



United City of Yorkville

800 Game Farm Road

Yorkville, Illinois 60560

Telephone: 630-553-4350

www.yorkville.il.us

AGENDA PUBLIC SAFETY COMMITTEE MEETING

Thursday, November 5, 2020

6:00 p.m.

City Hall Conference Room
800 Game Farm Road, Yorkville, IL

Citizen Comments:

Minutes for Correction/Approval: September 3, 2020

New Business:

1. PS 2020-25 Monthly Report Review for August and September 2020
2. PS 2020-26 Adjudication Reports for September and October 2020
3. PS 2020-27 Accreditation Discussion
4. PS 2020-28 Surplus Request for Disposal of Police Vehicles

Old Business:

1. PS 2020-15 E-Citation Implementation
 - a. Intergovernmental Agreement with Kendall County Circuit Clerk
 - b. Agreement with KenCom for Purchase of Additional Tyler/New World Products – Brazos Electronic Citation Software Program

Additional Business:

2019/2020 City Council Goals – Public Safety Committee		
Goal	Priority	Staff
“Municipal Building Needs and Planning”	2	Bart Olson, James Jensen, Rob Fredrickson, Eric Dhuse, Tim Evans & Erin Willrett
“School Safety (Exterior and Traffic)”	8	James Jensen & Eric Dhuse

UNITED CITY OF YORKVILLE
WORKSHEET
PUBLIC SAFETY COMMITTEE
Thursday, November 5, 2020
6:00 PM
CITY HALL CONFERENCE ROOM

CITIZEN COMMENTS:

MINUTES FOR CORRECTION/APPROVAL:

1. September 3, 2020

☐ Approved _____

☐ As presented

☐ With corrections

NEW BUSINESS:

1. PS 2020-25 Monthly Report Review for August and September 2020

☐ Informational Item

☐ Notes _____

2. PS 2020-26 Adjudication Reports for September and October 2020

☐ Informational Item

☐ Notes _____

3. PS 2020-27 Accreditation Discussion

☐ Moved forward to CC _____

☐ Approved by Committee _____

☐ Bring back to Committee _____

☐ Informational Item

☐ Notes _____

4. PS 2020-28 Surplus Request for Disposal of Police Vehicles

☐ Moved forward to CC _____

☐ Approved by Committee _____

☐ Bring back to Committee _____

☐ Informational Item

☐ Notes _____

OLD BUSINESS:

1. PS 2020-15 E-Citation Implementation

a. Intergovernmental Agreement with Kendall County Circuit Clerk

☐ Moved forward to CC _____

☐ Approved by Committee _____

☐ Bring back to Committee _____

b. Agreement with KenCom for Purchase of Additional Tyler/New World Products - Brazos Electronic Citation Software Program

☐ Moved forward to CC _____

☐ Approved by Committee _____

☐ Bring back to Committee _____

☐ Notes _____

ADDITIONAL BUSINESS:



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

Minutes

Tracking Number

Agenda Item Summary Memo

Title: Minutes of the Public Safety Committee – September 3, 2020

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: _____

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Majority

Council Action Requested: Committee Approval

Submitted by: Minute Taker

Name

Department

Agenda Item Notes:

DRAFT

**UNITED CITY OF YORKVILLE
PUBLIC SAFETY MEETING
Thursday, September 3, 2020 6:00pm
City Hall Conference Room**

Note: This meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. Due to the current Covid-19 pandemic, The United City of Yorkville is encouraging social distancing by allowing remote attendance for the Public Safety Committee meeting.

In Attendance:

Chairman Seaver Tarulis, in-person
Alderman Joel Frieders, remote

Alderman Daniel Transier, remote
Alderman Jackie Milschewski, remote

Other City Officials in Attendance:

City Administrator Bart Olson, remote
Police Chief Jim Jensen, in-person

Others in Attendance: None

The meeting was called to order at 6:01pm by Chairman Seaver Tarulis who called the roll. Frieders-yes, Transier-yes, Milschewski-yes, Tarulis-yes. A quorum was established.

Citizen Comments: None

Minutes for Correction/Approval: July 2, 2020

The minutes were approved as presented.

New Business:

1. PS 2020-20 Monthly Report Review for June and July 2020

Chief Jensen recapped the June reports including overtime hours, community involvement, traffic enforcement, number of tickets/warnings issued and crisis intervention calls. He said the June calls were down from June of 2019.

For July, he summarized overtime hours, policing initiatives, police training hours and thanked Tim Evans for his work on the July 4th parade. He noted the traffic speeds on the Cannonball Trail curve were minimal. Chairman Tarulis thanked the Chief for the important community policing initiatives.

2. PS 2020-21 Adjudication Reports for July and August 2020

The hearings have been minimal and Chief Jensen summarized the types of cases. Alderman Frieders inquired about a violation at Lenny's Gas n Wash. It was thought to be a watering violation and Chief Jensen will research and advise the committee.

3. PS 2020-22 Goal Updates

Chief Jensen reviewed and summarized each of the four 2020 goals.

1. Reduction of Crashes

He reported the number of crashes so far in 2020, the projected totals for the year and noted two fatal accidents this year.

2. Part I and II Crimes

The Chief reported the number of crimes in each category and he said the domestic calls increased greatly.

3. Social Media/Public Communication

Facebook stats were reported, officers will be posting more comments and Instagram will be initiated.

4. Crisis Intervention Team (CIT)

The goal was to have 19 officers certified, however, classes were cut due to the Covid, so the new goal is 17. Policy is being identified with the focus on follow-up services to persons/families involved in involuntary committals, suicide, autism and dementia. It is hoped to have the program ready for 2021.

