abusers
- The abuser is bound by the terms and conditions of the order of protection and may be arrested and charged with violating the order and committing other substantive crimes wherever the abuser violates a valid order. It does not make any difference where the order was granted. The abuser must be arrested for a violation of an order of protection if the law of the jurisdiction where the violation occurred requires an arrest.
- e) Current Order of Protection information may be obtained by requesting a computer check through LEADS and/or the NCIC Order Protection File, by name, sex and DOB. **HOWEVER, VERIFICATION OF THE ORDER WILL BE ACCOMPLISHED AS OUTLINED IN V.C.**
- Return information will include:
 - name of respondent, sex, DOB, race, height, weight, hair and eye color when available
 - issue date and expiration date, if available
 - remedies established in the Order of Protection
 - petitioner's name
 - protected person (s) and address (s)
 - miscellaneous information, i.e., caution information, other descriptor information, etc.
 - name of originating authority
- f) Valid Orders of Protection
- An order of protection shall be presumed valid if all of the following are found:
 - Names of the parties
 - Date the order was issued, prior to the date the enforcement is sought
 - Expiration date, which has not occurred
 - Order specifies terms and conditions against the abuser
 - Order contains the name of the issuing court
 - Order is signed by or on behalf of a judicial officer
- g) Verification of terms and conditions of an order of protection
- Verification is not required under Federal law, however the Peru Police Department will require it.
- h) Mutual orders of protection
- Some orders of protection contain a mutual “no contact” provision, or will direct both parties not to abuse each other. The full faith and credit section of VAWA requires special safeguards for inter-jurisdictional enforcement of this type of order. Basically, an order should be enforced against the respondent (person against whom the order was issued) and not the petitioner unless the issuing court made a specific finding that each party had abused the other.

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SECTION H - HIT PROCEDURES

1. Purpose

- a) To insure the safe dissemination of certain types of information to patrol personnel in the field.

2. Policy

- a) The Peru Police will provide officers with necessary Computerized Hot File (CHF) LEADS/NCIC data in order to accomplish the enforcement mission in a timely and thorough manner.

3. Definitions

- a) "10-61" procedure - the ten signal "10-61" (isolate self for message) is used in the original radio call-up (e.g., "Paul 15 Peru, 10-61") to disseminate the following types of information:
 - LEADS stolen/missing license plate (incomplete set) hit
 - Criminal history records
 - Orders of Protection responses
 - U.S. Secret Service Protective File responses
 - Field Notification Program (FNP)
 - LEADS Wanted Person hit (outside geographic limits)
 - Valkyrie/EPIC response
 - Gang Member file response
 - Registered Child Sex offender response
 - Violent Felon File response
 - Suspended or Revoked
 - Any other critical/confidential information.
- b) Hit - a positive response message to an inquiry producing a record from the CHF of LEADS and/or NCIC which is identical to some or all of the identifiers submitted in the inquiry.
 - A hit is investigative information only. The hit provides information for decision making by police officers, investigators, judges, etc. The information furnished by the hit must be evaluated along with other facts known to the officer. A hit is one fact which may be added to other facts obtained by the officer in establishing sufficient legal grounds for arrest. A hit is an informational tool.
 - A valid LEADS and/or NCIC hit alone may be used by the officer as reasonable grounds for detention of persons and/or property at the scene.

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Alias: Phillips, Joseph P.

- Inverted initial match - occurs when the first and middle initials of the hit response are in reverse order when compared to the inquiry.

Example:

Inquiry: Brown, E. J.

Master Record: Brown, J. E.

- k) Diminutive names - diminutive names are those which may be shortened or abbreviated (e.g., Ed for Edward, Jon for Jonathan) or which may be altered (e.g., Tony for Anthony, Betsy for Elizabeth) in both inquiries and wanted/missing persons entries.
- l) Diminutive match - a diminutive match occurs when the formal name of the inquiry matches the diminutive names of the response, or conversely, when the diminutive name of the inquiry matches the formal name of the response.
- m) Alias name cross-match - alias name cross-match occurs when the inquiry identifiers are not an exact or a reasonably close match to the master record or individual alias names; however, a combination of the last name, first name, middle name, and/or initials identified in the master record or alias names is an exact match or reasonably close match to the inquiry identifiers.

Examples:

Inquiry: Anderson, Robert

Master Record: Johnson, James P.

Alias: Davis, Robert
Anderson, Paul

- n) Alert tone - an audible signal which indicates to the officer that communications has critical information regarding the inquiry and the officer should be isolated from the violator to receive the information. This will allow safe and uninterrupted communications with communications personnel. Use of the alert tone itself does not mean to initiate arrest.
 - The hit alert tone procedure may apply to any type of hot file information received from another agency's file, regardless of whether the record is maintained manually or computerized. For example, if another agency advises by radio that the person detained on a traffic stop is wanted on a local warrant not entered into LEADS, notify the officer using the hit alert tone procedure.
 - The hit alert tone will be used for:
 - hits which contain court-issued geographic/extradition limitations in which the officer is inside the specified limits, and also for hits in which no specific limits are defined.
 - "located" hits, i.e., hits that have been "flagged" to indicate previous law enforcement action may have been taken.
 - local agency wanted person warrants not entered in LEADS and/or NCIC.

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- The hit alert tone or 10-61 procedure will not be used for abandoned/towed/impounded vehicles, incarcerated persons or accident victims. However, the officer will be advised of the information received.
- o) Confirm - the process of verifying the status of a wanted/missing/ stolen record by contacting the originating agency via formal directed message.
- p) Locate - the procedure by which a recovering/ apprehending agency adds a notation to another agency's LEADS and/or NCIC CHF record to indicate it has recovered the property or apprehended the subject of the record. Locate entries are made only after confirmation has been received from the originating authority.
- q) Service - the process of completing a Hit Service form and assembling, adding notations to, and filing the hard copy printout of a hit and all related directed messages for the purpose of maintaining a thorough documentation of a hit's history.

4. Procedures

- a) Telecommunicators
 - Upon receiving a CHF hit, action by communications personnel will include, but is not limited to comparing, interpreting, alerting, disseminating, confirming, locating and servicing. (For further information, see the Hit Procedure section in the LEADS Manual.)
- b) Officer
 - Upon hearing the Hit Alert Tone, indicating a hit on an inquiry, the inquiring officer will exercise the following procedures and safety precautions, if applicable:
 - if suspects are where they can overhear, advise the telecommunicator (T/C) to “stand by.”
 - when isolated from the violator, advise the T/C to “go ahead.”
 - Upon hearing the Hit Alert Tone, other police units in a position to render assistance will:
 - remain alert and be prepared to proceed to the location given in order to assist.
 - restrict radio traffic to ensure a clear channel for the officer receiving the hit.
 - refrain from immediately advising their location and ask if help is needed, as that would negate the purpose of this covert procedure and possibly endanger the life of the apprehending officer.
 - use an alternative frequency to communicate with the district if circumstances warrant.
 - After receiving the “initial” hit dissemination (type of hit, caution, offense, weapons, visible identifiers, geographic/extradition limits [if applicable]) from

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the T/C, the inquiring officer will acknowledge receipt and if still secure, advise the T/C to “go ahead” with the “additional information available.”

- After receiving the “additional information available,” the inquiring officer will acknowledge receipt and provide the T/C with the following information:
 - Request for assistance, if any.

The following classifications will be used by officers to indicate their request for assistance:

- Routine assistance. Used when the officer needs “routine” assistance. “Peru Paul 15, request routine assistance for (reason)”.
- Back-up assistance. Used when the officer needs a precautionary back-up. “Peru Paul 15, request back-up assistance.”
- Emergency assistance. Used when the officer indicates a sense of urgency exists or needs immediate assistance. “Peru Paul 15, request emergency assistance for (reason).”
- Apparent validity of the hit (the officer will indicate if he/she has the correct person or property in custody).
- Number of suspects, and other pertinent information.
- The officer will keep the T/C informed of his/her status.

NOTE: In all hit situations, T/C's will check the officer's status at reasonable intervals (approximately every three minutes) following the hit dissemination, until the officer indicates “situation secure.”

- The T/C will be advised when the situation is under control and no further assistance is needed by using the phrase “situation secure.” The word “secure” in this context will indicate that one of the following conditions exists:
 - the officer has determined the hit invalid and is terminating any further enforcement action, or
 - the officer has determined the hit valid and has the suspect physically detained and/or reasonably believes there is no immediate danger.

NOTE: Normally, officers will not advise “situation secure” prior to the dissemination of the hit information.

- Officers will advise communications of the final disposition of the hit. Examples:
 - Arrest or recovery (same person or property)

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- No arrest or recovery (not the same person/property)
- Person or property not in custody
- Enroute to station
- Request for tow
- Duplicate/replacement license plate in possession of registered owner displayed on registered vehicle.
- Provide necessary information to T/C to complete a LEADS Add On record to valid responses received from the Gang Member and Field Notification Program files.
- When the inquiring officer discovers the wanted person is outside the geographic area of “court-issued” geographic limits specified in the LEADS response or extradition limits in the NCIC response, the subject will not be unreasonably detained and no enforcement action will be taken based solely on the LEADS or NCIC hit response.

SECTION I - ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)

1. Purpose

The purpose of this policy is to establish guidelines for the Peru Police Department participation in the Illinois Law Enforcement Alarm System. (ILEAS)

2. Definition

ILEAS is a statewide law enforcement mutual aid system.

3. Procedures

- a) If any police agency in the state activates their respective ILEAS plan (box alarms) and the Peru Police Department is on their plan our dispatch center will be notified by phone. The notification will likely come from Northwest Central Dispatch or City of Peoria Communications.
- b) The requesting dispatch center will notify our telecommunicator that a particular agency activated their ILEAS plan, describe the nature of the event and indicate what we are responsible for. Typically, it would be for one officer to report to a particular staging area.
- c) The on duty telecommunicator should advise the requesting dispatch center that the Peru Police Department will respond as soon as possible and secure a call back number if further information is needed.
- d) The Chief and Shift Supervisor should be immediately advised of the

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- ILEAS call. The Chief of Police shall then direct either on or off duty officer(s) to respond.
- e) In the event that an event occurs in Peru that warrants the Peru Police Department to activate ILEAS the Northwest Central Dispatch Center is to be called at 1-847-590-3500. The back-up center is the City of Peoria at 1-309-498-8000 should Northwest be out of service.
 - f) When the Peru Police Department makes a request to activate ILEAS we will need to request the appropriate number of resources needed. We also must inform the dispatch center of the reason for the request and staging area
 - g) ILEAS should not be activated until it is clear that conventional local resources would not be sufficient to handle the needs related to the event. Whenever practical the Chief of Police should first be notified of any ILEAS activation by the Peru Police Department.

SECTION J - MENTAL HEALTH EVALUATION

See Chapter XXVIII Civil Commitments Policy

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SECTION K - PRISONER TRANSPORTATION AND SEARCHES

1. Policy

The Peru Police will ensure the transportation, handling, searching and jailing of prisoner(s) will be conducted in a manner providing for the safety of the officer, the prisoner(s), the general public, and complies with legislation and department policy.

2. Authority

- a) 725 ILCS 5/103-1, "Rights on Arrest"; 725 ILCS 5/109-3. "Preliminary Examination", 725 ILCS 5/110-1 through 725 ILCS 5/110-18, "Bail". (as posted in the booking room)
- b) Illinois Department of Corrections, "Municipal Jail and Lockup Standards", and "County Jail Standards".
(go to link: <http://www.ilga.gov/commission/jcar/admincode/020/02000720sections.html>)

3. Procedure

- a) At the beginning of a shift, the officer will examine the vehicle to assure it is safe and properly equipped.
- b) Upon determining a violator will be transported, the officer will handcuff and conduct a thorough search of the prisoner. If the prisoner is of the opposite sex and another officer is assigned to assist in the transportation, the search may be

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delayed until arrival of the second officer. If a second officer is not available or there is any safety issue, the search will not be delayed.

CAUTION: Officer safety is the most important consideration in prisoner handling, search and transport.

- The officer's vehicle will be searched prior to and immediately after transporting the prisoner, including under the seats, to ensure that no weapons are accessible and that no weapon(s) or evidence were left in the vehicle.
 - When transporting one prisoner without assistance, and without a rear seat prisoner retention cage, the prisoner will be placed in the right front seat. The front seat prisoner will be handcuffed behind his/her back, the seatbelt securely applied, the seat moved as far forward as possible and the seat back adjusted as far forward as possible. This will restrict the prisoner's movement, thus providing the most security for the transporting officer. When the officer finds it unavoidable, a second prisoner may be transported in the right rear seat. Again the prisoner is to be handcuffed behind the back and the seatbelt securely applied. Under no circumstances will one officer transport more than two prisoners in a squad not equipped with a rear seat retention cage. All prisoners transported within the officer's assigned vehicle will be thoroughly searched, properly handcuffed and have their seatbelt securely fastened prior to transport.
 - All officers shall advise dispatch as to destination and beginning and ending mileage when transporting civilians of the opposite sex or any juvenile during a police incident.
 - The seatbelt will be applied and the door locked to secure the prisoner. Restraining devices will be used on all prisoners when physically possible. In the case of combative prisoners, when an officer believes the prisoner has shown a propensity towards violence, the officer has the option not to seatbelt the prisoner to avoid the risk of being bitten, head-butted, etc. If not restrained and the prisoner receives injury, the report will reflect the reason.
 - The officer will maintain visual contact with the prisoner(s) while in his/her custody. Exceptions to this policy will be allowed only in cases of extreme emergency. If an officer must leave the vehicle, the keys will be removed from the ignition. If an emergency situation requires a prisoner to be left unattended, officers will ensure the prisoner is properly restrained to prevent escape.
- c) Prisoners are to be handcuffed with their hands in back and the cuffs double-locked. An officer has the discretion of handcuffing a violator with hands in front but there must be a reason for doing so (i.e., obesity, physical impairment, etc.) Officers shall have the discretion to not handcuff a juvenile being taken into custody for a non-violent misdemeanor or traffic offense. Should an officer elect not to handcuff the juvenile, they still shall conduct an adequate search for weapons. A prisoner is not to be handcuffed to any part of the vehicle.

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- d) When transporting prisoner(s), once inside the facility, officers will remove handcuffs in the booking room. If it becomes necessary for the officer to leave the room for a period of time, the prisoner(s) will be secured to the bench in that room by handcuffing one wrist and double-locking the cuffs. For minor offenses, officers will use their discretion in securing prisoner(s) to the bench in the booking room. The alternative is to place the prisoner in a cell, or locking the door to the booking area. At no time is a prisoner to be unsupervised within the building.
- While at the station Peru officers will comply with the following basic security and booking guidelines.
 - Restraint devices will only be removed inside the facility, in a secure area, after having conducted a search of the prisoner (s). The search should be conducted in the presence of another qualified police employee witness.
- e) Officers transporting or receiving prisoners from detention facilities will ensure positive identification through booking records, numbers, photographs, etc., assigned to the prisoner, verifying the person described in the records.
- If transporting to court, documentation accompanying the prisoner will, at a minimum, include:
 - prisoner's name
 - facility prisoner number
 - court to which the prisoner is to be delivered
 - If transporting to other facilities, additional documentation is to be included. Examples include:
 - commitment papers
 - medical records
 - personal property
- f) Each department vehicle is equipped with flexicuffs. These flexicuffs can be used to secure the hands of a handcuffed individual to some part of the body, i.e. belt, where the individual has been cuffed in the front of the body.
- g) Any officer receiving prisoner(s)/detainees from ANY source, even when the prisoner(s)/detainees are already handcuffed, will conduct a thorough search before taking control of the individual. This includes, but is not limited to, other members of this department and/or members of other departments.
- h) Prisoners held in a cell shall be checked every 30 minutes. If the prisoner is combative/suicidal, the check should be done at least every 15 minutes. Said checks shall be documented in the booking program.

SECTION L - STRIP SEARCHES

1. Purpose

The purpose of this policy is to insure that the Peru Police Department members comply with Illinois Statutes relating to strip searches. (725-ILCS-5/103-1(c))

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2. Policy

Any violation of the provisions of this policy may result in criminal prosecution for official misconduct or other violations of the criminal code or civil action. Specific attention is called to 725-ILCS-5/103-1(c) "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 reasonable belief that the individual is concealing a weapon or controlled substance."

3. Definition

Strip Search - Having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

4. Procedure

- a) Location of Strip Searches - Strip searches conducted by Peru Police employees will be performed by two members of the same sex as the arrestee out of view of persons not conducting the search.
- b) Only the Chief will authorize requests for strip searches. A Peru Police Department Search Authorization Form (See Addendum Section) will be completed for all searches conducted by Peru Police Department employees regardless if the request is initiated by Peru Police Department or an outside agency and will include:
 - the name of the person to be searched.
 - the names of the members conducting the search.
 - the time, date and location of the search.
 - the signature of the supervisor requesting the search (Sergeant or higher).
- c) Body Cavity Search - Search Warrant Required
 - No search of any body cavity other than the mouth will be conducted without a duly executed search warrant. The warrant will specify:
 - that the search will take place under sanitary conditions.
 - that the search will be conducted by or under the supervision of a physician licensed to practice medicine in all of its branches in the state of Illinois (hospitals or physician's offices will be used and fees billed to the applicable division).
 - Consent to Search waivers should be sought prior to applying for a search warrant. Also, the reporting procedures for strip searches apply to body cavity searches.
- d) Documentation - A description of the circumstances warranting a strip search and/or body cavity search will be included in an Incident Report.

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- e) Exceptions - These provisions will not apply when the person is taken into custody by, or remanded to, the sheriff or correctional institution pursuant to a court order.

SECTION M - PUSH BAR POLICY

1. Purpose

The Peru Police Department will establish a policy regarding the use of push bars on vehicles that are equipped with such equipment.

2. Policy

Push bumper equipped police vehicles may be used to move a disabled vehicle from an **emergency or hazardous** position to the nearest position of safety. The Release, Waiver and Indemnification Form (See Addendum Section) will be completed and signed by the owner or operator of the disabled vehicle prior to the vehicle being pushed.

3. Procedure

- a) The following procedures will be followed:
- Approval from the supervisor or officer in charge
 - Only automobiles of similar size of that of the police vehicle may be pushed provided: the steering and brake system of the vehicle being pushed are operational; vehicles are of such weight so as not to damage the transmission/drive train of the police vehicle
 - Only the bumpers of the vehicle being pushed and the push bumpers meet upon vehicle contact
 - There must be a driver steering the pushed vehicle during the operation. The driver must be instructed by the officer regarding the proper techniques (i.e. vehicle in neutral and where vehicle is going to be pushed etc...)
 - Contact should be maintained between the vehicles while they are in motion. If contact is broken, no attempts to re engage should be made until the pushed vehicle comes to a complete stop.
 - The roadway must be free from any debris and must be level
- b) Vehicles that may not be attempted to be pushed:
- Vehicles with flat tires or missing tires
 - Vehicles will not be pushed in an attempt to start the vehicle
 - Any trucks larger than a Chevy s-10, Ford Ranger etc...

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SECTION N - SAFETY VESTS

1. Purpose

The purpose of this policy is to establish guidelines for the wearing of traffic safety vests by Officers of this agency.

2. Procedures

- a) The Department shall provide to all officers a reflective traffic safety vest.
- b) Whenever practical, officers shall wear the safety vest over their uniform while directing traffic at accident scenes, parade details, or any other time that the officers are in a situation where increased visibility is prudent as a means to increase officer visibility.

SECTION O - SEX OFFENDER REGISTRATION AND VERIFICATIONS

1. Policy

This policy is promulgated to provide guidance in the administration of the Sex Offender Act 150, Chapter 730 ILCS together with the Sex Offender and Child Murderer Community Notification Act.

2. Definitions

Found in Act 150, Chapter 730 ILCS; an Act to require the registration of sex offenders and in relation to the confidentiality of information concerning minor victims of sex offenses and concerning missing children.

3. Offenders Duty to Report

- a) Sexual offenders or sexual predators shall register with the Chief of Police in each of the municipalities they reside attends school (730 ILCS 150/3).
- b) Offenders have a legal obligation to notify this department **in writing** within 3 days of:
 - changing their address
 - changing their employment
 - changes in schooling
 - moving to another state
 - any other changes on the form
- c) When an offender reports any changes listed in section III.B. a CAD report will be completed. A copy of the CAD report and written notice from the offender

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- d) will be forwarded to the CSO by the officer receiving the report.
- The completed CAD report and notice will be routed to the on-duty supervisor or OIC for quality control.
 - The on-duty supervisor or OIC will forward the packet to the CSO for distribution.

4. Procedures

- a) Registration is accomplished by completion of a registration form provided by the Illinois Department of State Police, the agency mandated to collect and record such information in a statewide sex offender database. This form will be completed via Livescan by a sworn officer obtaining information from offender. **All information is required to be answered. CAUTION:** Personnel must seek positive identification and documentation that substantiates proof of residence at the registered address. All sex offenders are required to report to the agency every 90 days after their initial registration, and every 90 days thereafter.
- The form will be completed in accordance with the directions contained on the form. The offender must have all necessary information to complete their registration.
 - Each statement in the “Duty to Register” section will be read by the registering officer to the offender and have the offender initial before continuing to the next statement. **DO NOT** have the offender read all the statements and initial at one time.
 - Upon completion of the form, at initial registration, fingerprints and photographs will be taken. Sex offenders will only be photographed on an annual basis or if there is a significant change to their appearance prior to their annual renewal date. These subjects will only be photographed and fingerprinted at the initial registration and the annual renewal. Officers will need to verify the timing of the report to determine if fingerprinting and photographs are appropriate.
- b) All registrations will be documented in a department CAD report.
- c) Disposition of Reports
- The registering officer will provide the form to the designated CSO for entry into LEADS.
 - After completion of the incident report form, the information will be assembled into a packet and routed as follows:
 - The packet will consist of the registration form, fingerprints, copy of photograph, LEADS printout.
 - The completed packet will be routed to the on-duty supervisor or OIC for quality control.
 - The on-duty supervisor or OIC will forward the packet to the CSO for distribution.

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d) Verification:

The department will conduct verification checks on each offender to determine their compliance with the act. This will be accomplished at least twice yearly by assignment of an officer and the checks will be accomplished at random, and the checks are unannounced to offender. This requires the officer to complete a new CAD report, using the offense code 0051 and completing the departmental sex offender verification form.

- Officers will contact offender at their residence. If the offender is not home, the officer will leave a department notice of visit. This notice requires the offender to contact the officer.
 - When contact is made, the officer will report:
 - Deviation from the initialed data on the registration form
 - Any other non-compliance
 - If offender lives with minor children under the age of 18, their full name(s) and date(s) of birth are to be recorded
 - DCFS is to be notified of children sharing living quarters with offenders by contacting the DCFS Abuse hotline, 800-25ABUSE. This information will also be noted on the verification form.
 - If the offender lives within 500 feet of a school, public park or building. (720 ILCS 5/11-9.3)
 - If the offender lives within 500 feet of their victim, unless the property was owned by the offender before the amendments to the Act on August 22, 2002. (720 ILCS 5/11-9.4)
 - They provided a copy of a blank registration form to the offender showing all the duties of the offender.
- e) All personnel will familiarize themselves with all pertinent statutes regarding the registration, restrictions and violations concerning sex offenders. The applicable statutes are:
- 730 ILCS 150/, Sex Offender Act
 - 730 ILCS 152/, Sex Offender and Child Murderer Community Notification Act
 - 720 ILCS 5/11-9.3 and 11-9.4 of the Criminal Code.

SECTION P - SURRENDER OF FOID CARDS AND FIREARMS AS A CONDITION OF BOND ON CERTAIN OFFENSES

1. Purpose

The purpose of this policy is to insure that the Peru Police Department complies with the law that the Illinois General Assembly has passed, requiring defendants charged with the below numerated offenses to surrender their Firearm Owner Identification Cards to the Circuit Clerk and any weapons to a designated law enforcement agency as a condition of bond.

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2. Procedure

- a) If any arrests are made for the below offenses, officers are to run a Firearm Owner Identification check of the individual and include that with the report submitted. This will give needed information when the individual appears before the judge to set bond. The law requires a defendant to surrender the FOID card and any firearms upon arrest of the below charges regardless of whether a firearm was involved in any way.
- b) The following are offenses that require a charged defendant to relinquish his FOID card and firearms. Officers should make a lawful attempt to seize and secure the card and firearms at the time of arrest. In the event an officer is unable to make said seizure, that information must be documented in the case report.
 - Stalking
 - Aggravated Stalking
 - Domestic Battery
 - Class 2 or greater violations of the Controlled Substances Act
 - Class 2 or greater violations of the Cannabis Control Act
 - Treason
 - First Degree Murder / Second Degree Murder
 - Predatory Criminal Sexual Assault of a Child
 - Aggravated Criminal Sexual Assault
 - Criminal Sexual Assault
 - Robbery
 - Burglary
 - Residential Burglary
 - Aggravated Arson / Arson
 - Aggravated Kidnapping / Kidnapping
 - Aggravated Battery where the victim received great bodily harm
 - Any other felony which involves the use or threat of physical force or violence against any individual

SECTION Q - VEHICULAR PURSUIT POLICY

1. Purpose

The purpose of this policy is to state the guidelines to be followed during vehicular pursuit.

2. Policy

Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers and suspects involved in the pursuit. It is the policy of this Department to protect all persons' lives to the extent possible when enforcing the law. In addition,

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it is the responsibility of the Department to assist officers in the safe performance of their duties. To effect these obligations, it shall be the policy of the Department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

3. Definition

- a) **Vehicular Pursuit:** An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspects who are attempting to avoid apprehension through evasive tactics.
- b) **Emergency Vehicle:** For the purpose of this policy shall be defined as a police unit equipped with emergency lights and siren.

4. Procedures

- a) **Initiation of Pursuit**
 - Consideration must be given to the seriousness of the offense and whether to pursue, i.e., minor traffic violation vs. forcible felon that may endanger life.
 - Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when all of the following criteria are met:
 - The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension;
 - The suspect operating the vehicle refuses to stop at the direction of the officer.
 - The pursuing officer shall consider the following factors in determining whether to initiate pursuit:
 - The performance capabilities of the pursuit vehicle;
 - The condition of the road surface upon which the pursuit is being conducted;
 - The amount of vehicular and pedestrian traffic in the area; and
 - Weather conditions.
- b) **Pursuit Officer's Responsibilities**
 - The pursuing officer shall immediately notify Communications Center personnel that a pursuit is underway. The officer shall provide Communications personnel with the following information:
 - unit identification;
 - location, speed and direction of travel of the fleeing vehicle;
 - description and license plate number, if known, of the fleeing vehicle;
 - number of occupants in the fleeing vehicle, and descriptions, where possible; and
 - reasons for the pursuit.

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- Failure to provide this information to Communications personnel may result in an immediate decision by a field supervisor assigned to monitor the pursuit to order its termination.
 - The primary pursuit unit shall reduce the level of pursuit to that of support or backup unit where:
 - the fleeing vehicle comes under surveillance of an air unit; or
 - another vehicle has been assigned primary pursuit responsibility.
 - Any primary or backup unit sustaining damage to, or failure of essential vehicular equipment during pursuit shall not be permitted to continue in the pursuit. The unit shall notify Communications so that another unit may be assigned to the pursuit.
- c) Communications Center Responsibilities
- Upon notification that a pursuit is in progress, Communications personnel shall immediately advise a field supervisor of essential information regarding the pursuit.
 - Communications personnel shall carry out the following activities and responsibilities during the pursuit that remains in our jurisdiction:
 - receive and record all incoming information on the pursuit and the pursued vehicle;
 - control all radio communications and clear the radio channels of all non-emergency calls;
 - obtain criminal record and vehicle checks of the suspect;
 - coordinate and dispatch backup assistance and air support units (if available) under the direction of the field supervisor, and
 - notify neighboring jurisdictions, where practical, when pursuit may extend into their locality
- d) Field Supervisor's Responsibilities During a Vehicular Pursuit
- Upon notification that a vehicular pursuit incident is in progress, the field supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
 - The field supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.
 - In controlling the pursuit incident, the field supervisor shall be responsible for coordination of the pursuit as follows:
 - directing pursuit vehicles or air support units into or out of the pursuit; (if available)
 - the number of suspects and any known propensity for violence;
 - approval or disapproval, and coordination of pursuit tactics; and
 - approval or disapproval to leave jurisdiction to continue pursuit.
- e) Traffic Regulations During Pursuit
- Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit.

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- Officer's engaged in pursuit shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.
 - Officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.
- f) Pursuit Tactics
- Unless expressly authorized by a field supervisor, pursuit shall be limited to assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team, or follow the pursuit on parallel streets.
 - Officers may not intentionally use their vehicle to bump or ram the suspect's vehicle in order to force the vehicle to a stop off the road or in a ditch.
 - Departmental policy pertaining to the use of deadly force shall be adhered to during the pursuit.
- g) Termination of Pursuit
- A decision to terminate pursuit may be the most rational means of preserving the lives and property of both public, and the officers and suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer or any supervisor.
 - Pursuit shall be immediately terminated in any of the following circumstances:
 - weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect.
 - the distance between the pursuit and fleeing vehicle is so great the further pursuit is futile; or
 - the danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s).
 - The pursuing officer shall relay this information to Communications personnel, along with any further information acquired which may assist in an arrest at a later date.
- h) Interjurisdictional Pursuits
- The pursuing officer shall notify Communications when a pursuit continues into neighboring jurisdiction.
 - The pursuing officer shall use the ISPERN radio frequency upon a pursuit leaving our jurisdiction and communication responsibility in pursuit coordination will turn over to the State Police radio operator.
- i) Other Agency Pursuits
- Officers of this agency shall not enter into the pursuit initiated by outside agencies wherein the suspect is wanted for traffic only or misdemeanor property offense. Officers may only act in a support role such as the blocking of traffic at major intersections.

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SECTION R – OBSERVERS OF POLICE ACTIVITIES

1. Purpose

The purpose of this policy is to state the guidelines that are to be followed when a non-department member requests to ride with and observe the activities of sworn police officers of this agency.

2. Procedure

- a) The request of any individual, 18 years of age or older, that is desirous to accompany a sworn officer during his tour shall be referred to the Chief or Police, Deputy Chief, or in the absence, a Supervisor.
- b) The nature and circumstances of the request shall be evaluated for consideration and approval or disapproval.
- c) Should the request be approved the individual shall sign the waiver and release form (See Addendum Section) which shall be forwarded to the Administrative Assistant for filing.
- d) No individual shall be permitted to ride with and observe police activities on a regular or ongoing basis unless the individual is participating in a sanctioned police internship.

SECTION S – INVENTORY SEARCH

1. Purpose

The purpose of the inventory search is to protect the owner's property and to protect the police from claims of lost, stolen or vandalized property and guard the police from danger.

2. Policy

An examination and inventory of the contents of all vehicles/boats towed or held by authority of this agency shall be made. The examination and inventory shall include those areas where an owner or operator would ordinarily place or store property or equipment in the vehicle/boat; and would normally include front and rear seat areas, glove compartments, map case, sun visors and trunk and engine compartments. All containers, regardless of size shall be inventoried as well.

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SECTION T – MAJOR CASE SQUAD

1. Purpose

The purpose of this policy is to state the role of our agency in the LaSalle/Bureau major case squad.

2. Procedure

- a) The Peru Police Department has joined the LaSalle/Bureau major case squad as a member agency.
- b) When in the opinion of the Chief of Police or his designee the Peru Police Department is investigating a major crime that requires significant outside resources the Chief or designee may activate the major case squad.
- c) The Chief or designee should contact the LaSalle County Chief Deputy to activate the squad.
- d) The Chief should provide the nature of the case as well as requested resources to the coordinator.
- e) The case and investigation shall at all times remain under the direction and control of the Peru Police Chief.
- f) In the event another member agency initiates the services of the major case squad the aforementioned coordinator will contact the Peru Chief of Police requesting appropriate manpower and/or equipment. The Chief shall consider such request and direct the resources of the Peru Police Department as appropriate.

SECTION U – BICYCLE PATROL

1. Purpose

The purpose of the bicycle patrol is to give the police department an alternative means of transportation which not only brings the officer in closer contact with citizens and business owners, but allows for mobility, speed and stealth not normally found in other transportation options.

2. Objectives

- a) Specialized patrol or residential and commercial areas within the City
- b) Park Patrol
- c) Special event security
- d) Bicycle safety
- e) Low profile crime patrol
- f) High interaction with citizens

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3. Procedures

a) Scheduling

- Scheduling will be initiated by supervision when manpower allows.
- Weather conditions shall be temperature above 60, wind light to moderate and precipitation none to very light.
- The bicycle officer shall respond to calls within his assigned area.
- A special detail CAD should be done when an officer is assigned to bicycle patrol.

b) Operation

- The bike patrol officer will perform a pre and post patrol inspection. Any equipment problems shall be directed to the Chief via memorandum.
 - Check tire inflation and wear.
 - Check spoke tension and wheel integrity.
 - Check all quick release mechanisms.
 - Check brake levers and pads.
 - Check brake and gear cables for wear.
 - Check chain for lubrication.
 - Check handlebars for tightness.
 - Start bike slowly and feel the bike before subjecting to patrol.
 - Never operate lights more than a few seconds when bike not moving or during daylight.
 - The IVC sections for bicycles shall be followed whenever possible.
 - Maintenance shall be authorized by the Chief of Police.
 - The bicycle officer may wear the bike uniform during motor patrols of an assigned bike shift.
 - Bike officers shall not engage in high risk riding unless of legitimate emergency situation.
 - Bike officers shall never engage in horseplay with the bicycle.
 - Bike officers will refrain from making traffic stops unless no marked units are readily available. i.e. whenever possible, a marked unit should be directed to initiate a stop at the request of a bike officer so as to minimize any flight risk.

SECTION V – JUVENILE ARRESTS/YOUTH DIVERSION PROGRAM

1. Purpose

The purpose of this policy is to establish guidelines for the disposition of juvenile offenders.

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2. Procedures

- a) Traffic charges:
 - Issue a traffic citation and accept bond or N.T.A. identical to adult cases.
 - Court date is given.
 - Bond sheet filled out if applicable, identical to adults.
 - Or in the alternative, refer the case to Youth Diversion Program. Note: No citation to be issued.
 - Juveniles are to be photographed and fingerprinted under the same practice as adults only if the case is being referred to SAO/Juvenile Probation.
- b) Non-traffic charges where you take juvenile into custody:
 - Process at station pursuant to standard booking procedures. Dispatchers are to do VP Booking entry with 15 minute check at a minimum.
 - Release to parent or guardian.
 - Complete your juvenile referral and submit with report. Juvenile referral must be completed in its entirety.
 - Or in the alternative, refer the case to Youth Diversion Program.
 - No bond is to be accepted therefore do not fill out bond sheet.
 - Juveniles are to be photographed and fingerprinted under the same practice as adults.
- c) Non-traffic cases where you did not take juvenile into custody:
 - Complete juvenile referral and submit with report.
 - Or in the alternative, refer the case to Youth Diversion Program.
- d) Curfew offenders:
 - Curfew violators should be charged under a city ordinance with an ADJ city court date.
 - Juvenile referrals are not needed for curfew violators filed under city code.
 - Or in the alternative, refer the case to Youth Diversion Program.
 - An exception to this procedure is when other non traffic offenses are being referred to the SAO and Juvenile Probation. The curfew charge should be filed under a state charge and a juvenile referral would be needed with no court date.
 - Photographs and fingerprinted are not to be taken for curfew violations, unless they are being charged with another delinquent offense or referred to the Youth Diversion Program.
- e) Youth Diversion Program cases:
 - Officers are encouraged to refer juvenile offenders to the Peru Police Youth Diversion Program.
 - The offender must be a juvenile between the ages of 10-18.
 - The offender must have committed an offense as outlined in Youth Diversion Program Standards (See Addendum Section).

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- The offender must have admitted guilt to having committed the offense being charged.
 - A Juvenile Officer must recommend the offender to the program.
 - Both the offender and his/her parent or guardian must agree to accept the program.
 - All appropriate forms must be signed and turned in with case report.
 - If a juvenile is not referred to the Youth Diversion Program and instead is referred to the SAO the reason for same is to be documented in the case report for informational purposes for the SAO and Juvenile Probation Department.
 - Juveniles are not to be photographed and fingerprinted if there is the possibility of them being referred to Youth Diversion Program.
- f) Youth Diversion Program Expungement Process:
- Find the juvenile's name in the system and print their history.
 - Locate the case that was sent to the Youth Diversion Program.
 - Remove the check mark from the "Arrestee" box and delete the juvenile's name from the report.
 - Delete the juvenile's name from the CAD entry.
 - Delete any booking entry (there should be no photograph or fingerprints taken).
 - Return to the juvenile's name file and again print history. This will show that their name is no longer attached to the case heard by the Youth Diversion Program.
 - Notify the Chief of Police of the juvenile's successful completion of the Youth Diversion Program and the case number that has been expunged from the juvenile's history. The Chief of Police will then mark the case as confidential, no longer allowing access to the report.
 - The original case file is placed in a secure Youth Diversion Program file.
 - Any copies of the report are destroyed.

SECTION W – COMPUTERIZED DETENTION LOG

1. Purpose

The purpose of this policy is to establish guidelines for the use of computerized detention logs for individuals (adults and juveniles) in our custody.

2. Authority

- a) 725 ILCS 5/103-1, "Rights on Arrest"; 725 ILCS 5/109-3. "Preliminary Examination", 725 ILCS 5/110-1 through 725 ILCS 5/110-18, "Bail". (as posted in the booking room)
- b) Illinois Department of Corrections, "Municipal Jail and Lockup Standards", and "County Jail Standards".

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(go to link: <http://www.ilga.gov/commission/jcar/admincode/020/02000720sections.html>)

3. Procedures

- a) It is required that any time an adult is securely held in one of the cells or in the booking room area or a juvenile is brought into the station for a delinquent offense that the log must be kept. The log can be accessed in Village Police under “Peru Booking”.
- b) A visual observation shall be made and recorded no less than every 30 minutes for adults and every 15 minutes for juveniles or if displaying suicidal or other unusual behavior. The checks are to be done by an officer or the on-duty telecommunicator.
- c) The booking officer is directed to also inventory the inmate’s personal property upon placing them in detention. Upon release from custody the items can be returned. The officer is to secure a property receipt by having the subject sign the property envelope. The property envelope is to be forwarded to the Administrative Assistant for filing. Such things as belts, shoestrings, etc. should be taken from the inmate on an as needed basis.
- d) Members of the Peru Police Department shall comply with the applicable provisions of the authority as referenced in Item 2.

SECTION X – TRAFFIC CRASHES INVOLVING PERU POLICE DEPARTMENT VEHICLES

1. Purpose

The purpose of this is to establish guidelines for investigating traffic crashes involving Peru Police Department vehicles.

2. Procedure

- a) The procedure for investigating a crash involving a Peru Police Department vehicle is detailed in PGO Chapter X entitled Accident Review Board.

SECTION Y – EMERGENCY STORM NOTIFICATION

1. Purpose

The purpose of this policy is to have in place a uniform procedure for storm notification to the community.

2. Procedures

The tornado siren is to be activated under the following circumstances:

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- a) The City of Peru is under a tornado WARNING, and the Peru area is under a DIRECT OR CREDIBLE threat as per an emergency service member or National Weather Service bulletin.
- b) Upon direction of the Peru ESDA Director (Police Chief/Fire Chief) or his designee, the siren is to be sounded. No all clear siren is to be sounded. Should a tornado or other severe weather threat be approaching Peru with confirmed touchdowns a command officer may order the siren sounded. Generally the City of Peru ESDA and neighboring emergency services will have spotters in place. Input regarding direction of storm travel can usually be obtained from these agencies by monitoring the various radio frequencies or direct communication with them.
- c) The Police Chief and Fire Chief (ESDA Directors) are to be notified when the Peru area is under a tornado warning or other severe weather warning.
- d) When Peru is under a tornado warning or other severe weather warning and the siren has or it is anticipated it will be activated the telecommunicator should notify Peru Emergency Services via a city wide all call page. Field notifications by patrol personnel should be made to public venues such as city parks or events whenever possible.
- e) Any time you receive a LEADS or other weather bulletin with a tornado warning, tornado watch or other serious weather threat bulletin for Peru area the on duty telecommunicator is to consult the on duty shift supervisor to inquire if the information should be put out via a city wide informational emergency services page. The supervisor should evaluate the bulletin and consider other available information in determining if the city wide page should be made. Typically, they will direct that the information be put out via a page. They may not however if for example the storm effects LaSalle County but is proceeding northeast from Mendota.
Also, the policy regarding the notifications to the police and fire chief are not limited to just tornado warnings but we should be notified of tornado warnings, tornado watches or other serious weather threats for the Peru area.
- f) Siren testing shall be conducted on the first Tuesday of each month at 1000hrs. A test performance log shall be maintained in the 911 dispatch center.

SECTION Z – SAFETY BELT USE

1. Purpose

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in department vehicles.

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2. Discussion

Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes. A law enforcement officer's chance of being involved in a motor vehicle crash is approximately two to ten times greater than that of the general public. The use of safety restraints reduces this risk of death and serious injury and assists officers in maintaining proper control of their vehicles in pursuit and/or emergency high-speed operations.

3. Policy

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

4. Recommendation

It is strongly recommended that safety belts be utilized by department personnel and their families at all times in vehicles in an off-duty capacity to further reduce the risk of death or injury.

5. Procedure

- a) Department personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on-duty.
- b) Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- c) The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- d) No person shall operate a departmental vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
- e) No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without express authorization of the Chief of Police.
- f) Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

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- g) Any person(s) under arrest and being transported in department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are provided by the vehicle manufacturer. Caution: Prisoners that are handcuffed in front have the ability to release the handcuffs using the safety restraint latch plate. If officer encounters an unruly prisoner or if the application of the safety belt would jeopardize the safety of the officer, prisoners may be transported without the use of a safety belt.
- h) An officer operating in an undercover capacity may be exempt only if the officer believes the use of the safety belt will compromise their identity.
- i) When arriving at an emergency call or making a vehicle traffic stop, the operator may remove the safety restraint just prior to stopping for quick exit. Caution should be exercised to insure that during the traffic stop the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.

6. Driver and/or Passenger Negligence

If negligence of noncompliance with the requirements of this order is displayed, appropriate corrective or disciplinary action shall be initiated by department authorities.

SECTION AA – BULLETPROOF VEST USE

1. Purpose

The purpose of this policy is to provide law enforcement officers with guidelines for proper use and care of body armor.

2. Policy

It is the policy of this law enforcement agency to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance officer safety procedures.

3. Definitions

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

4. Procedures

- a) Issuance of Body Armor

CHAPTER VIII GENERAL RULES AND POLICIES

- All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
 - All officers shall be issued agency approved body armor.
 - Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.
- b) Use of Body Armor
- Officer shall wear only agency approved body armor.
 - Body armor shall be worn by recruit officers during both classroom and field training.
 - Officers that are assigned to a uniformed function and non-uniformed sworn officers are required to wear body armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:
 - When an agency approved physician determines that an officer has a medical condition that would preclude wearing body armor.
 - When the officer is involved in undercover or plain clothes work that his supervisor determines could be compromised by wearing body armor.
 - When the department determines that circumstances make it inappropriate to mandate wearing body armor.
- c) Inspections of Body Armor
- Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
 - Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse, and wear.
- d) Care, Maintenance, and Replacement of Body Armor
- Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
 - As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
 - Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
 - Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
 - Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.
- e) Training
- The training officer shall be responsible for:
 - Monitoring technological advances in the body armor industry that may necessitate a change in body armor.

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- Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
- Maintaining statistics on incidents where armor has or has not protected officers from harm, including traffic accidents.

SECTION BB – SOCIAL MEDIA POLICY

1. Policy

The Peru Police Department adopts the Social Media Policy currently in place within the City of Peru Employee Handbook and from time to time may be amended.

CHAPTER IX CANINE OPERATIONS

SECTION A – DUTIES AND RESPONSIBILITIES OF THE CANINE UNIT

1. Purpose

The purpose of this General Order is to establish the duties and procedures which will govern the Canine Unit and to establish the criteria for the use of the Unit as well as the qualifications for the handler.

2. Policy

It shall be the policy of the Peru Police Department to deploy a Department Canine Team in any police operation in which their utilization may foster the success of that operation. The Canine Team is established for the purposes of providing the following police services and also minimize the potential for injury to Officers engaged in many of these duties:

- a) Tracking fugitives or lost persons
- b) Conducting building searches
- c) Recovery of evidence
- d) Area searches for criminal suspects
- e) Narcotics/other drug searches
- f) Apprehension of criminal suspects
- g) Crowd control situations, as specified
- h) Public relations activities

3. Definitions

Canine Team: One Officer and one Canine, both trained, assigned together as part of the Peru Police Department.

Canine: A trained Police dog owned and utilized by the Peru Police Department.

Canine Officer: A sworn Peru Police Officer selected, appointed, trained and equipped to handle and train a Canine.

Chief of Police: The Chief of Police is responsible for the functional overview of the Departments Canine operations and training.

4. Qualifications

- a) The Canine Officer will be a sworn Police Officer below the rank of Sergeant who has a satisfactory performance and disciplinary record.
- b) The Officer assigned as the Canine Officer must be willing to make a minimum commitment of six (6) years to the program.

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- c) If the Officer is married, the Officer's family must consent to the Officer's participation in the program and must be willing to assist in the care of the Canine. The Officer must also have a suitable residence that will allow for the care and control of the canine during off duty hours.
- d) The Officer must be willing to participate in an intensive initial training period followed by periodic training as determined by the Chief of Police to ensure the Canine Team maintains its skills and meets its objectives

5. Assignment

- a) Assignment to the position of Canine Officer will be made by the Chief of Police and the selection will be made from letters of interest that have been submitted to the Chief.

6. Responsibilities of Canine Officer

- a) The Officer assigned as the Canine Officer, will be assigned a Department vehicle which has been modified for use as a Canine Vehicle. The Officer will be responsible for ensuring the vehicle is properly serviced, equipped and maintained.
- b) The Officer will be allowed to take the vehicle to his/her residence and will be responsible for the security of the vehicle.
- c) Proper care and maintenance of the Canine is the responsibility of the Officer. The Officer will be responsible for ensuring the Canine is examined regularly by the Department approved Veterinarian and the Canine receives the appropriate vaccinations each year.
- d) All Canines accepted for use by the Peru Police Department are the property of the City of Peru. All expenses incurred in the care and feeding of the Canine are the responsibility of the Peru Police Department.
- e) When it becomes necessary to retire a Canine from active duty, the City shall transfer ownership of the Canine to the Officer, provided the Officer wishes this. Upon transfer, the City will assume no liability for any future actions or incidents involving the Canine, and all expenses shall become the responsibility of the Officer. Should the Officer decline the Canine, the Chief of Police shall make arrangements for the disposition of the Canine.
- f) The Officer will be responsible for providing daily care (food, water and exercise) of the animal both at the station and at his/her home.
- g) The Canine Officer shall be issued a Department electronic communication device and when off duty will function in an on-call status.
- h) In any situation, it will be the responsibility of the Canine Officer to decide whether or not the Canine can/will be used. On-scene final approval is the responsibility of the Shift Supervisor. In the event of conflict between the Canine Officer and the supervisor, the Chief of Police is to be contacted for direction.

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- i) Procure and maintain all necessary license/certifications for training the Canine, i.e., Canine certifications, License to train with contraband, etc.
 - j) The Canine Officer will not possess any training contraband without authorization by the Chief of Police.
 - k) All training contraband will be secured by the Peru Police Department K-9 officer when not being used for training. The Canine Officer will transport the contraband (drugs) to and from training which will be used for training purposes only.
7. Training
- a) A minimum of two entire work shifts per month will be expended to maintain minimum standards and allow for advanced training.
 - b) Work assignments do not constitute training. Due to the lack of controlled conditions, the Canines performance can not be properly evaluated.
 - c) Complete all training paperwork/forms and forward them through to the Chief of Police.
 - d) Maintain Certification through an authorized K-9 instructor for the Canine Officer and Canine.
 - e) Attend a yearly re-train/certification conducted by an authorized K-9 instructor.
 - f) Maintain a training record of all training; this will be referred to as the training log. The training log is considered to be a departmental record and will be available for inspection at anytime. It shall be the responsibility of the Canine Officer to complete and maintain all required paperwork.
8. Duties
- a) The Canine Officer will function as a Patrol Officer and will carry out routine patrol functions when not engaged in Canine-related operations.
 - b) The Canine Officer will exercise Supervisory responsibilities in matters requiring immediate attention in Canine related situations.
 - c) During the normal tour of duty any Officer may request the assistance of the Canine Officer in those circumstances described in the program objectives and others as designated by the Shift Supervisor.
 - d) The Canine Officer will keep the Canine on a lead and under physical control at all times. The Canine may be released from the lead while maintaining verbal control when it is believed necessary to:
 - Protect a citizen or Police Officer from physical attack.
 - Pursue and stop a fleeing felon or person whom the handler has probable cause to believe has committed a felony.
 - Search a structure, enclosure or area believed uninhabited by innocent parties for the purpose of locating a hidden offender.
 - Guard and restrain an arrested person to prevent flight.

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- To break and/or exercise the Canine.
 - **The use of a trained police dog by its handler may, in certain circumstances, be considered use of force. The Canine handler will follow Department guidelines regarding use of force when deploying the police dog.**
- e) The Canine Officer may release the Canine from lead at other times and locations when the Canine Officer reasonably believes that the use of the canine is, under the circumstances known to the Officer, the safest and most effective tool available.
- f) The Canine Officer will, when so directed by the Chief of Police or designee, appear at certain functions or special events.

9. Search Guidelines

- a) The area to be searched will be secured to the extent possible and **no one** will be allowed to enter.
- b) The Canine Officer will determine the method and direction of the search.
- c) The Canine Officer will make an announcement three times prior to releasing the Police Dog of the intent to use a trained Police Dog to conduct the search and the possibility of the person being apprehended by the Police Dog if they do not surrender. In the case of a large building, this announcement will be repeated as needed when different areas are encountered or where the initial announcement may not have been heard. The announcement will be made unless it is tactically inappropriate to make such announcement.

10. Requests for School Searches

- a) School Searches is a term that applies to the action of the dog “sniffing” for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.
- b) Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met.:
- The request must be in writing, signed by the Chief School Administrator and addressed to the Chief of Police or vice versa.
 - The request must state that the search is directed toward maintaining a safe and secure school environment.
 - The request must state that the school officials will take either administrative or criminal action against those determined to be in possession of illegal drugs.
 - Upon completion of the search, the Canine Officer will make a detailed report of the search and results.

CHAPTER IX CANINE OPERATIONS

- c) Canine team school search procedure:
- Only locker searches, room searches, or parked cars on school grounds will be conducted. No body searches will be performed.
 - Administrative Action Search: The Canine Officer will mark lockers or areas where the police dog gives indications. The Canine Officer will not open or pry into these areas or make arrests.
 - Criminal Action Search: Searches will be based on probable cause when not on exigent circumstances. The investigating Officer and Canine Officer will consult with the State's Attorney's Office prior to this search. The Chief School Administrator will be contacted prior to executing the search of the locker or vehicle when practical.

11. Crowd Control

- a) Under normal conditions, Canines are not to be used for crowd control.
- b) In the event of the possibility of using the Canine for crowd control, the Canine Officer will assess the situation with the Shift Supervisor. If the use of the Canine is deemed appropriate, the Shift Supervisor may authorize such action with immediate notification to the Chief of Police or Deputy Chief of Police.
- c) In a crowd control situation, the Canine will be on a leash at all times.

12. Instruction, Call-outs, Conditions, Reporting and Limitations of Usage

- a) Instructions: All Police Officers will be given instructions on potential uses of the Canine Unit as well as how to establish area perimeters and Officer behavior in and around the Canine.
- b) Call Outs: At those times when the Canine is needed and the Officer and the Canine are not on duty, an Officer wishing to use the Canine will notify the Shift Supervisor of this request. It will be the responsibility of the Shift Supervisor to decide whether or not to call out the Canine, based on the circumstances of the request and the abilities of the Canine Unit to handle the incident. When not on duty and called out by the Shift Supervisor, the Canine Officer will respond to the scene as soon as possible. If the response time is more than half an hour (1/2), the Canine Officer will so advise and consideration may be given to utilizing another Canine Team based on the circumstances.
- c) On-Call Status: The Canine Officer will be responsible to be "On-Call" throughout the year. If out of service, the Canine Officer shall disseminate that information via inter office memorandum.
- d) Conditions: The following conditions will be taken into consideration when requesting the services of the Canine Unit: (inner or outside agencies)
 - Identify type of service requested
 - Safety of the Officer and the Canine

CHAPTER IX CANINE OPERATIONS

- Exigent Circumstances
- Time expired since the incident occurred
- Weather and ground conditions
- Any prior search by personnel or other Canine Teams
- Time elapsed since offense occurred
- Location and description of suspect or victim
- Safety of the general public

***If the decision is made to call out the Canine Officer, the area to be searched will be immediately secured and non-essential personnel will be kept out of the area. Upon the arrival of the Canine Officer, the Shift Supervisor will ensure the Canine Officer is fully briefed on the circumstances surrounding the call out and what is being looked for.

- e) Reporting: Once the Canine has completed the assignment, the Canine Officer will, by the end of their next scheduled duty shift, complete a report or CAD detailing the use of the Canine and any outcome.
- f) Limitations of Usage:
 - The use of the Canine Unit is for Law Enforcement services only. No persons will be allowed to use the Unit for private purposes nor will any payment be accepted by the handler and/or Department for any activity.
 - Outside agency requests shall be handled on a case-by-case basis and will be at the discretion of the Shift Supervisor and;
 - Such assistance does not impede the Peru Police Department's level of protection or service to the community.
 - Reasonable requests from agencies outside of LaSalle County will be honored if possible and with the direct authorization of the Shift Supervisor.
 - Whenever the Canine Unit is assigned to assist another agency, an Incident/Offense Report or CAD will be completed by the Canine Officer, including but not limited to, name of the requesting agency, nature of request, action and the results of Canine involvement.
 - Required procedures of the Peru Police Department Canine Unit shall be transmitted to the requesting agency at the time of the request.
 - The requesting agency shall provide the conditions as stated in Section D, 1-9.

13. Use of Force/Procedures in Case of Canine Bite

- a) The Canine Officer will use only that force which is necessary and proper to take a person into custody and safely detain and deliver to confinement. The Canine Handler will follow Department guidelines regarding use of force when deploying the Police Dog.

CHAPTER IX CANINE OPERATIONS

- b) The following procedures will be observed whenever a Canine Bites a person regardless of whether or not the bite took place on or off duty:
- Administer first aid as needed and summon necessary medical assistance. If the person bitten is in Police custody, the person will be transported to the nearest hospital. If the person is not in custody, the person will be encouraged to seek medical treatment. Any refusal of treatment will be so noted in the report.
 - Immediately notify the Shift Supervisor, the Deputy Chief of Police and the Chief of Police.
 - The Canine involved in the bite shall, as quickly as possible, be taken to the department veterinarian and all directions given by the veterinarian as to tests and any quarantining shall be followed.
 - Immediately complete a written report detailing the incident and include the circumstances surrounding the bite. If the bite occurs as the result of police action, all necessary reports including the use of force report will be completed.
 - All injuries sustained shall be photographed; a department evidence technician may be used for this purpose.
- c) All reports in connection with the bite will be immediately forwarded to the Chief of Police.
- d) The requirements that are set forth will not apply during training, unless serious injury is incurred by the agitator.

14. Rules of Conduct for Non-Handlers

- a) It will be the responsibility of the Canine Officer to instruct and inform all personnel about the Canine and its role within the Department.
- b) Members will strictly adhere to the following rules of conduct as it pertains to interaction with the Canine:
- Obey the Canine Officer's wishes or instructions with respect to the Canine
 - Stay away from the Canine training exercises unless involved in the training.
 - Stand still if bitten or about to be bitten.
 - Avoid sudden movements in the presence of the Canine.
 - Do not pet or touch the Canine without the handler's permission
 - Do not tease or agitate the Canine
 - Do not attempt to entice the Canine to break or disobey commands of the Handler.
 - Do not use any command the Canine Officer uses.
 - Do not come in between the Canine and a fleeing subject.
 - Do not engage in violent or simulated violent behavior with the handler in the Canine's presence.
 - Do not try to take custody of a subject who is being apprehended by the Canine.

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- Do not point a weapon at the Handler or the Canine.
 - Do not bring another Canine or any other animal around the Canine or a vehicle that the Canine is in.
 - Do not enter any vehicle that the Canine is in without the permission of the Handler.
 - Do not go near a vehicle occupied by the Canine when the window is down.
- c) A violation of any of these rules may be grounds for disciplinary action.

15. Handler or Canine Injuries

- a) The assigned Canine Officer is designated the primary Department member responsible for controlling the animal.
- b) The following steps will be taken in the event of an injury to either the Canine Officer or the Canine.
 - If the Officer is incapacitated to the extent that he/she cannot control the Canine, the Supervisor or another Officer will attempt to gain control of the Canine. If this is not successful, a secondary handler will be called to the scene. The Supervisor may attempt to noose the Canine if an immediate need exists to control the Canine.
 - If unable to noose the Canine, the supervisor will contact a handler from another agency to assist in bringing the Canine under control.
 - Use of the Handler's spouse is to be used as a last resort.
- c) In the event of injury to the Canine, the Officer will immediately transport the Canine to the Department-approved Veterinarian for medical treatment. If this is not possible, the Canine will be transported to an approved veterinary clinic that provides twenty-four (24) hour emergency care.
- d) As soon as possible following the injury to either the Handler or the Canine, a report will be completed detailing the circumstances surrounding the injury, the extent of the injury and other related facts. This report will be forwarded to the Chief of Police via the chain of command.
- e) The Deputy Chief of Police and the Chief of Police will be notified immediately whenever the Handler or the Canine is incapacitated.

16. Canine Equipment and Supplies

- a) The Canine Vehicle will contain, at a minimum, the following equipment:
 - Canine first-aid kit
 - Canine lifeguard system
 - Canine safeguard system
 - Canine container
 - Assorted supplies as needed in the day-to-day care of the animal

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17. Compliance

- a) It is the responsibility of all Officers, Records, Supervisors and Administrative Personnel to comply with all sections of this directive.

CHAPTER X ACCIDENT REVIEW BOARD

SECTION A – POLICE VEHICULAR ACCIDENTS/ACCIDENT REVIEW

1. Purpose:

It is the purpose of this General Order to provide guidelines for the review of police involved vehicular accidents.

2. Policy:

It is the policy of the Peru Police Department to review all police involved vehicular accidents to determine the cause, policy compliance and make recommendations for policy change, corrective training or disciplinary action.

3. Department Vehicle Accidents

- a) All members of the Peru Police Department who are involved in any traffic accident, regardless of the extent of damage, will immediately notify the Shift Supervisor.
- b) A state crash report will be completed on all accidents pursuant to IDOT regulations or when directed by a supervisor.
- c) A CAD must be completed for all other accidents not documented by a state crash report.

4. Accident Review Board

- a) The Accident Review Board shall be appointed by the Chief of Police and shall consist of three (3) individuals:
 - Deputy Chief of Police or Commander
 - Sergeant
 - Patrol Officer or Detective
- b) The Accident Review Board will be responsible for reviewing all police involved vehicular accidents requiring a state crash report. The Chief of Police may also refer accidents wherein only a CAD has been generated when the Chief determines a pattern exists involving a particular officer or when special circumstances exist. They will determine the facts relating to the accident and report their findings with any recommendations to the Chief of Police.
- d) The Deputy Chief of Police or Commander will act as the chairperson of the board and shall be responsible for scheduling and presiding over the hearing.
- e) The Chairperson or designee of the Accident Review Board will be responsible for recording and reporting the findings and recommendation of the hearing board to the Chief of Police utilizing the Accident Review Report (See Addendum Section). A supplemental page may be attached if necessary.
- f) The Accident Review Board shall meet as soon as practical after an Officer involved accident.

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5. Procedure

- a) Reporting Agencies Responsible for Investigating Peru Police Accidents
 - Peru Police Department
 - LaSalle County Sheriffs Office
 - Illinois State Police
 - Other Agency Holding Jurisdiction
- b) Non-Injury – Minor Property Damage
 - Shift Supervisor
 - Go to the scene and handle accident investigation
 - Gather information and reports and forward them to the Chief of Police.
- c) Injury Accident/Major Property Damage Accident
 - Shift Supervisor
 - Go to the scene
 - Make notifications to Chief of Police
 - Turn scene over to Accident Reconstruction or other agency for investigation as directed by Chief of Police in compliance with the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.).
 - Gather information and reports and forward them to the Chief of Police.
- d) Deputy Chief of Police or Commander
 - Notify the Accident Review Board, Chief of Police and other related persons of the date, time and location of the accident review in writing.
 - Preside over the review process, documenting the proceedings and finding and forward to the Chief of Police.
- e) Accident Review Board
 - The Accident Review Board will review all reports, all applicable Department orders and applicable state law. The board may also hear testimony of all witnesses and will provide the vehicle operator the opportunity to explain the circumstances surrounding the accident.
 - When all the facts and testimony have been presented the Board will prepare a report (Accident Review Report) based on the information obtained. This report will be forwarded to the Chief of Police and will contain the Board recommendations:
 - Policy Changes.
 - Corrective Training.
 - Disciplinary Action.
 - When considering recommendations for training/discipline for officers the Board will determine if the vehicle operator was negligent or at fault in any way. Negligent will be defined as indifferent, inattentive, or

CHAPTER X ACCIDENT REVIEW BOARD

careless in driving or a failure to exercise care or precaution. It is the element, not the severity of any damage or injury.

- Any crash referred in which the Board determines the officer was not at fault or negligent, will generally lead to a recommendation of no action.
- Any crash referred in which there is a determination of some level of the officer being at fault or negligent, will result in a recommendation of an appropriate course of action which may include but is not limited to such things as training, counseling, reprimand, or suspension. The board shall consider the officer's accident history when making recommendations.

6. Chief of Police Action

- a) The Chief of Police will review the Accident Review Report and recommendations made by the board. The final decision and corrective action to be taken (policy change, mandate corrective training, effect disciplinary action) if necessary, will be made by the Chief of Police. The decision of the Chief of Police will be forwarded to the members of the Board and to the employee/driver stating what action is to be taken as soon as is practical after the hearing.
- b) The involved Officer has the right to appeal when applicable pursuant to the terms of the collective bargaining agreement or applicable department policy and/or City of Peru Employee Manual.

CHAPTER XI POLICE PERSONALLY ASSIGNED VEHICLES

1. Purpose

It is the purpose of this policy to provide officers who have personally assigned police vehicles with guidance on their operation, use in off-duty enforcement, care, and maintenance.

2. Policy

Personally assigned vehicles are designated to officers of this department in order to enhance public safety through increased visibility of police vehicles in the community, permit rapid response of off-duty officers to designated emergencies, and enhance the ability of officers subject to frequent callback to do so more effectively.

3. Definition

Personally Assigned Police Vehicle (PAV): A marked or unmarked police vehicle for use by one officer that, when not in use, is parked at the assigned officer's primary place of residence or at a strategic location for crime prevention purposes where it is readily available for use. PAVs may also be assigned to more than one officer when their shift assignments do not overlap.

4. Procedures

a) Eligibility for Assignment

- Only full-time, sworn, non-probationary officers are eligible for PAV assignment.
- Officers on light duty, leave of absence, leave without pay, or suspension are not eligible for PAV assignment.
- Officers on extended leave (normally of one week or more) shall leave their PAV at the police facility at the end of the shift preceding the start of leave.
- Assignment of PAVs is at the sole discretion of the chief of police. Priority consideration may be given to the following eligible officers who request a personal vehicle assignment:
 - Officers who reside in, or who are in reasonable proximity to, this jurisdiction, so they can quickly respond to callbacks
 - Officers who, by reason of their assignment, are subject to frequent callback to major crimes or emergencies
 - Officers who require a specific vehicle to perform their required duties
- Where appropriate, consideration for assignment of PAVs may be given to officers who have all of the following:

CHAPTER XI POLICE PERSONALLY ASSIGNED VEHICLES

- Seniority in rank or departmental assignment
 - Consistently high performance ratings
 - A record of good conduct
- b) Use of Personally Assigned Vehicles
- All safety and use provisions applicable to the use of marked fleet vehicles are applicable to the operation of PAVs unless otherwise stated in this policy.
 - Only the assigned officer or, under exigent or reasonable circumstances, another person may operate a personally assigned vehicle.
 - Whenever operating a PAV, officers shall carry their badge and identification card, an authorized sidearm, and handcuffs and either wear or have ready access to soft body armor and marked attire that will allow them to be identified and function as a police officer.
 - Off-duty officers operating PAVs shall routinely monitor assigned police radio channels. Officers must notify communications whenever responding to a call for service while off duty.
 - On call personnel may use vehicles for routine off-duty travel in this jurisdiction or within a distance from the officer's home that will not unreasonably limit the officer's ability to respond to emergency assignments in a timely manner.
 - Long-distance travel using PAVs is prohibited unless connected with official departmental business, such as training or prisoner transportation, and/or authorized in advance by the Chief of Police.
 - If PAVs are to be used for transportation of civilians, officers shall ensure that civilians abide by the following rules:
 - Passengers shall be appropriately attired when being transported in a PAV.
 - Passengers shall use seat belts or other legal restraints.
 - Passengers shall comply with appropriate departmental regulations while in the vehicle, including appropriate behavior and conduct for children and the nonintervention of adults in instances involving official police business.
 - Passengers shall abide by instructions on actions that must be taken in the case of emergency response. If an off-duty officer must respond to a call for service, for instance, then civilians being transported in the vehicle shall first be dropped off at a safe location.
 - While off duty, in civilian attire, officers operating PAVs should not take traffic enforcement action unless the violation is hazardous.
 - Pending arrival of other marked units, officers should stop and lend assistance at accident scenes where personal injury is apparent or reasonably likely. In other motor vehicle collisions, officers may engage in traffic control and management at an accident scene.

CHAPTER XI

POLICE PERSONALLY ASSIGNED VEHICLES

- Normally, officers should request an on-duty officer to handle vehicular violations by providing information on the nature and location of the offense, the vehicle, and the offender.
- While off duty in civilian attire, officers operating PAVs shall render assistance when observing or summoned to a violent or other incident that reasonably represents a threat of serious bodily harm or death.
- Unless authorized, officers shall not leave firearms or ammunition in PAVs when they are off duty and the vehicle is not in use.
- No equipment or accessories shall be installed on PAVs without prior approval.
- Officers assigned a PAV retain no expectation of privacy in those vehicles. The department retains the right to enter and inspect PAVs at any time without prior notice, with or without cause.
- PAVs shall be kept clean at all times and shall be made available for scheduled maintenance and inspections.
- In accordance with departmental procedures, disciplinary action may be taken for violations of these guidelines for use of PAVs.

CHAPTER XII PROPERTY AND EVIDENCE

SECTION A – PROPERTY AND EVIDENCE STATEMENT

1. Purpose

It must be recognized that there is a great area of responsibility when property or evidence is taken into the possession of the Peru Police Department.

If the property seized or recovered is not evidence in a criminal case all reasonable efforts must be made to identify the rightful owner and return the property to the rightful owner.

If property is seized that is considered evidence, it is a vital link in the successful prosecution of the charge. Every effort must be made to maintain an accurate record of the chain of custody and the integrity of the evidence must be maintained.

It is the responsibility of each officer who submits evidence to be as precise and accurate as possible, and when appropriate to keep the Property and Evidence Custodian(s) informed as to the status of any and all criminal proceedings relevant to the item(s) submitted so that final disposition of the evidence can be attained.

Each and every employee shall communicate any necessary information requested by the Property and Evidence Custodian(s) in a timely manner that is germane to any item(s) or case(s) in question.

2. Policy

It shall be the policy of this agency that a complete and thorough inventory be completed of all property and evidence in possession of the Peru Police Department when personnel responsible for Property and Evidence leave the agency's employment or are transferred to a different assignment and when directed by the Chief of Police.

Deviation of this established policy may be effected only through a written order from the Chief of Police which shall be maintained on file.

3. Definitions

- a) Evidence: All testimony, writings, material objects, or other things which may be presented to the senses that are offered to prove the existence or nonexistence of fact (original written statements by arrested individuals or others need not be placed into evidence and can be maintained in the original case file. However, a command officer may direct that original statements and other documents be placed into evidence and copies maintained in the case file on a case by case basis).

CHAPTER XII PROPERTY AND EVIDENCE

- b) Property: All items which belong exclusively to a person or business which are not considered evidence.

4. Submissions

- a) All items submitted, when physical size permits, shall be placed in a bag of appropriate size. All organic material, damp or wet items or items having blood or other body fluids shall be placed in paper bags allowing air circulation with a biohazard sticker affixed to the exterior of the bag. All other items shall be placed in plastic bags of appropriate size.
- b) In situations where both Property and Evidence are being submitted on the same case the Property and Evidence must be placed in separate bags.
- c) All bags submitted must have the applicable fields filled out or a completed Property/Evidence sticker affixed.
- d) Items too large to be placed in bags shall have a complete “Information Card” or “Tag” attached. The submitting officer shall provide all information required to complete the card or tag.
- e) Multiple items from the same case may be placed in one bag as long as Property and Evidence items are not mixed. Multiple bags may be submitted on the same case.
- f) Blood and/or urine samples submitted in collection kits shall have an Evidence sticker attached directly to the box and they need not be bagged.
- g) Submitting officers shall be held responsible for the accurate completion of all required forms relevant to the submission of items into Property/Evidence. All significant errors or omissions shall be corrected by the submitting officer prior to acceptance into Property/Evidence by the Property and Evidence Custodian(s).
- h) All items submitted, where physical size permits, shall be locked in one of the temporary evidence lockers.
- i) As a general rule, all items submitted as Evidence should be listed as separate item numbers on the P.E.R.S. form. Items submitted as Property with like characteristics may be listed in groups (e.g. suitcase with clothing – Item 1 blue suitcase containing miscellaneous men’s clothing).

5. Property/Evidence Recovery/Seizure Form (P.E.R.S.)(See Addendum Section)

- a) The Property/Evidence Recovery/Seizure (P.E.R.S.) form shall be filled out on all evidence/property taken into custody by the Peru Police Department.
- b) Whenever possible the P.E.R.S. form shall be completed by the officer who is physically placing the item(s) into Property and Evidence. See #6 for detailed instructions for completion of the P.E.R.S. form.
- c) The P.E.R.S. form shall also be completed on vehicles, vessels or any other type of watercraft, bicycles etc. considered of evidential value seized or recovered by this agency for which this agency is responsible.

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- d) The P.E.R.S. form shall be submitted to the Property and Evidence section by placing the original form with the property in the submission location. A copy of the form shall be submitted with the case report. If the item is not physically placed in a temporary evidence locker, then the submitting officer shall submit the completed original form with their report or CAD. The form shall then be forwarded to the Property and Evidence section by the Administrative Assistant who will maintain a copy in the case file.

6. Filling out the Property/Evidence Recovery/Seizure Form

- a) Page _____ of _____: Forms should be numbered when item numbers listed are consecutive.
- b) Case No.: Number assigned to the investigation.
- c) Incident Title: Enter the title of the incident investigated such as Burglary, Theft, Motor Vehicle Accident, Found Property, etc..
- d) Property Control No.: To be left blank upon submission. Number to be assigned by the Property and Evidence Custodian.
- e) Officer: Enter the name of the officer filling out the form and making the submission.
- f) I.D.: Reporting number (Radio Number or permanent ID) of the officer making the submission.
- g) Seized by: Give the name of the primary officer who will testify in court as the person who seized the property or evidence.
- h) Date/Time Seized: Enter the date and time the property or evidence was seized.
- i) Location Seized/Recovered: Enter the location the property or evidence was seized.
- j) Arrest Y/N: If an arrest was made relevant to this incident circle "Y". If no arrest was made circle "N".
- k) Service Request Attached Y/N: If further technical analysis is required on item(s) submitted, circle "Y". Otherwise circle "N". In block x remarks note nature of services or analysis requested.
- l) Claim on Property By: Enter the name of any person who has laid claim to the property who is not the lawful owner of the property.
- m) Property owner: Give the name of the owner of the property or evidence if known.
- n) Address: Give the address of the owner if known.
- o) Phone #: Give the phone numbers of the owner if known.
- p) Item #: Sequential number assigned by submitting officer for each item submitted beginning with the number one (1).
- q) P/E: Enter "P" if item is being submitted as property or "E" if item is being submitted as evidence.
- r) Description of Item: Enter a complete and thorough description of item(s) submitted.

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- s) AMT: All controlled substances require an approximate weight. The submitting officer shall weigh the drugs submitted on the scale provided and accurately record the weight in this block. NOTE: If the drug and its container are weighed together this should be noted in "REMARKS" of block x.
- t) Serial/I.D. Number: Enter the serial number or identification number, if any, of the item submitted.
- u) NCIC/LEADS Check: Enter a "Y" if the article has been checked through the computer. It shall be the responsibility of the submitting officer to run computer checks on all items submitted that have identifiable serial or identification numbers.
- v) Temporary Locker Number: This block is designated for the submitting officer to record the temporary location where he/she placed the submitted item(s). If the item will not fit in the lockers provided, or the item is stored off site, "SEE REMARKS" should be entered in this block. example: When a bicycle is submitted – Remarks: Bicycle Rack PPD or Vehicle seized as evidence – Remarks: Vehicle towed and stored at _____.
- w) Property and Evidence Use Only: Left black. To be used by Property and Evidence Custodian(s).
- x) Remarks: Free form area to record additional details of submission when appropriate.
- y) Received into Property/Evidence by: For use of Property/Evidence personnel only. Name of individual who receives item(s) to be recorded here.
- z) Date Received: For use of Property/Evidence personnel only. Date received to be recorded here.
- aa) Remarks: For use of Property/Evidence personnel only. Free form area to record additional details of submission when appropriate.
- bb) Item #: For use of Property/Evidence personnel only. Record item number(s) being checked out or back into Evidence/Property in this column.
- cc) Checked Out By: For use of Property/Evidence personnel only. Record the name of the person releasing the evidence or property, along with the name of the receiving person in this column.
- dd) Date Out: For use of Property/Evidence personnel only. Record the date the item(s) was released.
- ee) Reason: For use of Property/Evidence personnel only. Give a specific reason the item(s) is being checked out. Reason should be brief yet detailed, i.e., court, ISP lab, etc.
- ff) Date In: For use of Property/Evidence personnel only. Date the item(s) is checked back into Property/Evidence.
- gg) Received From: Record the name of the person returning the item(s) to Property/Evidence.
- hh) Received By: For use of Property/Evidence personnel only. Record the name of the person receiving the Property/Evidence back into custody.

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- ii) Remarks: For use of the Property/Evidence personnel only. This section can be used to record additional comments concerning the reception, release, or disposal of evidence items. This section is also to be used to record the weight of controlled substances when being released or received if the original seal is broken. In all instances, however, controlled substances shall be weighed at the time of submission and at final disposition.

7. Routing of the Property/Evidence Recovery/Seizure Form

- a) The P.E.R.S. form shall be submitted to the Property and Evidence section by placing the original form with the property in the submission location. A copy of the form shall be submitted with the case report or CAD. If the item is not physically placed in a temporary evidence locker, then the submitting officer shall submit the completed original form with their report or CAD. The form shall then be forwarded to the Property and Evidence Section by the Administrative Assistant who will maintain a copy in the case file or misc. file.
- b) The Property and Evidence Custodian(s) shall assign the Property Control Number and record that number on the P.E.R.S. form in the space provided.

8. Property/Evidence Requiring Further Technical Services

- a) If property or evidence is submitted via the P.E.R.S. form that requires further processing or technical analysis, the submitting officer shall note same in block x of the P.E.R.S. form.
- b) The requesting officer shall also note in their case report or CAD the nature of the requested services.
- c) The Property and Evidence Custodian(s) upon receiving the request shall be responsible for routing the property/evidence.
- d) If the property/evidence is transferred in house for processing the receiving person shall, upon receipt of the exhibit, sign off on the exhibit as received and be responsible for the security and integrity of the exhibit until completion of the assigned task and returned to the Property and Evidence Custodian(s). All services provided in house shall be done in a timely manner and supplemental reports or add-ons completed without delay.
- e) It shall be the responsibility of the Property and Evidence Custodian(s) to maintain required transmittal records on property/evidence serviced by outside agencies such as the ISP Lab.

9. Controlled Substances (Drugs)

- a) All controlled substances or other illegal drugs as defined by ILCS, or drug paraphernalia taken into custody by any member of this agency for any reason, shall be submitted to Property/Evidence via established procedures as soon as practical after taking custody.

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- b) All controlled substances or suspected controlled substances, shall be identified by drug family name with further description if possible (i.e. Cocaine- “crack” or “rock”, Marijuana – Marijuana cigarette or nickel bag, etc.)
- c) All controlled substances submitted to Property/Evidence shall be weighed and the approximate weight shall be recorded on the P.E.R.S. form in the appropriate block. A scale shall be provided in the temporary Property/Evidence storage room for weighing items. The controlled substance shall be placed into an evidence bag and sealed with evidence tape by the arresting officer. He and any other members present during the weighing and sealing of the controlled substance shall record the date and time, along with their initials on the evidence tape.
- d) Prescription medication in manufactured dosage amounts, such as pills, need not be weighed, but the dosage shall be counted and the number noted on the P.E.R.S. form. This does not apply to submissions relating to the P2D2 Program.
- e) All drugs received by the Property and Evidence Custodian(s) shall be kept in a separate from other items of evidence or property in the Property/Evidence room.

10. Patrol Generated Digital Photographs

- a) The Patrol Division shall be provided with functional cameras to facilitate the investigative function.
- b) The cameras shall be maintained by the Supervisors of the Patrol Division along with adequate supplies of required materials relevant to photographic needs. Photographic supplies shall be secured through standard channels.
- c) The fact that photographs were taken shall be noted in the incident report.
- d) The officer shall submit the memory stick as evidence via the P.E.R.S. form as prescribed by procedure.

11. Perishable Evidence

- a) Perishable evidence, such as perishable goods stolen in a shoplifting case, shall be photographed using department issued cameras consistent with the procedures outlined in #10 above.
- b) The perishable evidence shall be returned to the owner by written receipt by the investigating, or a designated officer. The receipt shall be attached to the case report or CAD.

12. Photographs of Physical Injury

- a) Photographs taken to record physical injuries to aid in the prosecution of possible or actual criminal charges shall be treated as evidence.
- b) Photographs of physical injuries may be taken by a detective during their normal working hours, if available.

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13. Audio and Video Recordings

- a) Audio and video recording of evidentiary value to a case shall be considered evidence and must be submitted by the established procedure into evidence.
- b) After submission, said recording(s) shall be duplicated by the Property and Evidence Custodian(s) to make a working copy as to ensure the integrity of the evidence.
- c) Duplicates of recording(s) shall be so marked along with required case information and may become part of the officer's case file.

14. Property and Evidence Section Personnel and Chain of Command

- a) The Property and Evidence section of the Peru Police Department shall consist of various Property and Evidence Custodians designated by the Chief of Police.
- b) The personnel of the Property and Evidence Section shall consist of either sworn or civilian personnel who shall serve at the discretion of the Chief of Police.
- c) The chain of command of personnel in this Section shall be as follows:
 - Chief of Police
 - Property and Evidence Custodian(s)

15. Duties and Responsibilities of the Chief of Police

- a) To ensure that all adopted policies and procedures relating to the Property and Evidence Section are understood and followed by the Property and Evidence Custodian(s) as well as all other departmental members.
- b) To make periodic inspections to ensure that all policies and procedures relevant to Property and Evidence are being followed.
- c) To identify and establish work priorities for the Property and Evidence Custodian(s).
- d) To establish an approved procedure for the final disposition of all evidence and property received by the Property and Evidence section meeting all statutory requirements.
- e) To assist the Property and Evidence Custodian(s) in the normal discharge of their duties where applicable.

16. Duties and Responsibilities of the Property and Evidence Custodian(s)

- a) To follow all policies and procedures relevant to the Property and Evidence Section, as well as following all other established relevant Procedural General Orders.
- b) To maintain an exact record of all property and evidence submitted to the Property and Evidence Section to include, but not limited to the following information:

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- The property control number
 - Peru Police Department case number
 - Case officer
 - Seizing officer
 - Date seized
 - Submitting officer
 - Case Name (complainant, victim, arrestee, etc)
 - Who received item(s) into Property and Evidence
 - Date received into Property and Evidence
 - Storage location from where received into Property and Evidence
 - Exact tracking record of all property and evidence
 - The exact current location of storage of all items received
- c) To prepare and transmit all evidence or property that requires technical examination by a processing detective or an outside entity.
- d) To follow all current guidelines for the submission of evidence established by the Illinois State Police Crime Lab.
- e) To receive and record all returned analyzed/processed property or evidence back into Property and Evidence.
- f) To diligently endeavor to remove items from the Property and Evidence inventory once their useful purpose has been served. A diligent search of court records and police records shall be performed in order to make certain there is no further use or requirement of the property and/or evidence.
- g) To ensure that the final disposition of all items received into the Property and Evidence is in full compliance with the applicable provisions of Illinois Statutes.

17. Temporary Release of Property or Evidence

- a) Temporary removal of property or evidence is to be permitted under the following circumstances:
- For technical processing
 - In response to a court order or subpoena
 - Viewing for identification purposes
 - For a specified investigative purpose which must be defined in writing by the requesting officer and submitted to the Detective Division Supervisor for approval. Said approved written request must then be submitted for approval to the Chief of Police.
- b) The Property and Evidence Custodian(s) is charged with the responsibility of maintaining the tracking record of all property or evidence temporarily released. Said information shall contain, but is not limited to:
- The date released
 - The reason for release
 - Signature of the person item(s) were released to
 - The new storage location of the item(s), if known

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- The date returned
 - The returning officer
 - The new storage location of the item(s)
- c) Whenever possible, evidence transmitted to the courts for hearings placed in the custody of the Circuit Clerk's Office will be returned directly by the agent of the Clerk of the Court to a Property and Evidence Custodian at the Peru Police Department. No officer will accept the evidence to be returned but shall contact a Property and Evidence Custodian to pick up the evidence if practical. Personnel may however accept items of evidence from the Circuit Clerk if the evidence was presented at a trial or other legal hearing and is being turned back over to our agency contemporaneously with the ending of the present legal proceeding.

18. Final Property/Evidence Disposition

- a) No property or evidence once in the possession of the Peru Police Department shall be sold, auctioned, or converted to Department use without the authorization of the Chief of Police.
- b) The final disposition of all property and evidence shall be in compliance with all applicable State and Federal Statutes and any applicable city ordinance.
- c) The final disposition of articles maintained as property or evidence may be facilitated through one of the following means when sanctioned by the applicable sections of the Illinois Compiled Statutes:
- Returned to lawful owner
 - Converted to Department use
 - Sold or auctioned
 - Destruction
 - Donated to a charity
 - Claimed by and released to finder
- d) No property or evidence shall be returned to an individual without a written receipt signed by the person receiving the item(s). The receipt shall contain the date, applicable case number, and a complete and thorough description of the item(s) being released. Satisfactory identification must be provided by the individual prior to the physical release of item(s).
- e) All property or evidence to be disposed of by destruction shall be done in compliance with current legal requirements. All destructions of evidence or property shall be facilitated through the Property and Evidence Custodian(s) and witnessed by the Deputy Chief or a Command Officer of the rank of Sergeant or higher. Documentation is to be maintained as to the date, time, and method of destruction with signatures of witnesses.
- f) It shall be the responsibility of the Property and Evidence Custodian(s) to maintain all pertinent records relevant to items of property and evidence disposed of.

CHAPTER XIII PATROL RIFLES AND AMMUNITION

SECTION A – PATROL RIFLES AND AMMUNITION

1. Purpose

To set forth guidelines and regulations for the type of patrol rifles and ammunition authorized by the Department, and to ensure proper training and qualification procedures for all personnel. Proficiency training will be conducted by a certified weapons instructor and will be documented.

2. Policy

It shall be the policy of the Peru Police Department that no patrol rifle will be carried for use in either an on-duty or off-duty capacity which does not adhere to the policies specified in this general order. Every sworn member of the Peru Police Department will have a valid Firearms Owner Identification Card (FOID).

3. Definitions

- a) Duty: Anytime an Officer is officially assigned to perform within the scope of law enforcement. This includes, but is not limited to, regular duty assignments, stakeouts or voluntary duty assignments.
- b) Off-Duty: Anytime an Officer is *not* acting within the scope of law enforcement. Officers of the Peru Police Department are not required to carry a weapon while off-duty.

4. Duty Rifles/Shotguns General

- a) All Peru Police Department issued duty rifles will be registered (**Attachment A**) and approved by a Firearms Rifle Instructor and a record maintained thereof. The record will include make, model, caliber and serial number.
- b) All duty rifles will be issued by the Peru Police Department with magazines issued for that weapon meeting manufacturer's specifications.

- The Peru Police Department will provide for duty use, shotguns and/or rifles to be carried by each Officer every shift. The following is a description of the authorized shotguns/rifles and ammunition to be used:

- Shotgun (*Ammunition: 12 Gauge 3 in 1oz rifled slug*)

- 1. 12 gauge pump action shotgun.

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- Semi-Automatic AR-15 style Rifles (*Ammunition: 5.56 mm (223) M193 Ball, 55 Grain Metal Case Boat-Tail Bullet*)
 - Bushmaster
 - Colt
 - Rock River
 - Smith and Wesson
 - Mean Metal Guns

- c) Firearms instructors will inspect all weapons at each qualification for cleanliness, operational condition and registration accuracy. Each inspection will require a firearm's instructor's notation indicating the inspection was completed. If a weapon is found unsafe, that weapon will not be carried until the unsafe condition is repaired.
- d) The possession and use of firearms outside of the State of Illinois will be in accordance with 18 USC Sec. 926B (Law Enforcement Officers' Act).

- 5. Department – Authorized Patrol Rifles and Ammunition
 - a) Only firearms and ammunition meeting Department authorized specifications shall be used in the performance of duty.
 - b) Officers may be issued an authorized weapon for use on duty; however; it must be ensured that all applicable federal regulations are followed with respect to any modifications made or accessories used.
 - The department will not authorize the use or purchase of firearms considered Fully Automatic Weapons or Class 3 Weapons.
 - c) Nothing in this order would restrict the Department from making purchases of any weapon marketed for “Law Enforcement Only” when ownership of the weapon remained with the department.
 - d) Any Officer who elects to carry a patrol rifle will be required to attend a training program determined by a Firearms Rifle Instructor and will be required to qualify with the weapon.
 - Initial training will consist of 8 hours of classroom and range practice.
 - Annual duty rifle familiarization for all officers.
 - Annual duty rifle carry qualification for officers authorized to carry a patrol rifle.
 - The rifle will be inspected and documentation retained as to the identification of the weapon in the individual's range file. This includes optics, lighting and or any modifications made to the weapon.

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- e) Patrol rifles will meet the following criteria:
 - Manufacturer (Refer to Section A4b)
 - Be chambered in .223 Remington or 5.56 N.A.T.O.
 - Have three 30 round (minimum) magazines.
 - Have a case designed to protect the rifle.
 - Have a tactical sling allowing a low ready and stand down posture without removing the rifle from the wearer.
 - Be equipped with functional iron sights.

- f) Rifles may be equipped with the following:
 - Optical sights.
 - Collapsible stocks.
 - Flash suppressors or muzzle breaks.
 - Alternative light sources, flashlights and mounting hardware.

- g) Ammunition
 - Officers will be provided with ammunition for duty and training purposes limited to a designated/scheduled training day that has been approved by the Peru Police Department firearms instructors and Chief of Police.
 - No other ammunition will be substituted while using the rifle on duty. See Section A5 for specifications on ammunition.

- h) Storage and Carriage
 - Unless preparing for a tactical engagement, Officers will maintain the weapon with a colored Chamber Safety Device inserted into an empty chamber, bolt forward, weapon on safe, magazine inserted.
 - The weapon will be cased and stored in the trunk or other secure location of the patrol vehicle.
 - Officers will be responsible for the removal of the rifle at the end of their shift whereupon the rifle will be secured in the Peru Police Department armory or officers may take their rifle home, however said rifle must be secured pursuant to state law.
 - Officers with a take home squad car may leave the weapon in the vehicle if it is secured in a security rack.

- i) Deployment
 - Engagement of suspects with firearms is governed by the Use of Force Policy.

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- Deployment considerations are determined by the Officer's best judgment and involve but are not limited to the following situations:
 - Suspect(s) is wearing protective armor.
 - Suspect(s) is armed with or has access to high-powered weapons.
 - Suspect(s) is situated in a fortified location or tactically superior position.
 - Perimeter containment is an immediate objective.
 - The situation involves an active shooter.
 - The situation requires a superior weapons system.

j) Maintenance

- Officers will receive training on how to maintain the rifle.
- Cleaning supplies and add on aftermarket options will be provided by the department within budgeting limitations and consideration.
- Any and all normal repairs and maintenance issues will be the responsibility of the department. All repairs should be done by qualified technicians. Prior to the weapon being placed back into service, a Firearms Rifle Instructor will inspect the weapon.

6. Specialized Firearms

- a) Specialized firearms shall include all department firearms other than authorized duty pistols.
 - Shotgun
 - Center-fire semi-automatic rifle
- b) A recommended course of fire and qualifying scores for specialized firearms will be developed by the firearms rifle instructors. All qualifying courses of fire will be approved through the chain of command by the Chief of Police.
- c) Shotguns: The use of the shotgun will be limited and governed by this directive.
 - Only shotguns issued by the Department will be used during the course of duty.
 - While in the police facility, shotguns will be stored in the Peru Police Armory.
 - While in a police vehicle, the shotgun must be secured in a shotgun rack or trunk of the vehicle. During duty hours personnel assigned to an SUV may keep their shotgun cased and out of view in the cargo area of the vehicle.
 - Shotguns stored in the police department or carried in a squad car shall have no ammunition in the chamber and safety on.

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PATROL RIFLES AND AMMUNITION

- Shotguns, while being carried in the police facility, will have no ammunition in the chamber, and safety on. The shotgun will be carried muzzle up, by the stock, or utilizing the sling.
 - The only exception will be on the range at the direction of range personnel.
 - Spare shotgun ammunition will be stored in the armory and be issued by the shift Supervisor or a firearms instructor.
 - Officers with a take home squad car may leave the weapon in the vehicle if it is secured in a security rack.
- d) Center-fire AR15 semi-automatic rifle: Only qualified police officers are authorized to deploy center-fire semi-automatic rifles when it allows them to perform a specialized police function in the most effective manner.
- Only center-fire semi-automatic rifles issued by the department or non-issued departmentally approved rifles will be used.
 - While in the police facility, center-fire semi-automatic rifles will be stored in the Peru Police armory.
 - Authorized Police Officers who are qualified to possess center-fire semi-automatic rifles in police vehicles will store the rifle in a case which will be kept in the trunk of the police vehicle or the rifle gun rack in the police vehicle.
 - Center-fire semi-automatic rifles will be cased before placing the rifle in the trunk to prevent damage to the rifle.
 - While stored in the trunk of a police vehicle, no cartridge will be in the chamber, the orange Chamber Safety Device will be in place, bolt forward, weapon on safe, magazine inserted.
 - Exceptions to this rule may apply only if the immediate need for use of the center-fire semi-automatic rifles may arise during the course of a tactical operation.
 - Center-fire semi-automatic rifles will be removed from police vehicles by authorized police officers daily. Rifles may be stored overnight in a secured trunk of a police vehicle excluding SUV's.
 - Center-fire semi-automatic rifles stored in the police facility shall have no ammunition in the chamber of the weapon.
- e) Peru Police Officers using a department issued shotgun or patrol rifle are additionally responsible for compliance with the Peru PGO chapters VI & VII.

CHAPTER XIV CONDUCTED ELECTRICAL WEAPON

SECTION A – CONDUCTED ELECTRICAL WEAPON (CEW)

1. Purpose

To establish guidelines for the proper use of the Conducted Electrical Weapon (CEW), proper post-exposure, and reporting procedures.

2. Policy

Situations occur in which employees find it necessary to use force in the performance of their duties. Inherent in these situations is the risk of injury to both employees and citizens. In an effort to reduce these risks, and as an alternative to what would otherwise require a greater level of force, the use of a Conducted Electrical Weapon (CEW) is authorized as outlined in this directive.

3. Definitions

- a) Drive Stun: Firing the CEW while holding the front of the device against the target without firing the projectiles. The drive stun causes significant localized pain, but does not have an incapacitating effect on the central nervous system.
- b) Conducted Electrical Weapon (CEW): A less lethal, electrical, neuromuscular incapacitation weapon that transmits an electrical pulse intending to result in a temporary loss of a person's neuromuscular control and the ability to perform coordinated action for the duration of the pulse.
- c) Conducted Electrical Weapon (CEW) Activation: The act of turning the CEW's power on, but not firing the device.
- d) Conducted Electrical Weapon (CEW) Certified Officer: An officer who has successfully completed all required training and re-certifications in the use and deployment of the CEW.
- e) Less Lethal Weapon: A weapon which, when used according to Departmental training guidelines, is not likely to cause death.
- f) Spark Test: The firing of the CEW without a TASER® air cartridge inserted, for a standard CEW cycle, without touching any surfaces, to ensure the device is working properly.
- g) Standard Conducted Electrical Weapon (CEW) Cycle: A five second electrical cycle occurring when the CEW trigger is pressed and released. The standard cycle may be shortened by turning the CEW off.
- h) TASER®: A brand name for an electro-muscular disruption weapon utilized by this department.
- i) TASER® Smart Cartridge: The cartridge placed on the front of the CEW, which has 2 probes, insulated wires and AFIDS inside and is discharged by electrical pulse emitted by the CEW.
- j) Performance Power Magazine (PPM): The Performance Power Magazine is the power supply for TASER® brand weapons. The PPM comes in different

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variations such as extended PPM (XPPM) and the extended automatic shutdown PPM (XAPPM).

- k) Automatic Shutdown Performance Power Magazine (APPM): The APPM is a power supply for TASER® brand weapons, which has an automatic shutdown after one Standard CEW Cycle. Comes in a variation of the XAPPM, which has storage space for a TASER® Air Cartridge.
- l) Anti-felon Identification (AFID): TASER® brand of colored confetti type material contained within a TASER® Air Cartridge, which deploys when the TASER® Air Cartridge is fired. AFIDS are stamped with the serial number of the TASER® Air Cartridge it came from.
- m) Warning Arc Display: When the CEW is visually displayed to a suspect and an arc of electricity is sent across the front of the CEW as a warning to the suspect to discontinue their actions and comply.
- n) Cross Connect: A term labeled by AXON as the connection of electricity between 3 or more probes deployed by a TASER® to make a full circuit capable of full neuro-muscular incapacitation within the human body. Such a connection does not deliver any more electricity to a subject, it just creates more likelihood of full neuro-muscular incapacitation.

4. Approved Conducted Electrical Weapon

- a) The TASER® brand Conducted Electrical Weapon Model X2 utilizing the TASER® Smart cartridge is authorized for use by CEW Certified Officers.
- b) The carrying of a CEW is optional. Officers carrying a CEW may also carry department issued OC spray and may carry a department issued collapsible baton (ASP).
- c) Officers carrying a CEW will have two (2) TASER® Smart Cartridges loaded in the CEW while on duty.
- d) Officers will carry CEW's in approved CEW holsters to prevent accidental activation and discharge.

5. Conducted Electrical Weapon Training

- a) Prior to being issued a CEW, an officer shall attend an initial CEW training session conducted by a certified CEW instructor, who will ensure the officer successfully demonstrates proficiency in the use of the device, certifies the officer in the use of the device, and provides the student instruction and review of policies regarding:
 - Authority for and limits on the proper use of the CEW and the use of force
 - Proper and safe handling and storage procedures
 - Procedures for obtaining medical assistance after use of the CEW
- b) The certified CEW instructor is responsible for issuing and collecting all CEWs as well as certifying officers' proficiency for those weapons.

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- c) Upon successful completion of initial CEW training, the instructor and the officer will make the proper notations on the applicable sections of the "TASER® Assignment and Training" form (Attachment A & B) to include signatures from the employee, the certified instructor, and the Chief of Police.
 - d) The CEW Instructors shall maintain a master listing of all CEWs issued by the department. The master listing will contain the make, model number, serial number and will identify the officer to whom the CEW is issued, the date of issue, and the name of the person issuing the CEW to the officer.
 - e) CEW certified officers must successfully complete annual in-service training conducted by a certified CEW instructor in order to remain qualified to carry the weapon. In-service CEW training shall be documented and shall require demonstrated proficiency with the weapon and knowledge of use of force policies. (see attachment B TASER® Training Record)
 - f) Each CEW will be inspected and approved for use by a certified CEW instructor prior to initial issue and during annual in-service training. Unsafe or defective CEWs will be taken out of service by the course instructor.
 - g) CEW Instructors will deliver all completed training documentation to the Deputy Chief. The Deputy Chief will be responsible for maintaining permanent records of the curriculum and courses taught by date as well as a listing of employees attending the training.
 - h) A certified CEW instructor will promptly notify the Chief of Police if an employee fails to demonstrate competency with an issued CEW. The employee's CEW privileges will be suspended until the satisfactory completion of remedial training.
 - i) Remedial training will be made available to officers as needed.
 - j) Employees who fail to demonstrate proficiency in the use of the CEW after remedial training will not be allowed to carry a CEW for duty.
6. Conducted Electrical Weapon Use
- a) The CEW will be utilized only by officers who have successfully completed all required training in the use and deployment of the device. (CEW Certified Officer).
 - b) Each officer carrying a CEW will conduct a spark test, consistent with training, prior to the beginning of every shift worked, to insure the device is in working order.
 - c) Use will be consistent with training as defined by the written training outline.
 - d) Any incident in which a CEW is used upon a citizen by a police employee will be considered a use of force incident. All uses will be appropriately documented and reviewed. (see attachment C Peru Police TASER® (CEW) Usage & Influence Report).
 - Any firing of a CEW, with the exception of reasons below, VALCOM shall be notified over the radio and documented in the related CAD
 - Inside the police station

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- Training exercises where use of a CEW is practical
 - Spark Testing
- e) The CEW, in reference to use of force, is to be considered a serious use of force.
- f) The CEW can be deployed by a CEW certified officer when the use is reasonable and necessary to overcome or prevent resistive or assaultive behavior and/or when other means of physical force are not reasonable or practical to bring a subject under control without risk of injury to the subject or officer(s) by the following types of deployment:
- Visual display
 - no activation
 - activation
 - warning arc display
 - Drive stun
 - Probe mode
- g) Examples of when the CEW may be fired, but are not limited to, are the following situations:
- Emotionally disturbed person threatening their own life, the life of another or combative.
 - Subject combative towards officers
 - Subject actively resisting arrest
 - Multiple subjects physically fighting in officer's presence and refusing verbal commands
 - Subject fleeing from a serious felony offense with no visible weapon
 - Subject fleeing from offense where non-firearm weapon was used/displayed and apprehension of the suspect is crucial to the crime
- h) Officers will target the lower front center mass, the back or the legs of a subject's body when deploying a CEW. Extra caution should be used to avoid firing probes at a subject's head, neck, a female's breasts or any genital areas.
- i) Officers will NOT use a CEW in the following circumstances:
- On a subject who is near, or has been exposed to, potentially flammable, volatile or explosive materials.
 - When a subject is in a position where a fall may cause substantial injury or death.
 - Punitively, as a means of coercion or in any other unjustified manner.
 - is visibly pregnant
- j) Special consideration, consistent with Departmental training, should be given for use of a CEW on a subject who:
- is fleeing on foot
 - is in a significant amount of water
 - is operating a functioning, operable motor vehicle that is not in a parked state
 - is physically limited (e.g. age related, young child, or frail)
 - is handcuffed and unable to have the ability to catch their fall

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- On emotionally disturbed persons who are not in police custody and do not present an immediate threat of harm to themselves or others.
- k) When firing a CEW, officers should use one standard CEW cycle (five seconds) and re-evaluate. If subsequent cycles are necessary, they should ordinarily be limited to two (2) subsequent cycles and the duration necessary to place the subject in custody (not to exceed 5 seconds each). Officers must be able to articulate the circumstances that warrant any additional CEW cycles.
 - l) Following a missed prob deployment, ineffective exposure, close quarters deployment of the first cartridge or during disengagement attempts during an assault, as per X2 training, the second cartridge may be deployed in an attempt to fully incapacitate the subject. The deployment of two (2) cartridges (known as Cross Connect) into one subject does not expose the subject to any additional electrical current. Any such deployment shall be clearly articulated on the TASER® Usage and Influence form.
 - m) The CEW shall not be used to repeatedly drive stun a subject. The drive stun function shall be used only as discussed in initial CEW Operator training and reviewed annually during in-service training.
 - n) The visual display, aiming, use of warning arc, or pulling from holster in an attempt to gain compliance, but not fired or used as a drive stun, shall constitute a use of force and shall be documented on the TASER® Visual Display form.
 - o) Officers shall handle and store CEW's in the same manner as a firearm, exercising a due regard for safety, on and off duty.
 - p) Officers may use the CEW to defend themselves or others from a vicious or attacking animal. Should such an occasion arise, the officer will make reasonable attempts to notify the owner of the animal (if any), and shall thoroughly document the incident.
 - q) Use of the CEW will be consistent with training as defined by this policy.
7. Post-Exposure Procedures
- a) Any person appearing to have been adversely affected following exposure to a CEW shall be offered EMS assistance without delay. In all cases of CEW discharge against a person, officers will ask the exposed subject if he/she has a history of cardiac related health issues and conduct a visual inspection of the subject for a medic-alert bracelet or necklace indicating the existence of a cardiac condition immediately after exposure. If an arrested subject indicates that he has a history of cardiac related health issues the officer will request EMS to the scene for evaluation and transport to the nearest hospital.
 - b) Following the discharge of a Conducted Electrical Weapon, a Conducted Electrical Weapon Certified Officer may remove probes that have penetrated the skin. The officer will use protective equipment such as disposable gloves and other universal precautions to prevent exposure to bloodborne pathogens. Probes will be removed following these steps:

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- secure the skin area by placing two fingers around the probe but at least 3-4 inches from the probe
 - use counter pressure with one hand and remove the probe with the other hand by pulling it outward from the impact area at a 90-degree angle
 - inspect probes to ensure they are intact after removal
 - place probes backwards into the wire bags of the spent cartridge and secure as evidence
 - if necessary, call EMS to evaluate probe sites or secondary injuries that may have occurred following deployment
 - when possible and appropriate, probe impact points on the body should be photographed before and after removal.
- c) Probes that strike the subject in the head, face, neck, spine, female breast, or groin will be removed by a hospital emergency department. Any probe that an officer is uncertain about removing will be removed by hospital emergency department personnel. When possible and appropriate, probes that are removed by advanced medical personnel will be photographed prior to removal. Treatment should not be delayed for the purpose of obtaining photographs.
- d) When a new air cartridge is required after a deployment, an officer must sign out a new cartridge in the air cartridge sign out book.
8. Documentation and Reporting of CEW Use
- a) Employees shall notify their immediate supervisor, as soon as possible after a CEW has been fired. A supervisor will, if available, respond to the scene of any deployment of a CEW, including unintentional discharges. If the incident occurs while the employee is off-duty, the employee will immediately notify the on-duty supervisor. Officers will document the circumstances surrounding the discharge of a CEW on a TASER® Usage & Influence Report or if necessary, a Peru Police TASER® (CEW) Accidental Discharge Report. Documentation will include:
- The subject's actions prior to the CEW being fired;
 - alternative force used, if any, prior to the CEW;
 - approximate distance from subject when fired;
 - number of standard CEW cycles used (list separately if CEW was fired by multiple officers);
 - location on the body where probes made contact;
 - subject's observed reaction to the CEW exposure;
 - medical problems of subject (if known);
 - if the subject is mentally compromised or under the influence of alcohol or drugs;
 - manner of physical restraint utilized;
 - any injuries sustained by the subject related to CEW exposure;
 - medical treatment (if obtained);

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- if there were any malfunctions (CEW did not discharge properly, missed target, etc.)
 - whether the officer was on or off-duty.
 - the visual pointing, aiming, or pulling from holster in an attempt to gain compliance but not fired or used as a drive stun.
 - a copy of the computerized CEW use log (to be added by the CEW Instructor).
- b) Immediate Supervisor's Responsibilities
- The supervisor should ensure the involved employee(s) complete(s) all reporting requirements before shift end.
 - When possible, ensure probe impact points on the body are photographed before and after removal.
 - A copy of the TASER® Usage and Influence Report is attached to the case report.
 - Whenever a CEW is utilized by an employee, the employee's immediate supervisor will ensure that a CEW Instructor is notified that a download of the Officers CEW needs to be performed ASAP. Supervisors may direct officers to store the CEW in an evidence locker for download if there are unusual circumstances surrounding the deployment. AFID tags, spent cartridge(s), probes and wires will be collected as evidence consistent with department policy.
 - Any unintentional discharge of a CEW will be reported by the employee to their supervisor. The supervisor will document the discharge in an accidental discharge form (attachment D) when unrelated to any incident. The employee's supervisor will review the discharge and document findings and forward the report to the Chief of Police for review.
 - Whenever a CEW is visually displayed/activated, documentation will be required in the CAD or report and a TASER® visual display/activation report will be completed and forwarded to a TASER® Instructor (Attachment E).

9. Inspection

- a) Each CEW will be inspected and approved for use by a certified course instructor prior to initial issue and on a quarterly basis, at which time a data download will be completed. Unsafe or defective CEWs will be taken out of service by the course instructor.
- b) If a CEW Certified Officer becomes aware of a defective or possibly defective CEW, the officer shall notify his supervisor and a CEW instructor via departmental email to make provision to have the device inspected.
- If a CEW Certified Officers CEW is placed out of service, the Peru Police Department has one (1) spare, which can temporarily be assigned to an officer by their supervisor.

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10. Addendums (See Addendum Section)
 - a) TASER® Registration Form
 - b) TASER® Assignment Form
 - c) Peru Police TASER® Usage & Influence Report
 - d) Peru Police TASER® Accidental Discharge Report
 - e) Peru Police TASER® Visual Display / Activation Report

CHAPTER XV CONCEALED CARRY ACT POLICY

SECTION A – CONCEALED CARRY ACT POLICY

1. Purpose

In 2014, the State of Illinois enacted the Firearm Concealed Carry Act (430 ILCS 66/1, et al). The Act allows private citizens who meet certain requirements to lawfully possess firearms on their persons in most public places. As a result, officers can reasonably expect to interact with victims, witnesses, complainants, suspects, and offenders whom are in possession of firearms. This policy is intended to provide guidance to officers and other Departmental staff members when, in the course of our duties, a person is determined to be actively possessing and/or carrying a concealed firearm. Obviously, all possible scenarios for such contact cannot be foreseen; therefore, officers and staff are urged to familiarize themselves with the Illinois Concealed Carry Act, and to exercise extreme caution with every contact.

All persons should be considered as armed until and only if confirmed otherwise. Nothing in this policy is meant to supersede a citizen's right to be in possession of a firearm while abiding under the provisions contained within the Illinois Concealed Carry Act (430 ILCS 66/) or the Firearm Owner Identification Card Act (430 ILCS 65/1, et al.)

2. Policy

It shall be the policy of the Peru Police Department to uphold the lawful rights of citizens in possession of concealed firearms, while balancing the safety and security of the general public, the officers themselves and all emergency responders. At times it may be necessary and/or prudent to temporarily take custody of and secure a firearm from a person licensed to carry a concealed weapon (firearm). This policy statement addresses the various Peru Police Department employee responsibilities as it applies to the Illinois Concealed Carry Act. It also addresses various scenario of when officers may encounter an armed CCL Holder.

a) Members Restrictions

- Sworn employees should not obtain a Concealed Carry License (CCL). CCL requirements could unintentionally inhibit the department member's ability to carry a firearm while off-duty.
- Civilian employees who obtain a CCL shall not carry a firearm while in uniform or on duty for Peru Police Department. Civilian employees may travel to and from work in their personal vehicles with their firearms according to the Act, but may not travel in Municipal-owned vehicles with a firearm. Any violations of this requirement are subject to disciplinary action.

b) CCL Applicant Review/Objection

- At least three times a month, members assigned as delegates shall review the Illinois State Police data base to check CCL applicants that the department has reasonable suspicion to believe is a danger to themselves

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or others, or a threat to public safety.

- Based upon the reviews, the department may submit an objection to a CCL applicant. The objection must be submitted by the chief of police or designee within 30 days after the entry of an applicant into the database. The objection must contain information or documents to support the department's concerns.

3. Investigative Stops

- a) When an officer initiates an investigative stop, including but not limited to a traffic stop, the officer shall ask the person/vehicle occupant(s) if they have been issued a CCL. If the person(s) is a licensee, the officer will then request the following:
 - Disclosure whether he/she is in possession of a firearm(s),
 - Identify the location of the firearm(s),
 - Request the person(s) produce the concealed carry license.
 - Confirm possession of the firearm under the known circumstances is not contrary to the Concealed Carry Act.

Further action will, in most cases, not be necessary or lawful with regard to securing or taking temporary custody of the firearm.

4. Non-Custodial Transports Involving an Armed CCL Holder

- a) No persons shall be transported by a Department member while armed with a firearm. If the subject to be transported is a CCL holder, they shall be required to surrender their firearm to the transporting officer, regardless of circumstances.
- b) The officer will take temporary protective custody of the firearm. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the transporting officer's patrol vehicle, inaccessible to the CCL holder during transport. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport case, again secured in the rear storage compartment of the officer's patrol vehicle.
- c) The firearm and method of carry will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying the firearm.
- d) If the firearm cannot be lawfully possessed by the CCL holder at the conclusion of the transport, it shall be retained for safe-keeping, transported to police headquarters and secured in evidence per the rules and procedures of the property evidence manual. Safe handling practices of the firearm will be followed,

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including unloading the firearm in the unloading station at headquarters before entering the firearm into evidence storage.

- e) Civilian staff, while on duty, shall not provide transportation to an armed CCL holder.

5. Custodial Arrests and Transports Involving an Armed CCL Holder

- a) Should an armed CCL holder be taken into custody the following will transpire:

- The arresting officer shall take temporary protective custody of the firearm. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the transporting officer's patrol vehicle, inaccessible to the CCL holder. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport case, again secured in the rear storage compartment of the officer's patrol vehicle.
- If the arrestee will be transported to police headquarters for booking and processing, the firearm and method of carry will be secured by the transporting officer if possible in a secure weapons locker within the sally port or at the entrances to the Temporary Detention Facility (TDF), prior to removal of the arrestee from the transport vehicle.
- Upon completion of booking and processing, and upon release from custody, the CCL holder will receive their firearm and method of carry upon exiting the TDF, police headquarters and the municipal complex building, so long as possession of a firearm upon release is lawful and not contrary to the Concealed Carry Act.
- If the arrestee is unable to complete processing, post the required bond, will be transported to another facility at which possession of a firearm is prohibited, or if possession of a firearm under circumstances at the time of their release would be in violation of the Concealed Carry Act, the firearm and method of carry will be held as safe-keeping, and not returned to the subject until they can lawfully possess it. In those cases, the firearm and method of carry will be secured in evidence per the rules and procedures of the property evidence manual. Safe handling practices of the firearm will be followed, including unloading the firearm in the unloading station at headquarters before entering the firearm into evidence storage. Should an officer be unfamiliar with the unloading procedure of the firearm involved, he/she will consult with their supervisor, a department range officer, or other qualified staff member who can safely perform the unloading. Under no circumstances should Civilian staff handle a loaded or unsecured firearm, unless authorized and after being provided specialized training.

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6. Violations of the Concealed Carry Act
 - a) Whenever a person is arrested and charged with a violation of the Illinois Concealed Carry Act or Firearm Owner Identification Card Act, the involved firearm will be packaged and retained as evidence. Officers will refer to the Departmental Property and Evidence Manual for proper handling and processing.
 - b) Firearms entered into evidence storage will be released or disposed of by the Evidence Custodian per Departmental policy, and/or by a court order.

7. Medical Treatment of Lawfully Armed Citizens
 - a) Among other restrictions, the Firearm Concealed Carry Act prohibits persons in lawful possession of a firearm from knowingly carrying a firearm into a hospital or into any transport vehicle paid for in full or in part with public funds. The purpose of the policy is to provide guidelines for the recovery and security of lawfully owned firearms from persons being treated at IVCH and/or transported by EMS from a location within Peru.
 - b) Medical Treatment: Immediate Transport Not Necessary
 - **Conscious victim:** Officers should ask the victim where the firearm is located and advise of their intent to remove the weapon for safekeeping. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport case. Once the weapon is recovered, the officer shall follow established procedures to safely transport and secure the firearm into evidence storage at the Police Department. The owner/victim should be advised on the process of reclaiming their firearm following their release from the treating medical facility. The victim cannot lawfully possess the firearm in any City owned vehicle, which includes EMS emergency vehicles. In situations where the victim refuses to temporarily surrender their firearm, officers should consult with their immediate supervisor and EMS personnel to seek alternate solutions. In most situations, notifying the victim possession of a firearm in the ambulance and at the medical facility is unlawful will encourage cooperation.
 - **Unconscious victim:** Officers will take possession of the firearm from the victim and safely transport and secure the weapon into evidence storage at the Police Department. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport

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case. Officers should make every attempt to identify the owner/victim to ensure proper documentation of the recovered firearm.

- c) Medical Treatment: Immediate Transport Necessary
- Victims will, at times, require immediate transport by EMS. In these situations, officers may have the opportunity to recover any discovered and lawfully owned firearm from the victim. EMS has a policy/procedure in place in the event the firearm is discovered by their personnel during transport or in the event the firearm could not be secured by an available law enforcement officer prior to transport. EMS personnel will ultimately secure the firearm and make arrangements to transfer custody of the firearm to law enforcement when available.
- d) Medical Treatment on Scene: Non-Transport
- Officers and EMS personnel will experience incidents in which a victim, in lawful possession of a firearm, will simply need medical treatment on scene. Unless the victim exhibits a condition, or conditions, that would reasonably lead an officer to believe creates a safety risk to the victim, EMS personnel, law enforcement personnel, or others, officers shall not take possession of the firearm without consent of the owner during their treatment on scene. Examples of a safety risk would include, but are not limited to: alcohol and/or drug intoxication; diminished mental capacity which renders the owner unable to properly care for or secure the firearm; and any direct or implied threat of violence by the victim.
 - If the owner consented to the temporary release of their firearm during treatment, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the officer's patrol vehicle, inaccessible to the CCL holder. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department approved transport case, again secured in the rear storage compartment of the officer's patrol vehicle. The firearm shall be returned to the owner in this condition.

8. Documentation Required

- a) In every instance any officer recovers a firearm from a victim or from EMS personnel, or responds to any event (medical or other) where a citizen present is in possession of a firearm, the officer will verify the victim has the proper license (Concealed/Carry and Firearm Owner Identification) to lawfully possess the firearm. A LEADS check on the serial number of any firearm in the temporary custody of the officer will be conducted. A report will be generated to include: The circumstances of the firearm collection; the identity of the victim; the result of the license verifications; the result of the LEADS check; and the final

CHAPTER XV CONCEALED CARRY ACT POLICY

disposition of the firearm (released back to owner, secured into evidence storage, etc...).

9. Firearm Storage

- a) Recovered firearms will be entered into evidence storage for safekeeping following the established procedure in the Peru Police Department Property and Evidence Manual.

All firearms must be unloaded prior to storage.

10. Return of Firearms to Owners

- a) Firearms recovered under this policy will be returned to their lawful owner following the established procedure in the Peru Police Department Property and Evidence Manual. Officers and Evidence Custodians should consult with their immediate supervisor prior to releasing any firearms to their owners.

11. 911 Calls

- a) The CCL law allows for a licensee to store a firearm in a vehicle (concealed in a case within a locked vehicle or locked container out of plain view within the vehicle) without being in violation of the law while traveling along a public right of way that touches or crosses any of the prohibited locations. This may lead to 9-1-1 calls for a “man with a gun” as they may be observed storing the firearm within or in the trunk area of a vehicle. Officers should obtain as much information as possible from dispatch and investigate the situation while maintaining officer safety. Officers should attempt to identify the subject, if there is in fact a weapon in the immediate area, and if the subject is a valid CCL holder. The officer would then have to make the determination in regards to any possible law violations and address the situation accordingly.

CHAPTER XVI NALOXONE POLICY

SECTION A – NALOXONE POLICY

1. Background

Opiate overdose is a leading cause of accidental death in Illinois. Fatal and nonfatal overdose can result from the abuse of opiates such as morphine, heroin, fentanyl, oxycodone as found in OxyContin®, Percocet® and Percodan®, and hydrocodone as found in Vicodin®.

Naloxone, commonly known by the brand-name Narcan®, or Evzio, is an opioid antagonist which means it displaces the opioid from receptors in the brain and can therefore reverse an opiate overdose. It is a scheduled drug, but it has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, it will do no harm. Naloxone has been available as an injectable since the 1960s, but was recently developed as a nasal spray.

To reduce the number of fatalities which can result from opiate overdoses, the Peru Police Department will train its officers in the proper pre-hospital administration of naloxone. In order to implement a safe and responsible naloxone plan, the Department will establish and maintain a professional affiliation with the Illinois Valley Community Hospital EMS system who will provide medical oversight over its use and administration. The Medical Control Physician shall be licensed to practice medicine within the State of Illinois. At his or her discretion, he or she may make recommendations regarding the policy, oversight, and administration of the naloxone program developed and implemented by the Department.

2. Definitions

- a) Opiate: An opiate is a medication or drug that is derived from the opium poppy or that mimics the effect of an opiate (a synthetic opiate). Opiate drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce sleep [1]. Police officers often encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone (OxyContin®, Percocet® and Percodan®) and hydrocodone (Vicodin®).
- b) Naloxone: Naloxone is an opioid [2] antagonist [3] that can be used to counter the effects of opiate [4] overdose [5]. Specifically, it can displace opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marketed under various trademarks including Narcan®, and Evzio.
- c) Medical Control Physician: The Medical Control Physician, herein after referred to as MCP, shall be a designated Medical Doctor who is licensed to practice medicine in Illinois. The Peru Police department shall maintain an affiliation with the MCP via a relationship with the IVCH EMS system.

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3. Policy

Naloxone will be deployed for the treatment of drug overdose victims. A patrol unit shall be dispatched to any call that relates to a drug overdose. The goal of the responding officers shall be to provide immediate assistance via the use of naloxone where appropriate, to provide any treatment commensurate with their training as first responders, to assist other EMS personal on scene, and to handle any criminal investigations that may arise.

4. Procedure

When an officer of the Peru Police Department has arrived at the scene of a medical emergency prior to the arrival of EMS, and has made a determination that the patient is likely suffering from an opiate overdose, the responding officer should administer naloxone via one of two approved delivery routes:

- a) Nasal Mist through the administration of **up to four (4) milligrams/milliliters** of naloxone to the patient by way of the nasal passages (**Two mg/ml may be administered to each nostril**).

The following steps should be taken to administer via the nasal passages:

- Officers shall use universal precautions.
- Officers should conduct a medical assessment of the patient as prescribed by their training as first responders, to include take into account statements from witnesses and/or family members regarding drug use.
- If the officer makes a determination that there has likely been an opiate overdose, the naloxone kit should be utilized.
- The officer shall use the nasal mist **spray to deliver up to four (4) mg/ml of naloxone to the patient by way of the nasal passages (up to two (2) mg/ml in each nostril if possible)**. Officers should be aware that a rapid reversal of an opiate overdose may cause projectile vomiting by the patient and/or violent behavior.
- The patient should continue to be observed and treated as the situation dictates.
- The treating officer shall inform incoming EMS about the treatment and condition of the patient, and shall not relinquish care of the patient until relieved by a person with a higher level of training.

- b) Injection through the administration of naloxone to the patient by way of an auto injector.

The following steps should be taken to administer via the auto injector:

- Officers shall use universal precautions.

CHAPTER XVI NALOXONE POLICY

- Officers should conduct a medical assessment of the patient as prescribed by their training as first responders, to include taking into account statements from witnesses and/or family members regarding drug use.
- If the officer makes a determination that there has likely been an opiate overdose, the naloxone kit should be utilized.
- The officer shall use the Evzio Auto Injector by removing the device from the case and following the audio instructions given by the auto injector. These instructions are as follows:
 - Pull device up from case
 - Pull off red safety guard
 - Place black end against outer thigh and hold in place for 5 seconds (this can be done through clothing)
 - After injection is complete, the needle will automatically retract back into the device. Safely dispose of the device in an available Sharps container.

5. Reporting

A complete documentation of the event shall be completed by the treating officer prior to the end of his shift to include a Non-Transport Run Report and a CAD and/or Case Report.

6. Equipment and Maintenance

- a) It shall be the responsibility of officers to inspect naloxone kits made available at the start of each shift to ensure that the kits are intact.
- b) Damaged equipment shall be reported to a shift supervisor immediately.
- c) The department's Medical Services Officer will maintain a written inventory documenting the quantities and expiration of naloxone replacement supplies, and a log documenting the issuance of replacement units.

7. Replacement

Shift supervisors shall immediately replace naloxone kits that have been used during the course of a shift.

8. Training

Officers shall receive a standard two hour training course administered by the IVCH EMS System and the department prior to being allowed to carry and use naloxone. The department shall provide refresher training every two years.

CHAPTER XVII CODE 3 RESPONSES POLICY

SECTION A – CODE 3 RESPONSES

1. Purpose and Scope

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

It is the policy of the department to authorize the operation of a police vehicle under Code 3 conditions:

- a) When in direct pursuit of a suspected law violator as outlined in applicable pursuit policy.
- b) When an accelerated response is justified by the potential for preservation of life.
- c) When based on totality of circumstances Code 3 Response is warranted.
- d) When an officer is in need of emergency assistance.
- e) When directly advised by a supervisor or telecommunicator to respond Code 3.

2. Response to Calls

Officers responding Code 3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code 3 under parameters of Section A.1. or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code 3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

3. Requesting Emergency Assistance

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Communications Section.

CHAPTER XVII CODE 3 RESPONSES POLICY

If circumstances permit, the requesting officer should give the following information:

- a) The unit number
- b) The location
- c) The reason for the request and type of emergency
- d) The number of units required

Note: A request for routine non-emergency back-up should be clearly articulated by the requesting officer so as not to imply that a Code 3 response is necessary.

4. Number of Units Assigned

Normally only one officer (excluding supervisors) should respond to an emergency call Code 3 unless the Shift Commander or the field supervisor authorizes an additional unit(s).

5. Initiating Code 3 Response

Should another officer believe they should initiate a Code 3 response Communications Section shall be notified and the Shift Commander or field supervisor will make a determination as to whether one or more officers (excluding supervisors) driving Code 3 is appropriate.

6. Responsibilities of Responding Officer(s)

- a) Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.
- b) The decision to continue a Code 3 response is to be made within policy parameters. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Communications Section. An officer shall also discontinue the Code 3 response when directed by a supervisor.
- c) Upon being told by a telecommunicator or supervisor to respond Code 3 or determining a Code 3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

CHAPTER XVII CODE 3 RESPONSES POLICY

- d) If the telecommunicator or supervisor has not told the assigned officer to respond Code 3, but the officer initiates a Code 3 Response based on dispatched information, he shall broadcast via the radio he is responding Code 3 as well as his starting location.
- e) Should another officer believe they should initiate a Code 3 response Communications Section shall be notified with a request for permission to respond Code 3 and the Shift Commander or field supervisor will make a determination as to whether one or more officers driving Code 3 is appropriate. If so approved these additional Code 3 responding officers too shall announce their starting location.
- f) Officers shall immediately discontinue Code 3 operation when notified by a supervisor whether directly, or through dispatch.

7. Communications Responsibilities

A telecommunicator shall assign a Code 3 response when an officer requests emergency assistance or available information reasonably indicates that the immediate police response is needed as prescribed in Section A.1. A telecommunicator, if in doubt as to whether the call qualifies as a Code 3, shall obtain authorization from the Shift Commander or a field supervisor.

The telecommunicator shall:

- a) Attempt to assign the closest available unit to the location requiring assistance.
- b) Immediately notify the Shift Commander and field supervisor.
- c) Confirm the location from which the unit is responding.
- d) Notify and coordinate allied emergency services (e.g., fire and ambulance).
- e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated.
- f) Control all radio communications during the emergency and coordinate assistance under the direction of the Shift Commander or field supervisor.
- g) Officers should only be directed to respond Code 3 for medical emergencies when the response is likely to be shorter than paramedic personnel, and the emergency is life threatening based on available information.
- h) If a telecommunicator determines that PVAS is on scene during a medical emergency incident, then telecommunicator will cancel the police Code 3 response unless the situation would otherwise qualify for a Code 3 response or directed by a supervisor.

8. Supervisor Responsibilities

- a) Upon being notified that a Code 3 response has been initiated, the Shift Commander or the field supervisor shall verify the following:

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- The proper response has been initiated.
 - No more than those units reasonably necessary under the circumstances are involved in the response.
 - Affected outside jurisdictions are being notified as necessary.
- b) Supervisors shall monitor the response until it has been stabilized or canceled and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code 3 response, the supervisor may do so.
- c) It is the supervisor's responsibility to cancel a Code 3 response that, in his/her judgment is inappropriate due to the circumstances.
- d) When making the decision to authorize a Code 3 response, the Shift Commander or the field supervisor should consider the following:
- The type of call
 - The necessity of a timely response
 - Traffic and roadway conditions
 - The location of the responding units
 - Supervisors may authorize police units to respond Code 3 or direct them to abort their Code 3 response based on the circumstances of each incident. Added risk to the officers and to the public by the Code 3 response should constantly be weighed against the advantages of faster response. Supervisors shall monitor all Code 3 responses.

9. Failure of Emergency Equipment

If the emergency equipment on the vehicle should fail to operate, the officer must cancel the Code 3 response and respond accordingly. In all cases, the officer shall notify the Shift Commander, field supervisor, or Communications Section of the equipment failure so that another unit may be assigned to the emergency response.

CHAPTER XVIII IN-CAR VIDEO SYSTEM POLICY

SECTION A – IN-CAR VIDEO SYSTEM

1. Purpose

The purpose of this policy is to establish guidelines for the use and operation of the In-Car Video System (ICVS).

2. Definitions

Audio Recording: Electronic recording of conversation or spoken words.

Eavesdropping: As outlined in 720 ILCS 5/14. Exceptions to the Eavesdropping statute are outlined in 720 ILCS 5/14-3, specifically in 720 ILCS 5/14-3(h).

In-Car Video System (ICVS): A departmentally provided video recording system mounted in a police vehicle.

Operator: An employee driving or otherwise occupying the squad with the in-car video system installed.

Video Recording: Electronic recording of visual images, with or without an audio component.

Wireless Microphone: The manufacturer's recommended microphone and antenna assembly, which is designed to be worn on the person of the officer utilizing the In-Car Video System.

3. In-Car Video Systems Installation

Installation and service of In-Car Video System (ICVS) will be in accordance with manufacturer's specifications. Installation of the system will include linking brake applications and siren activation coding onto the video recording.

4. Responsibilities

- a) Only officers properly trained in the operation of the In-Car Video System (ICVS) will operate the system. Operation of the system will follow manufacturer's recommendations.
- b) At the beginning of each shift the driver of a vehicle equipped with an In-Car Video System (ICVS) will inspect the system to ensure that it is in proper operating condition. Inspection will consist of checking the audio and video components of the system and verifying that the correct time and date are

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displayed. Any damage, defect, or malfunction which cannot be fixed will immediately be brought to the attention of a supervisor and documented through the completion of a maintenance request. The vehicle will be dead-lined and another vehicle will be assigned by the supervisor if another vehicle is available.

5. Situations for Use

- a) The In-Car Video System (ICVS) will automatically turn on any time the squad's overhead lights are activated. The system can also be activated by manually turning on the transmitter.
- b) Audio and video recording may be conducted by a uniformed police officer using an In-Car Video System (ICVS) when the officer is conducting an enforcement stop or if the patrol vehicle emergency lights are activated or would be activated if not for the need to conceal the presence of law enforcement.
 - Enforcement stop means an action by a law enforcement officer in relation to enforcement and investigation duties. This would include but not be limited to: traffic stops, pedestrian stops, motorist assists, roadside safety checks, requests for identification, "terry stops", and responses to request for emergency assistance.
- c) During an enforcement stop, both the audio and video components will be activated prior to contact with the violator. Officers will not cease recording until a reasonable and prudent person would consider the stop completed.

6. Storage Device Rotation, Security, and Retention

- a) Whenever an incident is recorded, the officer making the recording shall "classify" the stop.
- b) Officers are responsible for classifying all recordings made prior to the end of their tour of duty.
- c) Whenever an incident is recorded and a report is written regarding that incident, the recording shall be noted in the corresponding police report.
- d) Whenever an incident is recorded and the recording is entered as evidence, the officer making the recording will complete a PERS Form for the recording and submit it into evidence.
- e) The In-Car Video System (ICVS) will wirelessly download digital recordings onto the server through the available technology, when it is on, each time a squad car returns to the police department.
- f) Recordings will be maintained on a time schedule which has been approved by the Chief of Police.

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- g) Only the Chief of Police or his designee shall have the authority and the ability to delete digital recordings from the system.

CHAPTER XIX LINE-UP AND PHOTO SPREAD POLICY

SECTION A – LINE-UP AND PHOTO SPREAD POLICY

1. Discussion

Criminal Investigation is a major function of the Peru Police Department. In order to properly perform the mission of the Peru Police Department we must constantly strive to improve our abilities to successfully conduct criminal investigations. Although all sworn members of the department have a "role to play" in the criminal investigations field, uniformed Patrol Officers generally conduct preliminary investigations of criminal activity. In some instances it is advantageous for Detectives to conduct preliminary investigations. Detectives generally conduct follow-up investigations; however, uniformed Patrol Division Officers also may conduct follow-up investigations. The purpose of this order and related directives is to establish guidelines for conducting preliminary and follow-up investigations, and to ensure that all applicable constitutional requirements are adhered to.

2. Procedures

The following procedures will be used to facilitate reliable identification testimony by eyewitnesses. Eyewitness evidence can be critical in identifying, charging, and ultimately convicting suspected criminals. It can also aid in eliminating innocent persons from an investigation. It is essential that members of the Peru Police Department obtain accurate and reliable eyewitness evidence through sound protocols and practices. An identification achieved through procedures outlined in this policy should minimize the risk of misidentification and increase the evidentiary value of eyewitness identifications. All lineups, either physical or of the photo type, will be conducted in a manner that is consistent with applicable rules of evidence, court rulings, and state and federal laws.

3. Definitions

Eyewitness: A person viewing the line-up whose identification by sight of another person may be relevant in a criminal proceeding.

Fillers: A person or a photograph of a person who is not suspected of an offense and is included in a line-up.

Independent Administrator: A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the line-up is the suspected perpetrator.

Line-Up: Includes a photo line-up or physical lineup.

Line-Up Administrator: The person who conducts a lineup.

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Photo Line-Up: A procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is capable of identifying the perpetrator of a crime.

Physical Line-Up: A procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime, but does not include a show-up.

Sequential Line-Up: A physical or photo line-up in which each person or photograph is presented to an eyewitness separately, in a predetermined order, and removed from the eyewitnesses view before the next person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.

Show Up: A procedure in which a suspected perpetrator is presented to an eyewitness at, or near, a crime scene for the purpose of obtaining an immediate identification.

Simultaneous Line-Up: A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

4. Factors to Consider in Eyewitness Identification

- a) In order to determine whether an out-of-court confrontation/identification gives rise to the likelihood of misidentification, the courts have considered the following factors:
 - The opportunity of the eyewitness to view the criminal at the time of the crime.
 - The eyewitness' degree of attention.
 - The accuracy of the eyewitness' prior description of the criminal.
 - The level of certainty demonstrated by the eyewitness at the confrontation/identification.
 - The length of time between the crime and the confrontation/identification.
 - Whether the eyewitness was a "casual observer" or the victim of the crime.
 - Compliance and non-compliance with legally required practices outlined in this policy.
- b) Courts consider the totality of the circumstances when determining if the confrontation/ identification was suggestive or otherwise unreliable.

5. Composing Photo and Physical Line-Ups

- a) The following procedures will be utilized for the development of photo or physical line-ups.
 - Fillers should generally fit the eyewitness description of the suspect. In the event that the eyewitness provides limited or inadequate descriptions of the

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suspect or when the description of the suspect differs significantly from the actual appearance of the suspect, fillers should be selected that resemble the actual suspect's features. Suspects in a line-up or photo spread should not appear to be substantially different from "fillers" in the line-up or photo spread, based on the eyewitness' previous description of the perpetrator, or based on other factors that would draw attention to the suspect.

- A reasonable effort shall be made to "harmonize" line-ups. A consistent appearance between the suspect and fillers should be created with respect to any unique or unusual features (i.e., race, sex, age, scars, tattoos, glasses, facial hair, hairstyle, and hair color) however; absolute uniformity of features is not required.
- A random pattern as to position of the suspect should be utilized. Suspects should be placed in different positions in each lineup, with regards to different cases and/or eyewitnesses in the same case.
- In the event that multiple photographs of the suspect are reasonably available to the investigator or officer, the most recent available photograph should be selected that resembles the suspect description or appearance at the time of the incident.
- If there are multiple suspects in a case and an eyewitness is being shown different line-ups for purposes of identifying different perpetrators, only one suspect shall be used in each identification procedure, and each line-up must have different fillers.
- For all photo line-ups, a minimum of 5 fillers should be selected and displayed for each identification procedure. Any variance from this minimum shall be approved by the State's Attorney (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos). The sources of photographs should be documented.
- For all physical line-ups, when practical, 5 fillers should be selected and displayed for each identification procedure. In no event should less than 3 fillers be utilized. Any variance from this minimum shall be approved by the State's Attorney (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos). The identity of all persons utilized in a physical line-up should be documented.
- No personal, criminal history or identification numbers should be visible to eyewitnesses. In the event that suspect photos have such information imbedded in them, the information should be blacked out. All photos in such a line-up shall have the same "blackout" appearance as to not single out any one photo from another.
- Individuals portrayed in photo line-ups shall be identified solely by a number (i.e. 1, 2, 3, 4, 5, 6).
- Background should either be consistent in all photos or have an equally different amount of backgrounds as to not single out any one photo from another.

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- Participants in physical line-ups shall be photographed and the physical line-up photographed or line-up procedure otherwise video recorded and preserved as evidence. Identifiers of all participants will be documented. Photo line-ups shall be photographed or otherwise video recorded and preserved in their presentation order and original condition. Photographs and video recordings of all line-ups shall be disclosed to the accused and his or her defense counsel during the discovery proceedings as provided in Illinois Supreme Court Rules. All photographs of suspects shown to an eyewitness during the photo spread shall be disclosed to the accused and his or her defense counsel during discovery proceedings as provided in Illinois Supreme Court Rules.

6. Eyewitness Instructions and Identification Procedures

- a) The following procedures shall be followed in the administration of viewing a photo or physical line-up.
 - In instances involving multiple eyewitnesses, each shall be separated as soon as possible to prevent conferring with one another and instructed to avoid discussing details of a case or results of an identification with other eyewitnesses. If separation is not practical, the line-up administrator shall ensure eyewitnesses are monitored and that they don't confer with each other while waiting to view the line-up or during the line-up.
 - Eyewitness shall view all line-ups separately to avoid any degree of improper suggestiveness by other eyewitnesses. To the extent it is possible; the suspected perpetrator shall be placed in a different position in the line-up or photo array for each different eyewitness.
 - All line-ups involving minors will be done in accordance with Illinois Statute 705 ILCS 405/5-410(2) (f) and applicable Peru Police General Orders relating to Juvenile Procedures.

For purposes of appearing in a physical line-up, a minor under the age of 18, may be taken to a county jail or municipal lockup under the direct and constant supervision of a juvenile police officer. During such time as necessary to conduct a lineup, and while supervised by a juvenile police officer, the provision of sight and sound separation from adult prisoners shall not apply.

- All line-ups must be conducted using one of the following methods:
 - By an independent administrator, unless it is not practical.
 - Using a procedure in which photographs are placed in a folder, randomly numbered, and shuffled and then presented to an eyewitness such that the line-up administrator cannot see or know which photograph(s) are being presented to the eyewitness until after the procedure is completed.
 - By means of an automated computer program or other device which can automatically display a photo line-up to an eyewitness

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in a manner that prevents the line-up administrator from seeing which photograph(s) the eyewitness is viewing until after the line-up is completed.

- Any other procedure which prevents the line-up administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after such procedure is completed.
- There shall not be anyone else present during lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law.
- There shall not be anyone else present during lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law.
- Each eyewitness who views a line-up or photo spread shall be read instructions provided on the Peru Police Department Line-Up/Photo Spread Advisory Form (Attachment A), which contains the following information:

As a possible eyewitness, you are being asked to view a line-up or photo spread of a number of individuals. You should not be compelled to make an identification. It is just as important to exclude innocent persons from suspicion as it is to identify perpetrators. Please note that individuals depicted in this line-up or photo spread may not appear exactly as they did on the date of the incident. Regardless if an identification is made, the Peru Police Department will continue to investigate the incident. You are hereby notified that:

- If a recording of the administration of the line-up is practical, an audio and video recording of the line-up will be made for the purpose of accurately documenting all statements made by the eyewitness. Unless a recording is refused, this recording will contain the persons in the line-up and the eyewitness.
- The perpetrator may or may not be in the line-up or depicted in the photo spread and you are not obligated to make an identification.
- Either the administrator does not know suspected perpetrators identity or if he/she does, you are not to assume that the person administering the line-up or photo spread knows which person is the suspect in the case.

The Advisory Form shall be signed by the eyewitness and submitted with the offense/incident or investigative report. If the eyewitness refuses to sign the form, the refusal shall be documented by the administrator by writing "refused" on the signature line where the eyewitness is supposed to sign.

- For purposes of accurately documenting all statements made by the eyewitness and the procedures being followed, and whenever practical, the

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administration of any line-up will be audio and video recorded. Eyewitnesses will be instructed that an audio and video recording of the line-up procedure will be made. If the eyewitness refuses, said refusal will be documented.

- The line-up administrator shall make an official report (Attachment B) of all line-ups, which shall include all of the following information:
 - Whether or not an identification is made, the witness (unless refused) and administrator shall sign a report that includes:
 - The results of the line-up, including all statements made by the eyewitness during the line-up as to the perpetrators identity.
 - The names of all persons who viewed the line-up.
 - The names of all law enforcement officers and counsel (if applicable) present during the line-up.
 - The date, time, and location of the line-up.
 - Whether a live line-up or photo line-up, and how many persons or photographs were presented.
 - Source of all persons or photos used.
- Document all reasons for non-compliance with the statute.
 - Non-compliance with the requirements of the line-up statute is a factor to suppress the identification.
 - Compliance or non-compliance is a basis for a jury instruction.
- Either the simultaneous or sequential methods may be utilized for photo and physical line-ups.
- If the sequential lineup format is utilized, all persons or photographs must be viewed by the eyewitness even if the eyewitness identifies a perpetrator before all persons or photographs are presented. The line-up administrator may present a person or photograph to the eyewitness an additional time, but only after the eyewitness has first viewed each person or photograph one time, AND only solely at the eyewitnesses request.
- Administering personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.
- In instances where an identification is made, personnel shall not report to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification.
- Any statements made by eyewitnesses related to the identification or non-identification during a lineup will be accurately documented in a written report.
- Upon the identification of any suspect in a photo or physical lineup, the eyewitnesses should be asked to relate their level of confidence in the identification. Investigators and officers shall accurately document the level of confidence expressed by any eyewitness in terms of any statements, their conduct or other relevant observations.
- When a physical lineup is utilized, all participants must be out of view of eyewitnesses prior to the lineup. Following eyewitness instruction,

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eyewitnesses should be allowed to view all participants. Eyewitnesses should then be removed from the viewing area before participants are removed.

- In the event that a physical lineup is utilized, participants may be asked to perform actions such as speaking specified words/phrases or performing certain motions/actions. In such instances, all such words/phrases and motions/actions should be performed by each individual in the physical lineup.
- When the sequential physical lineup format is utilized, all lineup participants should begin out of view of any potential eyewitnesses. Each individual should be presented separately in a previously determined random order. Even if an identification is made, all participants should be brought forth for viewing. Each subsequent participant should be removed entirely from view before the next participant is brought forward for viewing.
- If any of the procedures are deemed impractical, then the reasons for such impracticality must be documented in the officer's reports.

CHAPTER XX DETENTION/HOLDING FACILITY POLICY

SECTION A – DETENTION/HOLDING FACILITY POLICY

1. Purpose and Scope

The purpose of this order is to establish the procedural guidelines for the operation, organization, management, safety and administration of the Peru Police Department Detention/Holding Facility.

2. Policy

The Detention/Holding Facility operated by the Peru Police Department is a facility for the temporary detention of persons held for investigation pending disposition of their case by the judiciary, awaiting transfer to another institution or awaiting the posting of bond. It will be the policy of the Peru Police Department that any person detained in the Detention/Holding Facility will be afforded their rights under the law, will be treated humanely, and will be provided with the proper food, shelter, and if required, the proper medical treatment. The maximum period of detention in the Detention/Holding Facility will not exceed 72 hours, except when detention occurs at the beginning of a weekend or holiday.

Minors less than 18 years of age charged with a criminal offense, must be separate from confined adults and may not at any time be kept in the same cell, room, or yard with adults confined pursuant to criminal law. **705 ILCS 405/5-410(c)(v)**

Those charged with status offenses may be brought into the Booking Room to be booked. They can be brought into the Detention/Holding Facility for fingerprints and booking photos, but separate from any adults. Status offenders may **NOT** be securely detained in a cell or to a permanent structure.

3. Training and Staff Development

a) Initial Training

- All sworn officers will receive training and instruction in Detention/Holding Facility operation during their field training period and as part of in-service training.
- All non-sworn personnel who provide matron duties will receive training upon assignment to such duties in their responsibilities, technique and Detention/Holding Facility standards.
- All employees of the Peru Police Department regardless of position will receive an orientation on the operations of the Detention/Holding Facility.

b) Minimum Conditions

- Minimum Conditions for detainees will be maintained according to the Illinois Municipal Jail and Lockup Standards.
- Lighting of at least 20 foot candles.
- Circulation of air.

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- Access to toilet and drinking water.
- A bed and bedding which is clean, sanitary and fire-retardant.

4. Safety and Sanitation

a) Fire Prevention Practices and Procedures

- All reasonable procedures for the prevention and prompt control of fire have been planned for and executed in accordance with the current “life safety code” published by the National Fire Prevention Association and the Illinois Municipal Jail and Lockup standards.
 - Fire extinguishers are in place and fully charged.
 - Smoking is not allowed.
 - Emergency exits are clearly marked.

b) Fire Equipment

- All fire protection equipment will be inspected by the Chief or his designee.
- The facility will be equipped with automatic fire alarm and heat and smoke detection systems.

c) Emergency Evacuation Plan (See Chapter XX Section B)

- An emergency evacuation plan for the Detention/Holding Facility is posted for the evacuation of persons from the facility to hazard-free areas.
- The emergency exits leading to the north of the building lead out into the sally port and to either the east or west parking lots. The emergency exits leading to the south of the building lead out through the front lobby and through the main entrance of the Peru Police Department.
- In the event of a fire or smoke detection activation, detainees will be evacuated from the Detention/Holding Facility by the safest route.
 - The evacuation will be conducted by two department members based on availability.
 - Detainees will be escorted out of the building and placed in the rear compartment of a squad car. Detainees will be monitored by a department member.
 - Detainees will be returned to the cells when the fire department officials proclaim the Detention/Holding Facility to be safe.
 - Should the Detention/Holding Facility be proclaimed by the Fire Department to be unsafe, detainees will be issued an “I” Bond or Notice to Appear for minor traffic offenses and released. All other detainees will be transported to the LaSalle County Jail.

d) Inspections

- The Chief or designee will conduct a monthly inspection of the Detention/Holding Facility and document the results of the inspection. The following will be inspected and documented:
 - Verify the presence of fire equipment
 - Note any condition of harboring or breeding insects.

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- Verify security equipment is working properly including bars, locks, access plates, and ventilator covers.
- All Detention/Holding Facility areas and other areas to which detainees have access must be searched for weapons and contraband.
- A first-aid kit will be maintained to provide medical assistance, and replenished as necessary. This will be checked monthly and documented.

5. Security and Control

- a) Detainee/Officer Access to Lock-up Facility
 - Detainees will be brought into the Detention/Holding Facility via the Sally Port.
 - All officers from this or any other jurisdiction will secure all weapons in the gun lockers provided prior to removing a prisoner from the vehicle. In the event of an emergency such as a fire or other disaster, an officer may enter the Detention/Holding Facility with their weapon, if securing the weapon will hinder the safe removal of detainees from the Detention/Holding Facility.
 - Once inside the booking area a second search of the detainee will be conducted.
 - The decision to have the detainee handcuffed or not handcuffed during the booking process, for non-violent offender and misdemeanor arrests only, will be at the discretion of the arresting officer based upon the cooperation and compliance of the detainee during the arrest process.
 - A detainee left alone in the Detention/Holding Facility will be handcuffed to the booking room bench.
- b) Control and Use of Keys
 - All cell keys, when not in use, will be secured in the key area located in the dispatch center.
 - An emergency set of cell keys will be kept on the key board in the Patrol Supervisor's Office.
- c) Security of Door
 - The outer security doors to the Detention/Holding Facility are to be kept locked at all times.
 - The passage doors leading in to the cells shall be closed.
- d) Security Check
 - Prior to placing a detainee into an unoccupied cell, the officer will check the cell to ensure it is clean of all debris, weapons, and contraband.
 - Upon release of a detainee, it will be the responsibility of the releasing officer to see that the cell is cleaned of all debris, weapons, and contraband.

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- e) Escape
- If a detainee attempts escape, but does not or has not yet left the interior of the Detention/Holding Facility or police building, the officer detecting such attempted escape will do the following:
 - Immediately notify the Shift Supervisor as well as communications.
 - Shall request additional personnel or as the Shift Supervisor deems, an appropriate search of the police building.
 - The Shift Supervisor will file the appropriate charges and have the detainee transferred to the LaSalle County jail as soon as possible.
 - The Shift Supervisor will file a report of Extraordinary Unusual Occurrences with the Office of Jail & Detention Standards within 72 hours.
 - When the detainee escapes to the outside of the police building, the officer detecting such escape will do the following:
 - Immediately notify the Shift Supervisor as well as communications, thus giving general physical and clothing descriptions, place of escape, and suspected direction of travel.
 - The Shift Supervisor or officer will initiate a regional broadcast of the escape through ISPERN as well as a county wide dispatch via point to point.
 - The Shift Supervisor will notify the Chief of Police, Deputy Chief of Police, and Commander.
 - The Deputy Chief of Police, Commander or his designee will then file the Report of Extraordinary Unusual Occurrences.
 - Apprehension of Escapee:
 - Upon apprehension, communications will be notified and dispatch will cancel the ISPERN.
 - The Shift Supervisor will file the appropriate charges and have the detainee transferred to the LaSalle County Jail.
- f) Attempted Suicides
- Notify the dispatchers to request an ambulance and squad to the scene.
 - Enter the cell, provided it is safe to do so, and administer any required first aid that may prevent serious injury or death to the prisoner.
 - The Shift Supervisor will secure the video of the incident after all activities surrounding the incident have ceased (resuscitation attempts, evidence collection, etc.).
 - The incident will be documented by the Shift Supervisor and forwarded to the Chief of Police.
 - A Report of Extraordinary or Unusual Occurrence will be completed and forwarded to the Chief of Police.
- g) Report of Extraordinary or Unusual Occurrence

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- The Report of Extraordinary or Unusual Occurrence is provided by the Illinois Department of Corrections.
 - This form must be filled out by the Shift Supervisor and forwarded to the Chief of Police immediately after the following incidents occurring in the Detention/Holding Facility have been discovered. This form must be sent to the Office of Jail & Detention Standards within 72 hours. This form must be filled out for the following incidents:
 - Suicide
 - Suicide Attempt
 - Homicide
 - Homicide Attempt
 - Escape
 - Escape Attempt
 - Fire
 - Serious Injury
 - Battery
 - Riot or Rebellion
 - Sex Offense
 - Other Criminal Offense or Injury to a Detainee
 - A copy of this report as well as a copy of the Incident Report detailing the matter will be retained by the Chief of Police.
 - The Shift Supervisor will insure the video/audio recording of the incident is processed as required in the Peru Police Department Evidence Policy Chapter XII.
- h) Feeding Detainees
- Three meals will be provided to all detainees in the Detention/Holding Facility during each 24 hour period.
 - No more than 14 hours will elapse between meals, except when a different dietary regimen is medically indicated.
 - The established schedule for detainee feeding will be:
 - Breakfast 0800 hours
 - Lunch 1200 hours
 - Dinner 1900 hours
 - Detainees will have their meals in their cell. No detainee will be given food or beverage brought in or furnished by visitors.
 - Coffee/tap water or other drink offered with meal will be given in a plastic, paper, or foam cup.
 - The Shift Supervisor will designate the responsibilities of meals to the detainees.
 - Any meal served to a detainee will be documented on the Prisoner Meal Log.
 - Any prisoner here for a misdemeanor offense that will be released within 2 hours of arrest is not required to be offered a meal. However, the detainee can

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be offered a meal if they are in custody of the Peru Police Department at the listed times of the detainee feeding schedule.

- i) Visitor Identification and Search
 - All visitors of detainees in the Detention/Holding Facility will properly identify themselves and will be documented on the Visitor Log Sheet.
 - The name of the visitor, address, relationship, time in and out, and the date will be documented on the Visitor Log Sheet.
 - If the visitor is to be searched, the reason for the search must be explained and the visitor must willingly submit to a search of heir person and property.
 - If the visitor refuses to be searched, his or her privileges for visitation shall be denied.
 - If a visitor is to be searched, the search will be a frisk search and will be conducted in the Interview Room.
 - If searched, the visitor will be searched for weapons, items that could potentially be weapons, contraband, or any threat to the security of the Detention/Holding Facility.

6. Detainee Processing

- a) Search of Detainee
 - Detainees will be searched prior to entry into the Detention/Holding Facility. An inventory search will be made of detainees and their property at the time of booking.
 - The detainee will remove all personal property; belt, tie, shoes, wallet, jewelry, and anything else they may have on their person. Detainee may keep the clothing they are wearing.
 - All items will be placed in a Peru Police Department Property Envelope.
- b) Strip Searches
 - Strip searches will be conducted in accordance with Illinois Compiled Statute 725 ILCS 5/103-1 and pursuant to Peru Police Department P.G.O. Chapter VIII Section L.
- c) Booking Information
 - Complete all necessary booking information using Livescan and Imagenet in the booking room computer. In the event of computer problems, all necessary booking information will be completed by hand and entered into Livescan and Imagenet at a later date.
 - Digital photographs and fingerprints will be taken for all persons arrested for misdemeanors and all felony charges. ADULTS 20 ILCS 2630/2 authorizes the use of photographs as part of the record of arrest when such arrest is for a violation of a penal statute of this state. JUVENILES digital photographs will be maintained in accordance with the Juvenile Court Act, 705 ILCS 405/5-905 and as authorized by the Illinois Criminal Identification Act 20 ILCS 2630/4.

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- Allow the person in custody to make the necessary and reasonable amount of telephone calls from the booking area. No detainee will be allowed to use his/her personal cell phone while in the Detention/Holding Facility due to cell phone camera and video recording capabilities.
- d) Bond Procedures
- It is the policy of the Peru Police Department not to hold an individual any longer than necessary. Therefore, Shift Supervisors are authorized to use their discretion in granting an “I” Bonds or a Notice to Appear to persons arrested.

SECTION B – DETENTION/HOLDING FACILITY EMERGENCY EVACUATION PLAN

1. Purpose

The purpose of this plan is to establish guidelines and detailed plans, in writing, that include procedures for emergencies in accordance with the Municipal Jail and Lockup Standards Section 720.110 Emergency plan. This plan includes emergency procedures for:

- a) Fires, severe weather periods, and civil disasters
- b) Riots or major disturbances
- c) Battery on Holding Facility personnel
- d) Escapes or escape attempts
- e) Contagious diseases
- f) Medical Issues

Detention/Holding Facility Officers will be trained in this plan and a copy of this plan will be kept in accessible areas of the Detention/Holding Facility for immediate reference.

2. Fires, severe weather periods, and civil disasters

The Detention/Holding Facility is equipped with fire extinguishers that are fully charged. All fire protection equipment is inspected and in place. The Detention/Holding Facility is equipped with automatic fire alarm and heat and smoke detection systems. The Detention/Holding Facility is also equipped with a weather radio and automated response of severe weather sent to the telecommunications center. In the event of a fire, severe weather, or civil disaster the following plan will take place:

- a) Fires
 - Detainees will be removed from their cells by no less than two department members when available.

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- Detainees will be evacuated from the building through the safest route possible and be placed into the rear of a department squad car away from the building.
 - The emergency exits leading to the north of the building lead out into the sally port and to either the east or west parking lots. The emergency exits leading to the south of the building lead out through the front lobby and through the main entrance of the Peru Police Department.
 - Detainees will be returned to the cells when the Fire Department officials proclaim the Detention/Holding Facility to be safe.
 - Should the Detention/Holding Facility be proclaimed by the Fire Department to be unsafe, detainees will be issued an “I” Bond for minor traffic offenses and be released. All other detainees will be transported to the LaSalle County Jail.
- b) Severe Weather
- Detainees are to remain inside the building and confined in a cell as long as possible. When it becomes unsafe for a detainee to remain in a cell due to an activated Tornado signal, they are to be removed by no less than two department members.
 - Once removed they are to be taken by the safest route to the basement of the police department.
 - As soon as the all clear siren is given by telecommunications, the detainee is to be brought back upstairs and placed back into a cell.
- c) Civil Disasters
- In the event of a civil disaster, the detainee will be removed from the cell by no less than two department members.
 - The detainee will be evacuated by the safest route to the sally port and placed into the rear of a squad car.
 - The detainee will be issued an “I” Bond for minor traffic offenses and be released. All other detainees will be transported to the LaSalle County Jail.

3. Riots or other Disturbances

The Peru Police Department is equipped with three holding cells that are conducive to having more than three detainees at one time. This could lead to a riot or other disturbance among any or all of the detainees. The following will take place in the event of a riot or other disturbance.

- a) Once such an event is identified the identifying person shall notify telecommunications that such an event is taking place.
- b) The Chief of Police and Shift Supervisor will be notified immediately.
- c) Officers will respond to the Police Department and stage in the east parking lot until it is determined if there is enough personnel to handle the situation.

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- d) The Shift Supervisor will determine if telecommunications need to contact any outside agencies for further assistance.
- e) Telecommunications will transfer the 9-1-1 phones, take a portable radio, and exit the building through the safest route possible.
- f) Officers will enter the Detention/Holding Facility after securing their weapons in the safe provided in the sally port. In the case of a possible loss of life scenario, officers may enter with their weapon.
- g) Officers will use less than lethal use of force, unless lethal use of force is warranted, to gain control do detainees and the situation at hand.
- h) Once control is gained the Shift Supervisor will charge the detainees accordingly and transport them, or have them transported, directly to the LaSalle County Jail.

4. Battery on Holding Facility Officers

Peru Police Department personnel are responsible for handling detainees. This makes them prone to battery from detainees due to being in close connection with detainees at all times. The following will take place if a battery to a Detention/Holding Facility Officer were to occur.

- a) The Shift Supervisor will be notified and will contact the Chief of Police immediately upon a battery to a Detention/Holding Facility Officer.
- b) The Shift Supervisor will determine any injury to the officer and have them treated by hospital staff if necessary.
- c) The Shift Supervisor will prepare charges against the detainee if necessary and contact the LaSalle County State's Attorney Office for approval of said charges.
- d) Upon approval a report will be completed along with any photographs of injuries and the detainee will be transported immediately to the LaSalle County Jail.

5. Battery on Detainees

Although the likelihood of detainees being in the same place together is relatively low, there are certain instances that this could take place. In the event of a detainee receiving a battery from another detainee, the following will take place.

- a) The shift supervisor will be notified and will contact the Chief of Police immediately upon a battery to a detainee.
- b) Medical care will be given to the battered detainee and an ambulance will be called if the injury dictates or at the request of the battered detainee.
- c) Documentation of the detainee's injury will be made by the Shift Supervisor and a report will be prepared.
- d) The Shift Supervisor will prepare any charges necessary and transport the suspect detainee to the LaSalle County Jail.

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6. Escapes or Escape Attempts

- a) If a detainee attempts escape, but does not or has not yet left the interior of the Detention/Holding Facility or police building, the officer detecting such attempted escape will do the following:
 - Immediately notify the Shift Supervisor as well as communications.
 - Shall request additional personnel or as the Shift Supervisor deems, an appropriate search of the police building.
 - The Shift Supervisor will file the appropriate charges and have the detainee transferred to the LaSalle County jail as soon as possible.
 - The Shift Supervisor will file a report of Extraordinary Unusual Occurrences (Attachment B) with the Office of Jail & Detention Standards within 72 hours.
 - When the detainee escapes to the outside of the police building, the officer detecting such escape will do the following:
 - Immediately notify the Shift Supervisor as well as communications, thus giving general physical and clothing descriptions, place of escape, and suspected direction of travel.
 - The Shift Supervisor or officer will initiate a regional broadcast of the escape through ISPERN as well as a county wide dispatch via point to point.
 - The Shift Supervisor will notify the Chief of Police, Commander, and Deputy Chief of Police.
 - The Commander or his designee will then file the Report of Extraordinary Unusual Occurrences (Attachment B).
- b) Apprehension of Escapee:
 - Upon apprehension, communications will be notified and dispatch will cancel the ISPERN.
 - The Shift Supervisor will file the appropriate charges and have the detainee transferred to the LaSalle County Jail.

7. Contagious Diseases

- a) The Shift Supervisor will be notified immediately of any contamination.
- b) All contaminated detainees will be transported by ambulance to the Illinois Valley Community Hospital.
- c) The Hospital will help determine the course of action necessary to decontaminate the Detention/Holding Facility.
- d) In most cases the Peru Police Department janitor will be called to clean up any contaminated areas.
- e) In some cases of major contamination the hospital staff will assist in the proper channels and clean up necessary for decontamination.
- f) All staff that were exposed and feel they may be contaminated will be tested at the Illinois Valley Community Hospital and proper decontamination will take place there.

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- g) An IV EMS System Communicable Disease Incident Form shall be completed by the Shift Supervisor and contaminated employee.

8. Medical Issues

The Peru Police Department detainees at any given time are prone to medical issues. Anytime a detainee requests an ambulance it is to be granted. Anytime a Detention/Holding Facility Officer feels an ambulance is necessary there is to be one dispatched to the Detention/Holding Facility. Medical issues can also be for detainees going through a mental crisis. The following should take place if a detainee experiences any type of medical issue.

- a) The Shift Supervisor shall be notified immediately of any medical issue that takes place with a detainee.
- b) The Shift Supervisor will determine if an ambulance is to be dispatched to the Detention/Holding Facility unless requested by the detainee. If the request is by the detainee an ambulance can be dispatched by the Detention/Holding Facility Officer before notifying the Shift Supervisor.
- c) Upon dispatch of the ambulance the Shift Supervisor shall be notified immediately.
- d) Documentation of the medical issue will be made in a police report by the Shift Supervisor or his designee.
- e) If the detainee is admitted to the hospital the Shift Supervisor is authorized to give the detainee an "I" bond or a Notice to Appear for misdemeanor and minor traffic charges.
- f) If the detainee is admitted to the hospital and has been charged with a felony or any other charge that requires confinement at the LaSalle County Jail, the Shift Supervisor will request a warrant to be served upon release of the detainee.
- g) Upon release of the detainee that same day, the Shift Supervisor or his designee will assure a copy of the release papers from the hospital are recorded in the report to be kept on file.
- h) The detainee will be transported back to the Detention/Holding Facility and placed into a cell.

CHAPTER XXI

LAW ENFORCEMENT OFFICER SAFETY ACT OF 2004

SECTION A – LAW ENFORCEMENT OFFICER SAFETY ACT OF 2004 **ACTIVE / RETIRED OFFICERS**

1. Policy

The Law Enforcement Officers Safety Act, Public Law No. 108-277 was enacted July 22, 2004. The Act permits the nationwide carrying of concealed handguns by qualified active and retired law enforcement officers and amends the Gun Control Act to exempt qualified active and retired law enforcement officers from State and Local laws prohibiting the carry of concealed firearms. It shall be the policy of the Peru Police Department to comply with the Act; subject to the following conditions and provisions.

2. Procedure

Authorization of qualified law enforcement officer / retired law enforcement officers to carry a concealed firearm.

a) Sworn Law Enforcement Officer

- Authorized by the Peru Police Department to carry a firearm.
- Successfully completes the Peru Police Department designated Firearms Qualification Course.
- Not under the influence of alcohol or drugs.
- Not prohibited by Federal law from receiving a firearm.
- Not subject to departmental disciplinary action preventing the officer from carrying a firearm per existing policy.

b) Required Identification

- The officer must have his / her Peru Police Department Identification card and badge of office.
- The retired officer must have his / her photographic Peru Police Department Retired Police Officer identification card.
- The active / retired officer must carry proof of current qualification pursuant to the Law Enforcement Officers Safety Act.

c) Qualified Retired Law Enforcement Officer

- Has retired in good standing as a certified law enforcement officer.
- Not receiving a disability for mental instability.
- Has an aggregate of at least ten years of service as a certified law enforcement officer.
- Has a non-forfeitable right to benefits under their respective department's retirement system.
- During the most recent 12 month period has successfully passed the designated State of Illinois Retired Officer Firearms Qualification course of fire.
- Is not prohibited by Federal or State law from receiving or possessing a firearm.

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LAW ENFORCEMENT OFFICER SAFETY ACT OF 2004

- Not under the influence of alcohol or drugs.
- d) Qualification for Current Sworn Officers
- Sworn officers will comply with the Act by successfully completing the Peru Police Department firearms qualification course during the scheduled departmental firearms training program.
- e) Qualification for Qualified Retired Officers
- Officers requesting qualification shall apply for authorization to the chief of police using the attached form (Application for Retired Officer Firearms Qualification).
 - The Peru Police Department Firearms Range Master or designee will schedule periodic periods each year for retired officers to qualify.
 - These qualification dates may coincide with sworn officer qualification dates if time permits.
 - If time does not permit such scheduling, then the retired officer must schedule a range date and time acceptable to the Range Master or designee.
 - Qualified retired officers will be allowed to qualify on more than one concealable firearm, as time and scheduling permits. Such number shall be the decision of the Range Master or designee.
 - Qualified retired officers may be required to provide ammunition for the qualification.
 - The Peru Police Department Range Master or designee shall keep a database of qualified retired officers, qualification dates, qualification course of fire, qualification score, and the type and serial number of the firearms used to qualify.
 - Qualified retired officers will be required to sign a disclaimer of liability of the City of Peru for all acts taken related to carrying a concealed firearm; acknowledging personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by the Act; NOT as an employee of the Peru Police Department or as a sworn law enforcement officer. Such disclaimer shall also release the City of Peru from any action at law as a result of any injury or accident during the described firearms qualification activities.
 - The qualification course used for retired officers will consist of course designated by the State of Illinois.
- f) Failure to Qualify / Remedial Training.
- Any qualified retired officer who fails to qualify will be given one additional attempt as soon as practicable after the failed attempt.
 - If the qualified retired officer fails to qualify on the second attempt, the Range Master or designee will;
 - Notify the retired officer of the failure.
 - Complete a memorandum to the chief of police outlining the retirees name, the course of fire, the firearm type, the score received on each attempt.

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LAW ENFORCEMENT OFFICER SAFETY ACT OF 2004

- Recommend the retired officer seek additional or alternative remedial training.
 - Advise the retired officer to contact the Range Master or designee to arrange an additional attempt at qualification.
 - Qualified retired officers will be given a reasonable number of attempts, but not less than three, at qualifying during the scheduled retiree qualification dates; subject to range availability and the Range Master or designee's time constraints. Any number beyond three attempts will be the decision of the Range Master appealable only to the Chief of Police whose decision is final.
 - Should the retired officer fail to qualify, the qualified retired officer will be allowed to attempt to qualify at the next scheduled retiree qualification shoot or at a date scheduled by the Range Master or Designee.
 - Upon the third or final failure, the Range Master or designee will submit a departmental memorandum to the Chief of Police outlining the failures.
- g) Restrictions
- The Range Master or designee's determination will be final as to all issues of safety and equipment. Any weapon, holster, ammunition, or related equipment found unsafe for qualification and carry will be prohibited on the range and noted in writing and of record. The retired officer will be notified and required to sign a statement acknowledging the unsafe condition of the equipment and the reason for such removal and prohibition.
 - The Law Enforcement Officers Safety Act does NOT authorize the retired officer to:
 - Carry a machine gun, silencer, or other destructive device.
 - Act in the capacity of a Police Officer of the Peru Police Department.
 - Permit him or her to carry a firearm on any State or local government property, installation, building, base or park with laws restricting the carry of firearms.
 - Permit him or her to carry a firearm on any other property which expressly prohibits the carrying of firearms (ie. airports, aircraft)

CHAPTER XXII MEDICAL MARIJUANA POLICY

SECTION A – MEDICAL MARIJUANA

1. Purpose and Scope

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of cannabis under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act (the Act) (410 ILCS 130/1 et seq.).

2. Policy

It is the policy of the Peru Police Department to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities. Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The Peru Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

3. Definitions

- a) Authorized amount - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.
- b) Cardholder - A person who has been issued a valid registry identification card by the Department of Public Health.
- c) Dispensary - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia or related supplies and educational materials to cardholders.
- d) Medical use of cannabis - The acquisition, administration, delivery, possession, transfer, transportation or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.
- e) Qualifying patient - A person who has been diagnosed by a physician as having a debilitating medical condition listed in 410 ILCS 130/10(h).

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- f) Registered designated caregiver - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.
- g) Registry identification card - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.
- h) Usable cannabis - The seeds, leaves, buds and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food or drink.

4. Investigation

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories: Investigations when no person makes a medicinal claim or Investigations when a medicinal claim is made by a cardholder.

a) Investigations with No Medical Claim

- In any investigation involving the possession, delivery, production or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

b) Investigations Involving a Cardholder

- No arrest should be made when a person is in possession of, delivers or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/10):
 - 2.5 ounces of cannabis obtained from a dispensary
 - More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver
- The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.
- Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

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- Registered qualifying patients and their designated caregivers are required to possess their registry identification card at all times when engaging in the medical use of cannabis (410 ILCS 130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person had the card in his/her possession.
- c) Additional Considerations
- Officers should consider the following when investigating an incident involving cannabis possession, delivery, production or use (410 ILCS 130/25):
 - No person may be arrested solely for:
 - Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
 - Being in the presence or vicinity of the medical use of cannabis.
 - Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.
 - Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred or used under the Act from being seized or forfeited
 - Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.
 - Because enforcement of medical cannabis laws can be complex, time consuming and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - The suspect has been identified and can be easily located at another time.
 - The case would benefit from review by a person with expertise in medical cannabis investigations.
 - Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - There are any other relevant factors, such as available department resources and time constraints.

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- Registered cultivation centers and dispensaries, as well as their officers, agents and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or officers, agents or employees of such facilities.
- Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel.

d) Exceptions

- This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):
 - Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice or professional misconduct.
 - Possesses or uses cannabis:
 - in a school bus.
 - on the grounds of any preschool, or primary or secondary school.
 - in any correctional facility.
 - in a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, tamper-evident container and is reasonably inaccessible while the vehicle is moving.
 - in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.
 - Uses cannabis:
 - in any motor vehicle.
 - in any place except a private residence where an individual could reasonably be expected to be observed by others.
 - knowingly in close physical proximity to anyone under the age of 18.
 - as an active duty law enforcement officer, correctional officer, correctional probation officer or firefighter.
 - as a person with a school bus permit or a Commercial Driver's License (COL).

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- Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- Operates, navigates or is in actual physical control of any motor vehicle, aircraft or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code
- Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.
- Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.
- Transfers cannabis to any person contrary to the provisions of the Act
- Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).

5. Federal Law Enforcement

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

6. Evidence Room Custodian Responsibilities

- a) The Evidence Room Custodian should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Evidence Room Custodian is not responsible for caring for live cannabis plants.
- b) Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Evidence Room Custodian should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.
- c) The Evidence Room Custodian should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.
- d) The Evidence Room Custodian may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Chief of Police or designee.

CHAPTER XXIII OFF DUTY OR SECONDARY EMPLOYMENT

SECTION A – OFF DUTY OR SECONDARY EMPLOYMENT

1. Purpose

The purpose of this directive is to set forth guidelines to govern off-duty or secondary employment by members of the Peru Police Department.

2. Policy

The policy of the Department is to provide guidelines to employees of the types of secondary employment that is appropriate, and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Department and for the protection of the community.

3. Definitions

- a) **Employment:** The provision of a service, whether or not in exchange for a fee or other service, including self-employment. This includes any employment in which another may financially benefit from the employee's work, e.g. a family member or other person receiving compensation for the work of the employee. Employment does not include volunteer charity work.
- b) **Extra-Duty Employment:** Any secondary employment that is conditioned on the actual or potential use of Peru law enforcement powers by the sworn police employee.
- c) **Regular Off-Duty Employment:** Any secondary employment that will not require the use or potential use of any law enforcement powers by the off-duty employee.
- d) **Police Off-Duty Employment:** Any secondary employment for a governmental police agency other than the City of Peru.
- e) **Conflict of Interest:** Any secondary employment duty that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of employment with the Department.
- f) **Personnel:** Any employee or member of the Department and includes:
 - **Full –Time Officer:** Any sworn full-time member of the Department.
 - **Civilian Personnel:** Any person performing a function within the Department, whether full or part-time, who is compensated for the work they perform and is not a sworn Police Officer.
- g) **Probationary Period:** A period of time beginning with the date of original appointment to employment with the agency and the length of such period as defined within the general policies of the municipality contained within the existing rules and regulations of The

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Board of Fire and Police Commissioners or is provided for through the establishment of a specific State Statute.

- h) Secondary Employment: Secondary employment is any employment other than the employee's regular employment with the Department, including regular off-duty, police off duty, and extra-duty employment.

4. Discussion

- a) General Guidelines:

The Department has a legitimate interest in regulating its employees' secondary employment. While the Department will not unreasonably restrict secondary employment, it will require responsibility and accountability to the Department of personnel engaged in secondary employment.

- b) Mandatory Approval:

Prior to commencing any secondary employment, including self-employment, personnel must submit a written request and obtain written approval for such employment. The Chief of Police shall respond to a request for secondary employment within five (5) business days of his receipt thereof. All approved requests are subject to periodic review and reconsideration for approval by the Chief of Police. Personnel shall communicate, in writing, any such change that could invalidate the secondary employment approval currently on file in the employee's personnel file. The employee's request for secondary employment will be submitted to the Chief of Police on the Secondary Employment Request (**Attachment A**) and will include the following information:

- The secondary employer's name, address, phone number and the type of business.
- A complete narrative of the type of work or duties to be performed.
- The highest number of days and hours to be worked within a single week.
- The name and phone number of the person who will be their immediate Supervisors.
- A complete list of any law enforcement-type equipment the employee must use on the job.
- A Secondary Employment Request Form will also be completed and accompany the Secondary Employment Addendum Form. (**Attachment B**).

5. Procedures

- a) Regular Off-Duty Employment: Employees may engage in regular off-duty employment that meets the following criteria:

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- Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
 - Employment that presents no potential conflict of interest between their duties as an Officer and their duties for the secondary employer. Some examples of employment representing a conflict of interest are:
 - Repossessor, bill collector, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
 - Dressed in an official uniform in the performance of tasks other than that of a police employee.
 - Personal investigations for the private sector or any employment that might require the Officer to have access to police information, files, records or services as a condition of employment.
 - Assisting in the case preparation for the defense in any criminal, civil or other court proceedings.
 - For a business or labor group involved in a strike or lockout.
 - Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:
 - Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.
 - Any employment involving the sale, manufacture or transport of alcoholic beverages as the principal business.
 - Any gambling establishment.
- b) Extra-Duty Employment: Employees may engage in extra-duty employment as follows:
- Where a third party entity has a contract agreement with the Police Department for Officers in uniform who are able to exercise their official police duties.
 - Types of extra-duty services which may be considered for contracting are:
 - Traffic control and pedestrian safety.
 - Crowd control.
 - Security and protection of life and property.
 - Routine law enforcement for public authorities.
 - Plain-clothes assignments.
 - Entities that wish to contract for extra or special duty services will be asked to correspond with the Chief of Police and indicate their understanding of the hourly

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rate for these services as well as execute an Indemnity Agreement (**Attachment C**). A copy of this correspondence will be forwarded to the Finance Department for billing purposes.

- The Chief of Police or designee is responsible for planning, staffing and coordinating all Special Duty events requiring extra-duty employment. All requests for this type of police service will be forwarded to the Chief of Police or designee.
 - The employee assigned to the special detail will be paid at their prevailing time and one-half rate or at the rate agreed upon in the contract.
- A detail sign-up will be passed out allowing personnel to sign up for all details.
 - The sign-up will indicate eligibility (i.e. Patrol, Supervisors, etc.).
 - Assignments will be based on availability and a fair distribution of the overtime to all personnel.
 - Assignments to special details will not interfere with street coverage or the employee's abilities to work their normal tour of duty.
 - Personnel working any extra duty employment are subject to all rules and regulations of the Peru Police Department.

c) Police Off-Duty Employment

- When engaged in Police Off-Duty Employment the Officer understands and agrees that he is at all times during such employment acting as an employee of the governmental police agency other than the City of Peru and not as an employee or officer of the City of Peru.
- The governmental police agency employing the Officer shall be required to indemnify the City of Peru pursuant to the agreement attached hereto as Attachment D.
- Officers may not use Peru police vehicles or equipment or wear Peru uniforms while engaged in police off-duty employment.

d) Limitations on Secondary Employment:

- In order to be eligible for Police Off-Duty and Extra-Duty employment, personnel must be in good standing with the Department. Continued approval of an employee's Police Off-Duty and Extra-Duty employment is contingent on such good standing. For purposes of this requirement, "good standing" means that an officer is not currently under suspension or the subject of a formal internal investigation, unless approved by the Chief of Police.

CHAPTER XXIII OFF DUTY OR SECONDARY EMPLOYMENT

- Employees who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or on-duty injury shall not be eligible to engage in any secondary employment unless approved by the Chief of Police prior.
- Prior to obtaining regular off-duty, police off-duty or extra-duty employment, an employee shall comply with all departmental procedures for granting approval of such employment. Annual requests (**Attachment A & B**) must be completed by January 1 of the next year.
- Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of duty.
- An employee engaged in any secondary employment is subject to call-out in cases of emergency, and may be expected to leave their off-duty or extra-duty employment in such situations.
- Permission for an employee to engage in secondary employment may be denied or revoked where it is determined by Chief of Police that such outside employment is not in the best interest of the Department. Furthermore, permission may be denied or revoked in any case where an employee fails to perform adequately while on duty or receives disciplinary action in any way related to such outside employment.
- No employee shall solicit any person, business, or other entity for secondary employment while on duty, or while acting as a Peru Police Department employee.

6. Liability

- a) In working regular off-duty and police off-duty employment, personnel fully understand that during such off duty employment they are not an employee of the City of Peru and agree to the terms and conditions contained herein. Personnel also agree not to file a claim of any kind or nature against or with the Department. The employee understands that it is their sole responsibility to arrange with the secondary employer for the protection of liability and health insurance, worker's compensation, and the like. For regular off-duty employment, the employee shall be required as a condition of approval of such employment to provide a written acknowledgement that the employee is not acting as a Peru Police Officer or an employee or agent of the City of Peru.
- b) The Department shall not be responsible for medical expenses, losses, and/or costs incurred from injuries sustained while the employee is working in any regular off-duty or police off-duty employment.

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- c) The Department shall not be responsible for any expenses, losses, and/or costs associated with injury leave incurred from injuries sustained while the employee is working in any regular off-duty or police off-duty employment.
 - d) The Department shall not be responsible for any third party liability incurred or created while an employee is working in any regular off-duty or police off-duty employment.
 - e) The Department shall not be responsible for any expenses, losses, and/or costs incurred for defense of any criminal prosecution against the employee as a result of any regular off-duty or police off-duty employment.
7. Addendums (See Addendum Section)
- a) Secondary Employment Request
 - b) Secondary Employment
 - c) Law Enforcement Services Agreement
 - d) Secondary Employer Indemnity and Conditions Agreement

CHAPTER XXIV PERU EMERGENCY RESPONSE TEAM

SECTION A – Peru Emergency Response Team (P.E.R.T.)

1. Purpose

To establish criteria and procedure for training and equipping personnel assigned to P.E.R.T. and to prescribe the organizational structure of the team in addition to its duties and responsibilities.

2. Policy

It is the policy of the Peru Police Department to establish and provide the department with specially trained personnel (P.E.R.T.) to assist in the resolution of highly volatile or dangerous situations in the safest way possible. P.E.R.T. is comprised of officers from the Peru Police Department who have requested the assignment and who have completed the training above and beyond that required to function as a police officer with the City of Peru.

3. Definitions

- a) Emergency Response Team: A unit of specially trained and equipped officers, organized into one or more teams. Normal compliment when mobilized is the team leader and one or more teams of 3 or more officers who will function as operators.
- b) Inner Perimeter: An imaginary line encompassing the area immediately surrounding the crisis site. The size and shape of the line will depend on the danger radius posed by the threat and the masking effect provided by surrounding terrain.
- c) Outer Perimeter: A buffer zone surrounding the inner perimeter within which crisis management resources and apparatus can be assembled and deployed unhindered by the public.
- d) After Incident Critique: A review of the performance of all the participants in a training exercise of deployment with input from team leaders, operators, coordinators, the office in charge, and other commanders, when appropriate, for the purpose of support, decision making or execution, and recommending remedial or corrective action.
- e) Officer In Charge: The ranking Peru Police Officer on site charged with the responsibility for alleviating the crisis or supervising the investigative support mission.

4. Objectives

- a) To preserve human life.
- b) To achieve reasonable solutions to hostage taking and terrorist confrontations, barricaded subject situations, search warrants or other high-risk incidents.
- c) To apprehend criminal offenders in high-risk situations.
- d) To restore normal activity in civil or criminal disturbances and natural disasters.

CHAPTER XXIV PERU EMERGENCY RESPONSE TEAM

5. Personnel

P.E.R.T. shall be divided into 2 divisions.

a) Command

- Situation Commander (SIT COM) – Officers designated as Situation Commander are on site command, receiving information from the actual team that is deployed and relaying information to the Officer in Charge. The SIT COM will advise the Officer in Charge on the progress of the operation and will be the advisor to the Officer in Charge as to how to proceed. The SIT COM has the authority to activate P.E.R.T. and to deactivate the team if necessary.
- Team Leader – Specially selected, trained and equipped officers with a high level of proficiency in the ability to develop a plan of response to tactical situations with the tactics that have been tested sound and that utilize minimum amount of force necessary to resolve the situation. The Team Leader must evaluate team members while training and ensure they are prepared mentally and physically to cope with high-risk situations. The Team Leader reports directly to the Situation Commander on the progress of the operation.

b) Operators

- Specially selected, trained and equipped officers organized into one or more teams. Each individual officer may function as a weapons specialist, point man, breach man, or rear guard.

6. At Will Membership

Due to the increased risk level, additional training requirements and higher standard of operational availability, membership on P.E.R.T. shall be considered at will, and shall be restricted to those officers submitting to and passing all required testing. The following guidelines will be used in the selection process for officers seeking to become part of P.E.R.T.

- a) Interested officers submit a memo outlining their interest in joining P.E.R.T.
- b) Officers will be required to attend the 40 hour Emergency Response Team training.
- c) Officers will be added to P.E.R.T. as probationary operators and shall be assigned duties by SIT COM and the Team Leader.
- d) Officers shall assume operator status upon completion of the 40 hour Emergency Response Team training and by approval of SIT COM and the Team Leader.

7. Discipline/Removal from P.E.R.T.

- a) Membership on P.E.R.T. is completely at will. No officer shall be mandated to become a member or remain on the team. Team Leaders are authorized to issue warnings and letters of discipline for minor infractions of the Policy or the PGO.

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- b) Infractions of a serious nature will be handled by the Situation Commander after reviewing the infraction with the Officer in Charge. The Officer in Charge has the authority to suspend an officer from active status.
- c) Any departmental discipline received by a member of P.E.R.T. will reflect on his ability to remain on the team.
- d) Any officer assigned to P.E.R.T. may be removed from active status or dismissed from the team by the Chief of Police, for failure to maintain his primary duties as a police officer, or for violations of department rules and regulations.

8. Training Requirements

The successful completion of the P.E.R.T. mission is determined by the dedication of its membership and the quality of its training. All members are required (as part of your membership to the team) to attend scheduled training sessions. P.E.R.T. will train a minimum of 48 hours each year. Additional training may be required. It is recognized that due to illness or unforeseen complications, it is not always possible to attend every training session. The absence of 12 continuous hours of P.E.R.T. training (or 3 continuous P.E.R.T. training sessions) shall automatically place the operator on inactive status. Upon successful completion of the time missed, a review board shall convene to discuss the operator status with a decision being to reinstate to active or remain inactive. If the inactive status is decided, a new time period shall be set and upon end a new review board shall convene.

For excessively missed training due to absence or disciplinary problems the Situation Commander may dismiss the operator from P.E.R.T. All other cases of extended missed training shall be handled on a case-by-case basis.

9. Activation

- a) A request for use of P.E.R.T. may be made to the Team Leader, SIT COM, or the Chief of Police or his designee.
- b) Upon determination that the situation is within this policy and warrants the use of P.E.R.T., the SIT COM will activate the team.
- c) At any time, based upon the incident, the SIT COM or Team Leader may order P.E.R.T. to stand down or deactivate.

10. Operation

- a) Team Leader shall have charge to carry out tactical operations according to the PGO.
- b) SIT COM shall have command for entire tactical response.
- c) The Chief of Police, or his designee, shall assume incident command when practical.

CHAPTER XXIV PERU EMERGENCY RESPONSE TEAM

11. Post-Incident/Demobilization

- a) SIT COM will ensure an after-action critique is completed.
- b) Team Leader will be responsible for P.E.R.T. incidents at the crisis as well as collection of completed paperwork if necessary.

12. Record Keeping

- a) All P.E.R.T. training files, incident reports, over time, training, and team roster will be kept up to date at all times by SIT COM or the Team Leader.

CHAPTER XXV RAPID RESPONSE AND DEPLOYMENT POLICY

SECTION A – RAPID RESPONSE AND DEPLOYMENT

1. Purpose and Scope

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

2. Policy

The Peru Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

3. First Response

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi- location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

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- d) Whether the suspect can be contained or denied access to victims.
- e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- f) Whether planned tactics can be effectively deployed.
- g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

4. Training

The PERT Commander and Deputy Chief should include rapid response to critical incidents in the department training plan.

This training should address:

- a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- b) Communications interoperability with other law enforcement and emergency service agencies.
- c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- d) First aid, including gunshot trauma.
- e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

5. Considerations

When dealing with a crisis situation members should:

- a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

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6. Planning

The Deputy Chief and Patrol Commander should coordinate critical incident planning. Planning efforts should consider:

- a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- b) Availability of building plans and venue schematics of likely critical incident target sites.
- c) Communications interoperability with other law enforcement and emergency service agencies.
- d) Training opportunities in critical incident target sites, including joint training with site occupants.
- e) Evacuation routes in critical incident target sites.
- f) Patrol first-response training.
- g) Response coordination and resources of emergency medical and fire services.
- h) Equipment needs.
- i) Mutual aid agreements with other agencies.
- j) Coordination with private security providers in critical incident target sites.

7. School Safety Drills

The Training Coordinator should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual, on-site drills to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

CHAPTER XXVI HOSTAGE AND BARRICADE INCIDENT POLICY

SECTION A – HOSTAGE AND BARRICADE INCIDENT

1. Purpose and Scope

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage. The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

2. Policy

It is the policy of the City of Peru Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

3. Definitions

- a) Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.
- b) Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

4. Communication

- a) When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.
- b) When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

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5. Emergency Communications

- a) Should circumstances at the scene permit, department supervisors or negotiators may promptly contact the State's Attorney's Office for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).
- b) Additionally, department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

6. First Responder Considerations

- a) First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.
- b) The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.
- c) The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

7. Barricade Situations

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

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- d) Provide responding emergency personnel with a safe arrival route to the location.
- e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- k) Establish a command post.

8. Hostage Situation

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- f) Provide responding emergency personnel with a safe arrival route to the location.
- g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

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- h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

9. Supervisor Responsibilities

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Peru Emergency Response Team (PERT) response if appropriate. In addition, the following options, listed here in no particular order, should be considered:

- a) Ensure injured persons are evacuated and treated by medical personnel.
- b) Ensure the completion of necessary first responder responsibilities or assignments.
- c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
- d) Establish a command post location as resources and circumstances permit.
- e) Designate assistants who can help with intelligence information and documentation of the incident.
- f) If it is practicable to do so, arrange for video documentation of the operation.
- g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- h) Ensure adequate law enforcement coverage for the remainder of the Village during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
- i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations

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Policy.

- j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- k) Debrief personnel and review documentation as appropriate.

10. Crisis Response Unit Responsibilities

- a) It will be the Incident Commander's decision, with input from the PERT Commander, whether to deploy PERT during a hostage or barricade situation. Once the Incident
- b) Commander authorizes deployment, the PERT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the PERT. The Incident Commander and the PERT Commander or the authorized designee shall maintain communications at all times.

11. Reporting

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

CHAPTER XXVII HANDCUFFING AND RESTRAINTS POLICY

SECTION A – HANDCUFFING AND RESTRAINTS POLICY

1. Purpose and Scope

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

2. Policy

The City of Peru Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

3. Use of Restraints

Only members who have successfully completed City of Peru Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- a) The circumstances or crime leading to the arrest.
- b) The demeanor and behavior of the arrested person.
- c) The age and health of the person.
- d) Whether the person is known to be pregnant.
- e) Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- f) Whether the person has any other apparent disability.

4. Restraint of Detainees

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

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5. Restraint of Pregnant Persons

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury.

6. Restraint of Juveniles

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

7. Notifications

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

8. Application of Handcuffs or Plastic Cuffs

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

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Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

9. Application of Spit Hoods/Masks/Socks

Spit hoods/masks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

10. Application of Auxiliary Restraint Devices

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

11. Application of Leg Restraint Devices

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Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

12. Guidelines for Use of Leg Restraints

When applying leg restraints the following guidelines should be followed:

- a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

13. Medical Considerations

Prior to booking or release, medical assistance shall be obtained for any person who has sustained visible injury, expressed a complaint of an injury or continuing pain, or who has been rendered unconscious. Based upon the officer's initial assessment of the nature and

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extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics and imperviousness to pain (sometimes referred to as "Excited Delirium"), or who required a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practical. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

If an individual refuses medical attention, such a refusal shall be fully documented in the case reports and a supervisor should be notified. Whenever practical, the refusal should be witnessed by another officer and/or medical personnel. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

14. Required Documentation

If an individual is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

- a) The amount of time the suspect was restrained.
- b) How the suspect was transported and the position of the suspect.
- c) Observations of the suspect's behavior and any signs of physiological problems.
- d) Any known or suspected drug use or other medical problems.

CHAPTER XXVIII CIVIL COMMITMENTS POLICY

SECTION A – CIVIL COMMITMENTS POLICY

1. Purpose and Scope

This policy provides guidelines for when officers may place an individual under a civil commitment (405 ILCS 5/1-100 et seq.).

2. Policy

It is the policy of the City of Peru Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

3. Authority

An officer responding to or handling a call involving a suspected civil commitment may take that person into custody and transport him/her to an approved mental health facility when the officer has reasonable grounds to believe the person is in need of immediate hospitalization to protect him/herself or others from physical harm (405 ILCS 5/3-606).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission, which includes (405 ILCS 5/3-601):

- A detailed statement of the reason for the commitment, including observed signs and symptoms, a description of any acts, threats, other behavior or pattern of behavior, and the time and place of occurrence.
- 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 a known friend. If this information is unavailable, the officer shall state that diligent inquiry was made.

If the petition is not completed by the officer transporting the person, the transporting officer's name, badge number and department shall be included in the petition (405 ILCS 5/3-606).

4. Voluntary Evaluation

If an officer encounters an individual who may qualify for civil commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility.

If the individual so desires, the officers should:

- a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.
- b) If at any point the individual changes his/her mind regarding voluntary

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evaluation, officers should proceed with the civil commitment, if appropriate.

- c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

5. Minors

An officer may take a minor into custody and transport the minor to a mental health facility when there is reasonable grounds to believe that the minor has a mental illness or emotional disturbance of such severity that hospitalization is necessary to protect him/herself or others from physical harm, and that the minor is likely to benefit from inpatient treatment (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission and shall further include (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)):

- a) A detailed statement of the reason for the commitment, including a description of any acts or significant threats, and the time and place of occurrence.
- b) The name, address and telephone number of any witness.

6. Considerations and Responsibilities

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

- a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- b) Community or neighborhood mediation services.
- c) Conflict resolution and de-escalation techniques.
- d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for individuals who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

7. Transportation

When transporting any individual for a civil commitment, the transporting officer should have Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, shift supervisor approval is required before transport commences.

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8. Transfer to Appropriate Facility

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written petition for involuntary admission and remain present to provide clarification of the grounds for detention, upon request (405 ILCS 5/3-606).

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

9. Documentation

The officer should complete a petition for involuntary admission, provide it to the facility staff member assigned to the individual and retain a copy of the petition for inclusion in the case report.

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

10. Notification to Illinois State Police

A member who reasonably determines that a person poses a clear and present danger because he/she has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), shall ensure this information is reported to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that the ISP has been notified and the manner of notification should be documented.

11. Criminal Offenses

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- a) Arrest the individual when there is probable cause to do so.
- b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.
- c) Facilitate the individual's transfer to jail.
- d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

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In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

12. Firearms and Other Weapons

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

13. Return of Confiscated Firearms and Weapons

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer should detail those facts and circumstances in a report. The report should be forwarded to the Detective Division Sergeant, which shall be responsible for contacting the Illinois State Police Firearms Services Bureau.

14. Training

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with mentally disabled persons, civil commitments and crisis intervention.

CHAPTER XXIX
LAW ENFORCEMENT SEXUAL ASSAULT RESPONSE POLICY

SECTION A – LAW ENFORCEMENT SEXUAL ASSAULT RESPONSE POLICY

1. Purpose and Scope

The trauma of sexual assault and sexual abuse often leads to emotional, physical, and economic consequences for the victim. The diminished ability of victims to recover from their sexual assault or sexual abuse has been directly linked to the response of others to their trauma. The response of law enforcement can directly impact both a victim's ability to heal and his or her willingness to actively participate in the investigation by law enforcement.

Victim participation is critical to the successful identification and prosecution of sexual offenders, which can prevent new victimization. For this reason, improving the criminal justice system's response to victims of sexual assault and sexual abuse is critical to protecting public safety.

2. Policy

The Peru Police Department will:

- a) Treat sexual assault and sexual abuse as criminal conduct.
- b) Respond to sexual assault and sexual abuse calls for assistance without unnecessary delay.
- c) Take all reasonable steps to prevent retraumatization of sexual assault victims and ensure referrals for follow-up services are provided to victims and witnesses.

3. Authority

- a) 55 ILCS 80/3, Child Advocacy Advisory Board
- b) 210 ILCS 30/4
- c) 320 ILCS 20/4, Reports of abuse or neglect
- d) 325 ILCS 5/4, Persons required to report; privileged communications; transmitting false report
- e) 410 ILCS 70/1a, Definitions
- f) 720 ILCS 5/11-1.10(f-g), General provisions concerning offenses described in Sections 11-1.20 through 11-1.60
- g) 720 ILCS 5/11-1.20, Criminal sexual assault
- h) 720 ILCS 5/11-1.30, Aggravated criminal sexual assault
- i) 720 ILCS 5/11-1.50, Criminal sexual abuse
- j) 720 ILCS 5/11-1.40, Predatory criminal sexual assault of a child
- k) 720 ILCS 5/11-1.60, Aggravated criminal sexual abuse
- l) 720 ILCS 5/11-1.70, Defenses with respect to offenses described in Sections 11-1.20 through 11-1.60
- m) 725 ILCS 120/4, Rights of crime victims
- n) 725 ILCS 120/4.5, Procedures to implement the rights of crime victims

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- o) 725 ILCS 200/1, Lie detector tests
- p) 725 ILCS 202/10, Submission of evidence
- q) 725 ILCS 203/1 *et seq.*, Sexual Assault Incident Procedure Act
- r) 740 ILCS 45/5.1(b)
- s) 77 Ill. Adm. Code 545.60(e)(1), Treatment of sexual assault survivors
- t) ISP 6-386 (4/16), Illinois State Police Toxicology Screening Information For Drug Facilitated Sexual Assaults: Patient Information Sheet

4. Definitions

- a) Consent: a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The victim's manner of dress at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. [720 ILCS 5/11-1.70]
- b) Evidence-based, trauma-informed, victim-centered: policies, procedures, programs, and practices that have been demonstrated to minimize retraumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim's life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services in a nonjudgmental manner. [725 ILCS 203/10]
- c) Law enforcement agency having jurisdiction: the law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred. [725 ILCS 203/10]
- d) Sexual assault evidence: evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent. [410 ILCS 70/1a; 725 ILCS 203/10]
- e) Sexual assault or sexual abuse: is defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act. An act of nonconsensual sexual conduct or sexual penetration, as defined in Section 11-0.1 of the Criminal Code of 2012, including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012. [725 ILCS 203/10]

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5. Dispatch/Call Taker Response

Telecommunicators will provide a trauma-informed response to victims of sexual assault and sexual abuse in accordance with standards established by the Office of the Statewide 9-1-1 Administrator pursuant to 20 ILCS 2605/2605-53(a)(1) and should implement the following procedures when receiving allegations of sexual assault and sexual abuse:

- a) Assess immediate safety of victim and need for emergency medical services.
- b) Gather vital information for responding officers.
- c) Provide information to the victim on preserving evidence.

6. Initial Responding Officer Duties

Responding to initial reports of sexual assault or sexual abuse:

- a) Contact victim as soon as possible and address safety concerns.
- b) Assess need for hospital emergency and forensic services and summon emergency medical assistance, if needed, or offer to provide or arrange for transportation. [725 ILCS 203/25(a)(2)]
 - If the victim consents to a medical forensic exam, the officer will not be present during the physical exam, unless requested by the victim.
 - An officer may conduct a joint interview with health care providers, with victim consent.
- c) Provide victim or third-party reporter with the “Mandatory Notice for Survivors of Sexual Assault Form” (P.A. 99-0801 - Form A) and document in the narrative of the report that the form was provided. [725 ILCS 203/25(a)(1); (b)] See Appendix.
- d) Provide victim or third-party reporter with the Written Statement of Explanation of Crime Victim Rights - Statement of Marsy’s Rights within 48 hours of initial contact to inform victims of their rights under the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act and document in the narrative of the report that the form was provided. [725 ILCS 120/4(b)] See Appendix.
- e) Assist victim.
 - Inform the victim that he or she does not need to make a decision about participating in the criminal justice process at this time.
 - If the responding officer speaks with the victim after the close of court business hours and if a judge is available, the officer will offer to provide or arrange accessible transportation for the victim to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order or an order of protection. [725 ILCS 203/25(a)(3)]
 - Contact an agency social worker or victim advocate, if available, or identify other resources for the victim, including the National Sexual Assault Hotline (1-800-656-4673).

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- Determine the best way to contact the victim for follow-up based on the victim's concerns about privacy, confidentiality, and safety.
- f) Assess for drug-facilitated sexual assault. See Section 100.5.6.
- g) Notify an investigating officer, if other than the responding officer. After January 1, 2019, the investigation will be assigned to an officer trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act. If no trained investigating officer is available, the agency will seek assistance from another law enforcement agency with officers trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act pursuant 725 ILCS 203/20(g).
- h) Follow evidence collection, crime scene processing, and chain of custody policies and protocols. See Section 100.5.6.
 - Preserve crime scene, if possible.
 - Follow established protocols on crime scene processing, documentation of evidence collected, and chain of custody.
 - Look for evidence suggesting co-occurring, serial, and/or interconnected crimes.
- i) Conduct preliminary/initial victim interview utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 - Determine the primary language of victim and any translation needs. If the interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, refer to agency policy regarding the use of interpreters. Use of friends and family as interpreters should be avoided, if at all possible.
 - Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 - Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 - A private location should be secured, if possible.
 - A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 - Utilize a Children's Advocacy Center for a forensic interview of a child victim, when available, in accordance with the Children's Advocacy Center's written operational protocol as required by Section 3(c) of the Children's Advocacy Center Act. [55 ILCS 80/3(c)]
 - Concerns or needs of specific populations/communities should be taken into consideration. See Section 100.5.10.
- j) Fulfill mandatory reporting requirements and document any notifications made in the narrative of the report.
 - If responding to report of sexual assault or abuse of a child, a Children's Advocacy Center will be notified, if available in the jurisdiction.

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- Suspected abuse or neglect of any child will be immediately reported to the Department of Children and Family Services at 1-800-252-2873. [325 ILCS 5/4]
 - If responding to a report of sexual assault or abuse, which has occurred within the previous 12 months, of an adult with disabilities aged 18 through 59 or a person aged 60 or older who resides in a domestic living situation, who because of a disability or other condition or impairment is unable to seek assistance for himself or herself, the officer will report this suspicion, within 24 hours, to the Department on Aging at 1-866-800-1409. [320 ILCS 20/4]
 - Officer will immediately report any long-term care facility resident subjected to abuse or neglect, with whom the officer has had direct contact, to the Department of Public Health at 1-800-252-4343. [210 ILCS 30/4]
- k) Identify potential conflicts of interest and respond in accordance with established protocols.
- l) Complete a written report. See Section 100.5.3.
- m) Send a copy of the written report, if the incident occurred in another jurisdiction, to the law enforcement agency having jurisdiction in person or via fax or email within 24 hours of receiving the reported information using the “Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction Form” (P.A. 99-0801 – Form D). [725 ILCS 203/20(c)] See Appendix. If confirmation from the law enforcement agency having jurisdiction of its receipt of the report is not received within 24 hours of sending the report, the agency will follow up with the agency having jurisdiction. [725 ILCS 203/20(d)]

7. Mandatory Report Writing

- a) Reporting methods. A written report will be completed when receiving information about a sexual assault or sexual abuse crime from the following:
- A victim. [725 ILCS 203/20(b)(1)]
 - Hospital or medical personnel. [725 ILCS 203/20(b)(7)]
 - A witness. [725 ILCS 203/20(b)(6)]
 - A third-party reporter who has the consent of the victim. [725 ILCS 203/22]
 - The name and contact information of the third-party reporter will be documented in the report.
 - The reporter’s affirmation that he or she is reporting with the consent of the victim will be documented in the report.
- b) Documentation of facts in the report. The report will include information required by 725 ILCS 203/20(b), if known, whether provided at the time of initial report or obtained through investigation and should:
- Include documentation of signs of physical and psychological trauma to the victim.

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- Include documentation of any aggravating factors present included in 720 ILCS 5/11-1.30; 11-1.40; 11-1.60 or other relevant statutes.
- Detail and describe the victim's lack of consent, with documentation of the victim's subtle and overt actions. Silence does not imply consent.
- Clearly document, if a consensual encounter turned non-consensual, the details of how and when the suspect's behavior changed and how the victim expressed or demonstrated non-consent to the continued acts.
- As accurately as possible, use the victim's, witness's, and/or suspect's own words in writing. The language used by the victim will not be sanitized or cleaned up.

8. Duties of Officers Investigation Sexual Assault and Sexual Abuse

Prior to January 1, 2019, all investigations of sexual assault and sexual abuse should be assigned to an officer who has completed training in sexual assault investigations pursuant to Section 10.19(d) of the Illinois Police Training Act, if one is available. After January 1, 2019, all investigations of sexual assault and sexual abuse will be assigned to an officer who has completed the required training. [725 ILCS 203/20(g)]

Investigating sexual assault and sexual abuse cases:

- a) Determine the primary language of the victim, witnesses, and suspects and any translation needs. If a victim interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, refer to established protocols. Use of friends and family members as interpreters should be avoided, if at all possible.
- b) Interview the victim utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 - Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 - Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 - A comprehensive follow-up interview should be conducted after the victim has been medically examined and treated and personal needs have been met.
 - A victim should be allowed to complete at least two full sleep cycles before an in-depth interview occurs, if at all possible; however, a victim's request to complete the interview sooner should be honored.
 - A private location should be secured, if possible.
 - A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 - The role or impact of drugs or alcohol should be taken into consideration.

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- Sources of additional evidence during the victim interview, including electronic communications or knowledge of prior victims, should be explored.
 - Concerns or needs of specific communities/populations should be taken into consideration. See Section 100.5.10.
 - Officers should be aware of possible defense strategies, including denial, identity, alibi, and consent, and document the relevant information provided.
 - Officers should be conscious of the timing of releasing information to the victim or the public if the use of a photo array is possible.
 - A case should not be automatically closed following a recantation by the victim; additional inquiry is necessary to determine the cause of the recantation.
 - When concluding the follow-up victim interview, the officer should:
 - Inform the victim about the next steps in the investigation. Let the victim know when he or she can expect to be contacted again.
 - Encourage the victim to contact the officer if he or she remembers any additional information or evidence and assure the victim that it is common to remember additional information with the passage of time.
 - Help the victim develop a safety plan, if there are safety concerns, and encourage the victim to call the police if the suspect violates any criminal or court orders, or if the suspect (or the suspect's family or associates) contacts the victim in any way (in person, by phone, through social media, etc.).
 - Encourage the victim to work with an advocate to assess future needs.
- c) Conduct witness interviews.
- Identify and interview individuals present during assault.
 - Identify and interview individuals who witnessed pre-assault or post-assault conduct or statements of the suspect or the victim.
 - Identify and interview outcry (disclosure) witnesses.
 - Identify and interview prior victims for evidence of the suspect's propensity to commit sexual abuse or sexual assault.
- d) Conduct suspect investigations.
- Prior to contacting the suspect, officers should attempt to:
 - Conduct a background check and criminal history for victim and officer safety.
 - Look for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
 - Conduct LEADS or NCIC search that shows all law enforcement contacts.
 - Evaluate sources of digital evidence. See Section 100.5.4(5).
 - Consider conducting pretext communications with consideration given to minimizing the emotional impact on the victim. Consult the state's attorney's office regarding legal requirements.

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- Develop a timeline of pre- and post-assault behaviors and communications.
- Assess the circumstances for either a noncustodial interview or a custodial interview.
- Conduct suspect interviews.
 - Attempt to interview every suspect identified.
 - Audio and video record the entire interview.
- Consider a suspect medical forensic exam.
 - Immediately after the preliminary suspect interview, determine whether a forensic sexual assault examination should be obtained for the suspect.
 - Consider legal requirements.
 - Obtain a search warrant to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing; or
 - Obtain consent from the suspect to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing. If an exam is conducted with the suspect's consent, document the suspect was informed of his or her right to decline any part of the examination and to leave at any time.
 - Collect evidence.
 - If a health care provider is conducting the forensic examination of the suspect, a law enforcement officer will be present at all times.
 - If in custody, the suspect will be given a Miranda warning before being asked medical history questions by the health care provider or investigator.
- When possible, enter information into the FBI Violent Criminal Apprehension Program Database or forward to the appropriate agency for entry.
- Identify potential modus operandi when suspect is unknown.
- e) Evaluate sources of digital evidence including photographs, video, social networking sites, blogs or forums, hidden video recording devices, and computer spyware programs for information related to the sexual assault or sexual abuse. Look for evidence of, investigate, and document any monitoring, surveillance, targeting, and grooming behaviors employed by the suspect through technological means.
- f) Follow evidence collection, crime scene processing, and chain of custody policies and protocols. See Section 100.5.6.
- g) Complete mandatory report writing requirements. See Section 100.5.3.
- h) Consult with State's Attorney's Office to determine what additional information is needed.

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9. Supervisor Duties

Supervisors should have an understanding of the impact of trauma on a victim and proper trauma-informed responses by officers. Officers supervising officers responding to and investigating sexual assault and sexual abuse cases should:

- a) Ensure that officers responding to and investigating sexual assault and sexual abuse utilize evidence-based, trauma-informed, victim-centered policies, procedures, programs, and practices.
- b) If requested by an officer, or when deemed necessary, respond to assist officers investigating sexual assault and sexual abuse.
- c) Review all sexual assault police reports for accuracy, consistency, and victim-centered responses.
- d) Provide officer mentoring and accountability.
- e) Work to increase interagency communication between law enforcement and prosecutors to ease the transition for victims moving from the investigation phase to prosecution.
- f) Ensure officers and investigators understand case coding and appropriately clearing sexual assault cases.
- g) Review all sexual abuse or sexual assault cases cleared by exception or unfounded to ensure cases were not prematurely closed. A case should not be cleared by exception or unfounded until the results of the sexual assault evidence testing are returned and all evidence is reviewed.
- h) Suspend, inactivate, or otherwise remove cases not cleared by arrest, cleared by exceptional means, or unfounded from an officer's active caseload when all leads have been exhausted and no further investigation is possible.
- i) Ensure officer and investigator training requirements are met.

10. Evidence Collection, Crime Scene Processing, and Chain of Custody

- a) An officer will take possession of sexual assault evidence collected by hospital personnel within no more than five days of the completion of the medical forensic exam and document the possession of the evidence in the report. [725 ILCS 203/30(a); 725 ILCS 203/30(b)]
- b) If a victim declines to consent to testing the evidence, the agency will store evidence for five years from completion of medical forensic exam or five years from victim's 18th birthday, whichever is longer. [725 ILCS 203/30(d)]
 - The victim or the victim's designee will be provided the following information pursuant to "Storage and Future Testing of Sexual Assault Evidence Form" P.A. 99-0801 - Form C may be used. [725 ILCS 203/30(e)] See Appendix.
 - The evidence will be stored at Peru Police Department Evidence Section. [725 ILCS 203/30(e)(1)]

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- The victim may provide consent for testing at a later date by [725 ILCS 203/30(d)]:
 - Contacting Peru Police Department.
 - Working with a sexual assault advocate.
 - Providing verbal consent with follow-up verification by email, mail, or fax.
- Peru Police Department 815-223-2151.[725 ILCS 203/30(e)(3)]
- Local Rape Crisis Center. [725 ILCS 203/30(e)(4)]
- Pursuant to agency protocol, the agency will notify:
 - A victim or victim’s designee if the agency’s storage period for sexual assault evidence exceeds five years or the victim’s 23rd birthday. [725 ILCS 203/30(f)(g)]
 - A victim or victim’s designee that the storage period for their sexual assault evidence will be ending soon, if such notice has been previously requested by the victim, in order to provide the victim sufficient time to decide whether to consent to testing the evidence.
- c) If a victim consents to testing the sexual assault evidence, the officer will:
 - Submit evidence, including but not limited to the Illinois State Police Sexual Assault Evidence Collection Kit, urine specimen, clothing, and crime scene evidence such as condoms, tissue, and bedding, for testing within 10 days of receipt of consent pursuant to the Sexual Assault Evidence Submission Act and document the submission in the case report. [725 ILCS 202/10; 725 ILCS 203/30(b)] No law enforcement agency having jurisdiction may refuse or fail to send sexual assault evidence for testing that the victim has consented to be tested. [725 ILCS 203/30(c)]
 - Provide the victim or victim’s designee with written information informing the victim of his or her right to request information regarding the submission and results of the testing. “Mandatory Notice of Victim’s Right to Information Regarding Sexual Assault Evidence Form” P.A. 99-0801 - Form B may be used. [725 ILCS 203/35] See Appendix.
- d) Follow established protocols for responding to victims who want to sign the written consent to test sexual assault evidence after the evidence has been transferred to agency. [725 ILCS 203/30(f)]
- e) Drug- and alcohol-facilitated sexual assault.
 - If a drug- or alcohol-facilitated sexual assault is suspected, it is recommended that urine be collected as soon as possible after the assault.
 - If possible, transport the victim to a facility where the sample can be taken.
 - If the first urine has been voided, urine collection should still be encouraged up to 120 hours (five days) after the sexual assault has occurred, as it could still have evidentiary value.

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- No sample analysis may be performed unless the victim returns a signed written consent form after the sample was collected. [720 ILCS 5/11-1.10(g)] The victim has five years after the sample was collected to consent to testing. [725 ILCS 203/30(d)]
 - If samples are taken by the hospital for medical purposes, the officer should not request the hospital personnel to test a victim's blood or urine without the consent of the victim.
 - With the victim's consent, any blood or urine samples collected will be submitted to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center) for analysis. [725 ILCS 202/10]
 - A victim should be notified that once a written consent form for analysis is signed, he or she has 48 hours to revoke consent. [ISP 6-386 (4/16)]
 - An officer should check for digital evidence corroborating the narrative, such as video, credit card purchases, mobile phone records, and receipts.
 - An officer should obtain a warrant, when appropriate, to search the home(s) of the suspect(s) for drugs and paraphernalia and conduct searches of computers of the suspect(s).
- f) DNA
- When evidence analysis indicates an association with an individual (CODIS hit), the Illinois State Police Crime Laboratory or other appropriate laboratory will request that the law enforcement agency obtain a confirmatory buccal swab (reference standard) from the suspect.
 - Every effort should be made to locate the suspect to obtain a confirmatory swab.

11. Criminal Offenses

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- e) Arrest the individual when there is probable cause to do so.
- f) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.
- g) Facilitate the individual's transfer to jail.
- h) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

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12. Firearms and Other Weapons

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

13. Return of Confiscated Firearms and Weapons

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer should detail those facts and circumstances in a report. The report should be forwarded to the Investigation Unit, which shall be responsible for contacting the Illinois State Police Firearms Services Bureau.

14. Training

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with mentally disabled persons, civil commitments and crisis intervention.

15. Victim's Rights and Victim Notification

- a) Officers will provide the Statement of Marsy's Rights to victims within 48 hours of initial contact, informing victims of the rights provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act. [725 ILCS 120/4(b)]
- b) Officers will advise victims of the availability of crime victim compensation and that any information concerning the Crime Victims Compensation Act and the filing of a claim may be obtained from the Office of the Attorney General. [740 ILCS 45/5.1(b)]

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- c) Crime victims have the right to be treated with fairness and respect for their dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process. [725 ILCS 120/4(a)(1)]
- d) At the request of the crime victim, officers will provide notice of the status of the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation, until such time as the alleged assailant is apprehended or the investigation is closed. [725 ILCS 120/4.5(a)]
- e) Officers will provide notice to a victim if a closed case is reopened to resume the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation. [725 ILCS 120/4.5(a-5)]
- f) Victims may have a person, advocate, or attorney with them for the purposes of support or consultation.
- g) A victim has a right to request information regarding the submission and testing of forensic evidence. Upon the request of the victim who has consented to the testing of sexual assault evidence, officers will provide the following information in writing [725 ILCS 203/35(a)]:
 - The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center), within seven days of submitting the evidence to a laboratory.
 - Any test results provided to the law enforcement agency by the laboratory, within seven days of receipt of the results by the agency, including, but not limited to whether:
 - a DNA profile was obtained from the testing of the sexual assault evidence from the victim's case;
 - the DNA profile developed from the sexual assault evidence has been searched against the DNA Index System or any state or federal DNA database;
 - an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
 - any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.

16. Working with the Prosecutor

Pursuant to established protocols, an officer should contact the LaSalle County State's Attorney's Office for assistance with an investigation or felony review, when appropriate.

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17. Follow-up Investigative Procedure

- a) Forensic and offender hits (CODIS matches) relating to sexual assault and sexual abuse cases from Illinois State Police Crime Laboratories or other laboratories are to be received by Peru Police Department Detective Division who/which should:
 - Log receipt of hit information from laboratories;
 - Assign an officer to investigate the CODIS hit and potential impact on the investigation;
 - Document all investigative steps taken as a result of the CODIS hit; and
 - Consult with the local state's attorney's office about the results of the investigation following the CODIS hit.
- b) Victim Notification.
 - If the status of a cold case changes, including instances where a case is reopened to resume investigation, a crime lab has notified law enforcement of a DNA database "hit," or an offender has been arrested on a warrant, notice to the victim will be provided unless it would unreasonably interfere with the investigation. [725 ILCS 120/4]
 - Prior to notification and communication with the victim, officers should consult with the agency social worker or rape crisis advocate. Notification to the victim should be coordinated with the social worker or rape crisis advocate to permit the social worker or advocate to be present if possible. Officers should attempt to notify the victim at a time, place, and manner that provides as much privacy as possible.

18. Consideration for Specific Populations/Communities

Each agency should demonstrate a commitment to making sure all officers have the best training and skills necessary to provide services to every community. Resources regarding specific populations/communities can be found at:

http://www.illinoisattorneygeneral.gov/victims/improvingresponsetosa_il.html.

19. Agency Partnerships with Victim Advocates and Sexual Assault Response Teams (SARTS)

Victim Advocates. Officers responding to and investigating sexual assault and sexual abuse cases should be aware of victim advocate resources available within the agency's jurisdiction and how to contact an advocate for assistance.

20. Addendums (See Addendum Section)

- e) Sexual Assault Incident Procedure Act-Policy Requirements
- f) Mandatory Notice for Survivors of Sexual Assault
- g) Civil No Contact Orders/Orders of Protection
- h) Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing

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- i) Storage and Future Testing of Sexual Assault Evidence
- j) Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction

CHAPTER XXX OFF DUTY LAW ENFORCEMENT ACTIONS POLICY

SECTION A – OFF DUTY LAW ENFORCEMENT ACTIONS

1. Purpose and Scope

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the City of Peru Police Department with respect to taking law enforcement action while off-duty.

2. Policy

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

3. Firearms

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department- issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed any amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

4. Decision to Intervene

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

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- a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- b) The inability to communicate with responding units.
- c) The lack of equipment, such as handcuffs, OC spray or baton.
- d) The lack of cover.
- e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- f) Unfamiliarity with the surroundings.
- g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

5. Intervention Procedure

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a City of Peru Police Department officer until acknowledged. Official identification should also be displayed.

6. Incidents of Personal Interest

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

7. Civilian Responsibilities

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

8. Other Considerations

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

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9. Reporting

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify their shift supervisor as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee. Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

CHAPTER XXXI MAJOR INCIDENT NOTIFICATION POLICY

SECTION A – MAJOR INCIDENT NOTIFICATION

1. Purpose

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

2. Policy

The City of Peru Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

3. Minimum Criteria for Notification

Most situations where the media show a strong interest are also of interest to the Chief of Police and other senior command staff. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- a) Homicides
- b) Any serious crimes against person or major property crime
- c) Traffic accidents with fatalities or critical injuries
- d) Officer-involved shooting - on or off duty
- e) Significant injury or death to employee - on or off duty
- f) Death of a prominent Peru official
- g) Arrest or implication or involvement in criminal activity of Department employee or prominent Peru official
- h) Aircraft crash
- i) In-custody deaths or serious injury or illness to person in custody
- j) Major fires
- k) Any other incident or event wherein there would be significant media interest

4. Supervisor Responsibility

The shift sergeant/OIC is responsible for making the appropriate notifications. The shift sergeant/ OIC shall make reasonable attempts to obtain as much information on the incident as possible before notification. They shall attempt to make the notifications as soon as practical. Notification should be made by calling the cellular phone first, then the home telephone number or pager.

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5. Staff Notification

In the event an incident occurs described in the Minimum Criteria for Notification section of this policy, the Chief of Police shall be notified along with the Deputy Chief, Commander and the Investigations Unit Supervisor if that division is affected.

6. Detective Notification

If the incident requires that a detective respond outside regular hours the on call detective shall be contacted.

CHAPTER XXXII BIAS-BASED POLICING POLICY

SECTION A – BIAS-BASED POLICING

1. Purpose and Scope

This policy provides guidance to department members that affirm the City of Peru Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

2. Definitions

Definitions related to this policy include:

- a) Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

3. Policy

The City of Peru Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

4. Bias-Based Policing Prohibited

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

5. Member Responsibilities

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

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6. Reason for Contact

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (CAD)), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

7. Reporting Stops

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

8. Supervisor Responsibilities

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 - Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review mobile recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

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BIAS-BASED POLICING POLICY

9. State Reporting

The Records Section shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

10. Administrative

Each year, the Deputy Chief shall review the efforts of the Department to prevent racial- or bias-based profiling and submit any public concerns and complaints, to the Chief of Police. This report should not contain any identifying information regarding any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors shall review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

11. Training

Training on fair and objective policing and review of this policy should be conducted as directed by the Chief of Police or training officer.

**CHAPTER XXXIII
BRADY MATERIAL DISCLOSURE POLICY**

SECTION A – BRADY MATERIAL DISCLOSURE

1. Purpose and Scope

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "Brady information") to a prosecuting attorney.

2. Definitions

- a) Brady information - Information known or possessed by the City of Peru Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

3. Policy

The City of Peru Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the City of Peru Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

4. Disclosure of Investigative Information

- a) Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.
- b) If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.
- c) Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.
- d) Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

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BRADY MATERIAL DISCLOSURE POLICY**

5. Disclosure of Personal Information

- a) As members of this department are from time to time a material witness in a criminal case, the Chief of Police or his designee shall periodically examine the personnel file of officers to determine whether they contain Brady information. If Brady information is located, the following procedure shall apply:
- In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of Brady material in the member's personnel file.
 - The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in camera review by the court.
 - If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.
 - The Custodian of Records shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.
 - If the court determines that there is relevant Brady material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
 - Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
 - If a court has determined that relevant Brady information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.
- b) The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain Brady information. The obligation to provide Brady information is ongoing. If any new Brady information is identified, the prosecuting attorney should be notified.

6. Investigating Brady Issues

If the department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with department policy.

7. Training

Department personnel should receive periodic training on the requirements of this policy.

**CHAPTER XXXIV
FELONY INVESTIGATION DISCOVERY POLICY**

SECTION A – FELONY INVESTIGATION DISCOVERY

1. Purpose and Scope

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

2. Investigative Materials

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non- homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney's Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

3. Compliance

The Investigations Unit supervisor shall implement appropriate procedures, including the periodic review of all homicide and "non-homicide felony" case files to ensure that all investigative materials and exculpatory evidence has been provided to the State's Attorney's Office.

All department personnel shall document in writing the tendering of investigative materials to the State's Attorney's Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State's Attorney in a timely and efficient manner.

4. Continuing Obligations

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

CHAPTER XXXV INFORMANTS POLICY

SECTION A – INFORMANTS

1. Purpose and Scope

The purpose of this policy is to provide guidelines for the use of informants.

2. Definitions

Definitions related to this policy include:

- b) Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the City of Peru Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the City of Peru Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

3. Policy

The City of Peru Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

4. Use of Informants

a) Initial Approval

- Before using an individual as an informant, an officer must receive approval from his/her supervisor and the LaSalle County State's Attorney's Office. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.
- Members of this department should not guarantee absolute safety or confidentiality to an informant.

b) Juvenile Informants

- The use of informants under the age of 13 is prohibited.
- In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:
 - The juvenile's parents or legal guardians
 - The juvenile's attorney, if any
 - The court in which the juvenile's case is being handled, if applicable
 - The Chief of Police or the authorized designee

CHAPTER XXXV INFORMANTS POLICY

5. Informant Agreements

- a) All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.
- b) Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

6. Informant Integrity

- a) To maintain the integrity of the informant process, the following must be adhered to:
 - The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Deputy Chief, Detective Division supervisor or their authorized designees.
 - Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
 - Criminal activity by informants shall not be condoned.
 - Informants shall be told they are not acting as police officers, employees or agents of the City of Peru Police Department, and that they shall not represent themselves as such.
 - The relationship between department members and informants shall always be ethical and professional.
 - Members shall not become intimately involved with an informant.
 - Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigations Unit supervisor.
 - Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- b) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Detective Division supervisor.
 - Officers may meet informants alone in an occupied public place, such as a restaurant.
 - When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
 - In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
 - Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

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7. Unsuitable Informants

- a) The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member.
- b) The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.
- c) Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:
 - The informant has provided untruthful or unreliable information in the past.
 - The informant behaves in a way that may endanger the safety of an officer.
 - The informant reveals to suspects the identity of an officer or the existence of an investigation.
 - The informant appears to be using his/her affiliation with this department to further criminal objectives.
 - The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
 - The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
 - The informant commits criminal acts subsequent to entering into an informant agreement.

8. Informant Files

- a) Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.
- b) Informant files shall be maintained in a secure area within the Special Investigations Unit. The Detective Division supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Deputy Chief, Detective Division supervisor or their authorized designees.
- c) The Deputy Chief of Police should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Detective Division supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy.

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The audit should be conducted by a supervisor who does not have normal access to the informant files.

9. File System Procedure

- a) A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:
- Name and aliases
 - Date of birth
 - Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
 - Photograph
 - Current home address and telephone numbers
 - Current employers, positions, addresses and telephone numbers
 - Vehicles owned and registration information
 - Places frequented
 - Briefs of information provided by the informant and his/her subsequent reliability
 - If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
 - Name of the officer initiating use of the informant
 - Signed informant agreement
 - Update on active or inactive status of informant

10. Informant Payments

- a) No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:
- The extent of the informant's personal involvement in the case
 - The significance, value or effect on crime
 - The value of assets seized
 - The quantity of the drugs or other contraband seized
 - The informant's previous criminal activity
 - The level of risk taken by the informant
- b) The Detective Division supervisor will discuss the above factors with the Deputy Chief of Police and recommend the type and level of payment subject to approval by the Chief of Police.
- c) Payment Process
- Approved payments to an informant should be in cash using the following process:
 - Payments of \$500 and under may be paid in cash from an SIU Official

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Advance Funds (OAF).

- The Detective Division supervisor shall sign the voucher for cash payouts from the buy/expense fund.
- Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
 - The check shall list the case numbers related to and supporting the payment.
 - A written statement of the informant's involvement in the case shall be placed in the informant's file.
 - The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 - Authorization signatures from the Chief of Police and the Detective Division supervisor are required for disbursement of the funds.
- To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
 - The cash transfer form shall include the following:
 - Date
 - Payment amount
 - City of Peru Police Department case number
 - A statement that the informant is receiving funds in payment for information voluntarily rendered.
 - The cash transfer form shall be signed by the informant.
 - The cash transfer form will be kept in the informant's file.

d) Reporting of Payments

- Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.
- In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

e) Audit of Payments

- The Detective Division supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.
- At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability

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and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

CHAPTER XXXVI EMPLOYEE PERFORMANCE EVALUATIONS

SECTION A - EMPLOYEE PERFORMANCE EVALUATIONS

1. Policy

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement. The Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

2. Evaluation Process

Employee Performance Evaluations will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document the discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with the opportunities to correct performance issues as they arise.

Employees shall be privately evaluated twice a year just before schedule change every 6 months.

3. Ratings

Employee Performance Evaluation sections will be rated on a scale of 1, 2, 3, 4, or 5. 1=Unsatisfactory, 2=Below Expectations, 3=Meets Expectations, 4=Exceeds Expectation, and 5=Excellent.

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UNSATISFACTORY – Performance is totally unacceptable and fails to meet the requirements of the position.

BELOW EXPECTATIONS – Performance falls short of meeting acceptable levels and performance. While not considered totally unacceptable, this rating indicates a performance deficiency that requires remedial action.

MEETS EXPECTATION – Performance consistently meets acceptable standards for the position.

EXCEEDS EXPECTATIONS – Performance is above acceptable standards and exceeds the requirements of the position.

EXCELLENT – Performance is exemplary and well above acceptable standards for the position with little room for future improvement.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. A rating under any job dimension marked other than "Meets Standards" shall be substantiated in the rater comments section.

4. Evaluation Interview

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable objections to any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

5. Evaluation Review

After the supervisor finishes the discussion with the employee, the performance evaluation is signed by the Supervisor (Rater) and employee and forwarded to the rater's supervisor or Chief of Police. The rater's supervisor, Chief of Police or his designee shall review the evaluation for fairness, impartiality uniformity, and consistency and place any comments needed on the evaluation. The evaluation will be returned to the supervisor for the appropriate final review by the employee and the employee's signature. The Chief of Police or his designee shall evaluate the supervisor on the quality of ratings given.

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6. Evaluation Distribution

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to the City Personnel Department.

7. Addendums (See Addendum Section)

a) Employee Performance Evaluation

CHAPTER XXXVII

MOBILE DATA COMPUTER POLICY

SECTION A – MOBILE DATA COMPUTER

1. Purpose

To establish guidelines for the use of Mobile Data Computers and to promote the effective and efficient use of communications equipment.

2. Policy

a) General

- The Mobile Data Computers (“MDCs”) are connected to the Computer Aided Dispatch (“CAD”) system to facilitate non-verbal communication thereby freeing the voice communications of unnecessary radio traffic.
- MDCs in patrol vehicles shall remain on and logged in at all times which vehicle is on shift.

b) Rebooting Procedures

- In the event that a MDC is not working or has logged itself out the following procedure should be followed:
 - Close all programs that may be open.
 - Re-Open the internet and mapping (WTH) software.
 - Log in as the proper user.

c) Status Changes

- When practical, units changing status should use the MDC to communicate with dispatch directly. Doing so relieves traffic on the dispatch frequency and increases the efficiency of the entire system.
- If the MDC is inoperative, status changes shall be accomplished on the radio frequency. Status changes using the MDC shall be accomplished by using the following procedure:
 - The call should be brought up, by clicking on the appropriate call in the Silent Dispatch Screen.
 - ***Enroute, Squad in Vicinity “10-60”, Arrived, and Cleared*** are all listed on the left hand side of the dispatch screen.
 - After clicking on ***Enroute, Squad in Vicinity 10-60”, and Arrived***, the status will automatically change. Clicking ***Enroute*** automatically adds your unit to the call.
 - Choosing ***Cleared*** will clear you from the call.
 - Choosing ***Respond with Text*** will allow you to communicate with the dispatcher without using the radio. This will be utilized to have the dispatcher perform radio sensitive tasks such as coroner notification, special key holder instructions or other sensitive patient data.

d) CAD System

- MDCs are connected to the CAD system to facilitate non-verbal communication between field units and the dispatch center. This tool makes operations more efficient and should not be used for personal use.

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MOBILE DATA COMPUTER POLICY

- The following actions are considered improper use of the CAD system:
 - Logging on and viewing other agency CADS for personal use or benefit.
 - Taking screenshots of active/inactive CADS.
 - Sending vulgar or obscene text via the CAD system.
 - Accessing CADS that do not pertain to the department without legitimate law enforcement purpose.
 - Posting CAD information on social media.
 - Sending CAD information to department members via social media, text message or email.
 - Using the login information for vehicles or dispatch computer to access the CAD from personal computers, tablets, phones or other personal devices when do so without legitimate law enforcement purposes.
 - Any use of the CAD system for personal use or benefit when not done as part of PPD business purposes.
- e) Any member who is found to have used the CAD system improperly is subject to discipline up to and including dismissal from the department.

CHAPTER XXXVIII INVESTIGATION OF LAW ENFORCEMENT CRIMINAL SEXUAL ASSAULT COMPLAINTS POLICY

SECTION A – INVESTIGATION OF LAW ENFORCEMENT CRIMINAL SEXUAL ASSAULT COMPLAINTS POLICY

1. Purpose

In accordance with Illinois Public Act 100-0515, commonly referred to as the Law Enforcement Criminal Sexual Assault Investigation Act, the Peru Police Department shall comply with the following procedures involving the investigation of complaints of sexual assault/sexual misconduct involving an officer while in the performance of their official duties. The Chief of Police or his designee shall be responsible for compliance in these types of investigations outlined below.

2. Definitions

- a) Law Enforcement Agency – any agency of this state or unit of local government which is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws or ordinances.
- b) Law Enforcement Officer – means any person employed by a state, county or municipality as a policeman, peace officer, or in some like position involving the enforcement of the law protection of public interest at the risk of the person's life.
- c) Officer-involved criminal sexual assault – an alleged violation of Section 11-1.20, 11-1.30, 11-1.40, 11-1.50, or 11-1.60 of the Criminal Code of 2012 while an officer is on duty.

3. Investigation of Officer-involved Criminal Sexual Assault Requirements

The Peru Police Department shall comply with the following guidelines regarding the investigation of officer-involved criminal sexual assaults or sexual misconduct that involve a law enforcement officer employed by the City of Peru.

- a) Each officer-involved criminal sexual assault investigation shall be conducted by at least two investigators, or an entity or agency comprised of at least two investigators, one of whom shall be the lead investigator. The investigators shall have completed a specialized sexual assault and sexual abuse investigation training program approved by the Illinois Law Enforcement Training and Standards Board, or similar training approved by the Illinois Law Enforcement Training and Standards Board or the Department of State Police. No investigator involved in the investigation may be employed by the law

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INVESTIGATION OF LAW ENFORCEMENT CRIMINAL SEXUAL
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enforcement agency that employs the officer involved in the officer-involved criminal sexual assault.

- b) The investigators conducting the investigation shall, in an expeditious manner, provide a complete report to the State's Attorney of the County in which the officer-involved criminal sexual assault or sexual misconduct is alleged to have occurred.
- c) If the State's Attorney, or designated special prosecutor, determines there is no basis to prosecute the law enforcement officer involved in the officer-involved criminal sexual assault or criminal sexual misconduct, or if the law enforcement officer is not otherwise charged or indicted, police reports shall be only made public pursuant to applicable laws.

4. Intra-agency Investigations

- a) This Act does not prohibit any law enforcement agency from conducting an internal investigation into the officer involved criminal sexual assault or sexual misconduct of the internal investigation does not interfere with the investigation conducted under the requirements of the above sections.

5. Compensation for Investigation

- a) Compensation for participation in an investigation of an officer-involved criminal sexual assault or sexual misconduct may be determined in an intergovernmental or interagency agreement.

CHAPTER XXXIX RESPONSE AND RELEASE OF INDIVIDUALS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL POLICY

SECTION A – RESPONSE AND RELEASE OF INDIVIDUALS UNDER THE INFLUENCE OF DRUGS OF ALCOHOL

1. Purpose

To prevent injury of any nature related to the detention, custody, and release of any individual suspected to be under the influence of drugs, alcohol, or other intoxicating substance, law enforcement agencies are encouraged to adopt policies in accordance with these principles.

2. Definitions

- a) Minor: A person who is under the age of 21.
- b) Responsible Adult: A person who is at least 21 years of age and willing to take custody of an individual who is suspected of being under the influence of drugs, alcohol, or any other intoxicating substance.

3. Response

- a) When addressing an individual who demonstrates signs of being under the influences of drugs, alcohol or any other intoxicating substance, officers should respond with reasonable care.
- b) Officers should exercise judgment based upon experience and training when determining if an individual is under the influence of drugs, alcohol, or an intoxicating substance.
- c) If possible, a breathalyzer, hand-held breath test, or toxicology indicator may be employed to determine if an individual is under the influence of drugs, alcohol, or an intoxicating substance.

4. Detention

- a) In the course of making a custodial arrest, when the arresting officer delivers an individual believed to be under the influence of drugs, alcohol, or an intoxicating substance, to a detaining facility, the officer must inform the custodial agent of this belief.
- b) When detaining an individual who is believed to be under the influence of drugs, alcohol, or an intoxicating substance, a law enforcement officer or agency should take all reasonable precautions to remove potentially harmful items from the detainee and restrict access to potential dangers.
- c) In the course of being detained, an individual under the influence of drugs, alcohol, or an intoxicating substance may be offered additional breathalyzer tests, hand-held breath tests, or toxicology tests to determine his or her level of sobriety.

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RESPONSE AND RELEASE OF INDIVIDUALS UNDER THE
INFLUENCE OF DRUGS OR ALCOHOL POLICY

- d) During the course of detention, a law enforcement agency should make a reasonable attempt to continuously monitor any individual who is under the influence of drugs, alcohol, or an intoxicating substance.
- e) Officers should monitor detainees who are under the influence of alcohol or other intoxicating compounds while the subject is in their custody. If the subject in custody requires medical attention, the arresting or detaining agency should promptly contact the appropriate emergency medical services.

5. Release – Individuals 21 and Over

- a) If the detaining agency believes that an individual remains under the influence of drugs, alcohol, or an intoxicating substance, the agency should make a reasonable attempt to contact a responsible adult of the individual's choosing to arrange for the transfer of custody.
- b) If no responsible adult is selected by the individual, or is not available for contact, the agency may contact any other known family member or relative to arrange for custody.
- c) If no party can be contacted or arrange for custody, despite efforts made by the arresting officer or detaining agency, the detaining agency may delay release until such time as the intoxicating effects have subsided and the individual is believed to no longer be a threat to him or herself, or others.

6. Release – Individuals Under Age 21

- a) For minors under the age of 18 suspected of being under the influence of drugs, alcohol, or an intoxicating substance, release should be withheld until the arresting officer or detaining agency has made contact with a parent or legal guardian who has arranged to take custody of the individual. If a parent or guardian is not contacted, despite efforts made by the arresting officer or detaining agency, the agency may contact the proper child service authorities within the jurisdiction or arrange for custody to be delivered to a responsible adult.
- b) In the case of any minor who is 18 and over and who is in custody and suspected of being under the influence of drugs, alcohol, or an intoxicating substance, the arresting officer must make a reasonable attempt to contact a responsible adult who is willing to take custody of the intoxicated individual. If no such contact is made prior to transfer, the arresting officer must notify the detaining agency and the detaining agency must make a subsequent attempt to contact a responsible adult. If no contact can be made, despite efforts made by the arresting officer or detaining agency, the detaining agency should delay release until such time as the intoxicating effects have subsided and the individual is believed to no longer be a threat to him or herself, or others.

CHAPTER XXXX DISTRACTION DEVICE DEPLOYMENT

SECTION A – DISTRACTION DEVICE DEPLOYMENT DURING SPECIAL OPERATIONS

1. Purpose

It is the purpose of this policy to establish guidelines for the deployment of a distraction device during circumstances that dictate their use by properly trained personnel.

2. Definitions

A device that produces a loud bang with a brilliant light which is designed to cause confusion and provide an emergency response team a few seconds of advantage during the subject's disoriented state. The distraction device is a supplemental device, which may be considered for use in conjunction with other forms of diversion and subterfuge.

3. Guidelines

a) Criteria for Use

- During deliberate operations, a distraction device may be used at the discretion of any emergency response team commander or team leader.
- During an emergency operation, the distraction device may be used at the discretion of any properly trained emergency response team officer.
- Certain conditions exist which limit or prohibit the use of distraction devices. When children or elderly persons are known to be in the location, care must be taken in the use of these devices, as these individuals are more susceptible to potential injury.

b) Deployment

- The way to deploy a distraction device is by hand throwing the device.
 - Hand Thrown: The distraction device should be placed in the web of the strong hand with the fuse pointed upward. (For left-handed person, the fuse must be pointed downward in order for the safety ring pin to be properly positioned to pull) After pulling the pin, the distraction device is thrown to the desired area.
- Any time a distraction device is deployed, some basic safety rules should be followed.
 - The officer should throw the distraction device into an area that is visible to him, whenever possible, in order to ensure that it does not land on combustible materials or too close to individuals in the location.
 - When handling the device, do not change hands or positions and remember not to pull the safety pin until just prior to throwing it.
- Personnel assigned to deploy distraction devices should wear Nomex gloves and eye protections (glasses, face shield or goggles) as a minimum safety precaution.

CHAPTER XXXX DISTRACTION DEVICE DEPLOYMENT

- All police personnel involved in the operation should be alerted to the place and time of detonation. Deployment should be well coordinated and orchestrated as these devices can otherwise serve as a source of confusion and distraction for police officers as well as suspects.
- Generally, an officer will be designated to deploy the distraction device to a particular area. This does not prohibit the deployment of the device in emergency or critical situations by a properly trained emergency response team officer.

4. Following Deployment

- a) The team commander or designated team leader will collect the distraction device and all parts of the device following detonation or assign the officer who deployed the device to collect the items.
- b) All parts of the device will be submitted into evidence and later destroyed by a certified official trained to destroy such a device.
- c) A letter will then be written to the Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms, per their policy.
 - The letter will state the device serial number, make and model as ATF records the use of the device in the National Firearms Registration and Transfer Record.
 - Mail the notification to:
 - Bureau of Alcohol, Tobacco, and Firearms
 - National Firearms Act Branch
 - 244 Needy Road
 - Martinsburg, WV 25405

CHAPTER XXXXI FACILITY ACCESS AND SECURITY

SECTION A – Facility Access and Security

1. Purpose

The purpose of this policy is to outline general security procedures and policies for the utilization of the Peru Police Facility.

2. Policy

This policy regulation is to control access and security into the Peru Police Facility and surrounding property. The paramount mission is to have regulatory security control of all visitors, volunteers, maintenance personnel, outside law enforcement agencies, representatives, and others at all times. Employees who encounter individuals in restricted areas without proper identification and/or escort shall inquire as to the identity of the individuals and their purpose for being in the area. Employees shall take appropriate measures to ensure the individuals obtain appropriate security clearance identification. Command and supervisory personnel are responsible for enforcing general security policies and procedures.

3. Definitions

- a) Restricted access areas - Any area within the police facility or on facility grounds, which is not open to the general public.
- b) Visitors - All persons other than regular or volunteer departmental employees, city employees, janitorial staff, and select service technicians who frequently work in the building and have received prior authorization for reoccurring access.

4. Security Access Cards

All regular employees shall be issued a security access card/FOB and various keys. The security clearance level of the card shall depend upon the employee's assignment and/or rank. Depending upon assignment, volunteer employees may be issued a security access card. Volunteers who have not been issued a card shall access the facility as outlined in employee entrance/exit identification. Employees or volunteers who lose, misplace, or have a security access card or door key stolen shall immediately notify their supervisor and/or the on-duty supervisor. The supervisor receiving notification shall notify the senior command staff as soon as practical.

5. Employee Entrance/Exit Identification

This facility is designed for employee entrance and exit at the rear (west side) of the main building. Entrance to the building from the rear secured parking lot will be gained via electronically coded access cards. These cards are individualized to employees and

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volunteers. These coded cards will allow passage into specific areas of the building, depending upon the security level of the Peru Police Department Policy. Each entrance and exit by individuals are recorded by computer on a central logging system. Employee parking is assigned to the rear secured lot.

- (a) Volunteers who have not been issued a coded key card shall park in the front parking lot and enter or exit via the main front entrance.
- (b) All volunteers, reserves, and explorers, who are not in uniform shall conspicuously wear their ID card while inside the police facility.

6. Entry into the Main Police Facility

- (a) All visitors of the public who are unaccompanied by an PPD employee shall use the front entrance at the main lobby to enter the police facility.
- (b) All visitors except city maintenance personnel, janitorial staff, and certain pre-authorized returning service technicians shall be signed in and issued a numbered visitor's badge reflecting whether they are a service technician or a visitor. At the conclusion of the visit or service call, badges must be returned and the visitors must sign out.
- (c) All visitors except city-maintenance personnel, janitorial staff, and authorized service technicians/repair persons shall be escorted by a departmental employee at all times.
- (d) If access to the rear parking lot is required for equipment or supplies, authorization for such clearance must be first obtained from a supervisor.
- (e) Individuals involved in employee-guided tours are exempt from these provisions.
- (f) Citizen ride-alongs shall remain in the lunchroom while the officer is attending to business in the facility.

7. Outside Agency Law Enforcement Officers

Except as otherwise provided, all outside agency law enforcement officers (uniformed or plainclothes) must check in at the front counter. Plain clothed officers must conspicuously display a badge and/or ID card and the visitor shall be escorted at all times while in restricted access areas.

- (a) Uniformed outside agency officers who are using the jail facilities for prisoner custody purposes can access the jail facility via the sally port entrance. These uniformed officers will not be required to sign in, wear a badge, or have an employee escort at all times. However, their movement is restricted to the jail area.
- (b) In unusual and/or special circumstances (i.e., major operation or investigation), with the authorization of a member of the senior command staff, the provisions restricting outside agency access may be modified and/or waived.

8. Employee Relative/Friend Visitation

Relatives and/or friends, who wish to contact an employee in person, shall be met in the front lobby by the employee. Friends or relatives of the employee are not required to sign in or

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wear a badge while in restricted areas and must be escorted at all times. Relatives and/or friends are not permitted to enter the secured parking area unless escorted by an employee. Parking is available in the front of the facility. During business hours, employees who wish to visit with a friend and/or relative, shall personally escort them to the lunchroom or a private office for visitation. Employees are to ensure the visitation does not disrupt the normal working environment. During non-business hours, employees may escort friends and/or relatives through restricted access areas of the facility for the purpose of tours, etc.

9. Entry During Non-Business Hours

When the lobby counter is closed, the main interior lobby doors will be locked. Persons needing assistance should use the call box on the left side of the main entrance to communicate with a dispatcher or records clerk, who will advise as to what kind of assistance is available and may allow entrance to the lobby area.

10. Community Room Use

Groups or members of the public using the community meeting room will gain access to the room via the main lobby during regular business hours and through the call box just left of the main entrance doors after hours. Once the authorized representative gains entry, that person may permit other persons attending the meeting to enter from the exterior community room access doors.

11. Lobby/Community Room Doors/Intake and Reception Offices

Records personnel shall secure lobby doors, intake and reception offices and community room doors at the end of a normal business day. Any time these doors should be secured, employees who enter/exit through them shall ensure they are secure after each use.