4. PS 2020-23 Recruitment and Training Plan

Chief Jensen reviewed the current policy of recruitment and retention. He said there are 123 people who have signed up to take the test in September. He said a short survey will be given to them to determine how the applicants heard about the job.

The Chief has recently had conversations regarding the current civil unrest and has asked Keith Cross (African American) from the Aurora Police Department to provide education and info on relationships and attitudes towards law enforcement, etc. Chief Jensen said the public will have access to department policies and the policies will be reviewed yearly to insure they are current. There will be a reporting mechanism to allow tracking of number of stops and other data. He said all incidents involving force are reviewed on 4 levels. He shared information about other training that will occur and an annual report to be done in February.

A Citizens Police Academy will begin in September and a high school police academy is being looked at to possibly recruit future officers. A Website revamp, coordination with the schools and purchase of body cams are all being considered. He said the officers want body cams in the event of complaints and they would like to initially purchase 15.

Alderman Frieders asked how the police department is insuring that all officers understand the importance of and are educated about recent cases in the news regarding racism, mental health, etc. Chief Jensen noted that discussions are held at roll call, meetings and other instances. Mr. Frieders expressed frustration because there is no race diversity on the department.

Alderman Transier discussed de-escalation of certain situations and suggested actually making an arrest on a different day to promote that de-escalation. The offender's information can be obtained and forwarded to the State's Attorney with an arrest to follow. Chief Jensen said the CIT Crisis Intervention Training program and other programs include de-escalation training.

Alderman Milschewski asked what assistance the police department has for officers who may develop mental health issues due to the pressure they face. The Chief said a 2021 goal is to offer various mental health and wellness programs and civilian employees will be included. Ms. Milschewski suggested reaching out to the Kendall County Health Department. Chief Jensen said the department will be paying close attention to the department personnel to determine if assistance might be needed.

5. PS 2020-24 Meeting Schedule for 2021

A motion was made by Ms. Milschewski and seconded by Mr. Transier to approve the meeting schedule as presented and it was approved on a voice vote.

Old Business: None

Additional Business None

There was no further business and the meeting was adjourned at 7:06pm.

Minutes transcribed by
Marlys Young, Minute Taker, in-person



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Police	<input checked="" type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

New Business #1

Tracking Number

PS 2020-25

Agenda Item Summary Memo

Title: Monthly Report Review for August and September 2020

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: _____

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Informational

Council Action Requested: None

Submitted by: James Jensen Police
Name Department

Agenda Item Notes:



Memorandum

To: Public Safety Committee
From: James Jensen, Police Chief
CC:
Date: November 5, 2020
Subject: Monthly Report Review

Summary

Review of the August & September 2020 Monthly Report

Background

The new monthly report has been designed to provide necessary feedback to the board and community regarding crime, traffic and community policing efforts of the police department. This document is easy to understand, provides a multitude of data and is comparative in nature to the previous month and year. This report will be disseminated to the entire board and city staff on a monthly basis and will be made available to the public on-line.

Recommendation

None

Attachments

Exhibit A: August 2020 Monthly Report

Exhibit B: September 2020 Monthly Report



YORKVILLE POLICE DEPARTMENT

Monthly Report

August 2020

Chief of Police James Jensen

MISSION STATEMENT

The mission of the Yorkville Police Department is to work in partnership with the community to protect life and property, assist neighborhoods with solving their problems, and enhance the quality of life in our city.

ORGANIZATIONAL CHART

Yorkville Police Department Organizational Chart 2020



PERSONNEL INFORMATION

Employees

	August 2019	August 2020
Sworn Officers	30	30
Clerical	3	3
Part-Time Officers	3	3
Part-Time Community Service Officers	2	2
Part-Time Clerical	2	2
Total	40	40

Overtime Hours Worked*

	August 2020	2020 Total
Call Outs / Stay Over	24	53.5
Clerical	0	0
Community Service	0	0
Court	6	30
Grants	0	0
HIDTA CPAT	36.5	158.5
HIDTA CIT	20	92.5
ILEAS Deployments	0	24
Investigations	5	75.75
Meetings	7.5	34.5
Miscellaneous (* FTO)	0	9
School Events	0	0
School Liaison Officer	0	0
Special Event Ribs on the River	0	0
Special Event Summer Solstice	0	0
Special Event Yorktober Fest	0	0
Special Event Fourth of July	0	4
Street/Shift Coverage	0	0
Training	4	36
Water Park Details	0	0
Misc. Details	0	26.25
OIC	0	0
Total Overtime Hours	103	544
Total Regular Hours	4,830.75	31,319.50

Benefit Time Used

	August 2020	2020 Total
Vacation	437	2,190.50
Holiday	0	1424
Holiday Pay / Double-time	0	193
Sick	84	1164
Compensatory time taken	189.50	543.75
Floating Holiday	86	282
Straight Time Pay - Training	60	300
Total Hours	856.50	6,097.25

Compensatory Time Earned

	August 2020	2020 Total
Total	331.875	1,580.375

COMMUNITY POLICING INITIATIVES



Suicide Awareness and Prevention

(Facebook Post 8/31/20): September is Suicide Awareness and Prevention month. All members of the Yorkville Police Department will be wearing suicide awareness pins for the month of September. As an agency we are committed to training our Officers on best practices when assisting a person in crisis. We know some families in our community have been affected by the loss of a loved one. Please know that we support you and are thinking of you.



Yesterday, Officer Swanson and Sergeant Stroup got to meet an enthusiastic new friend. Kat was very excited to check out the squad car and try out the lights and horn. She had a pretty awesome mask too!
Thanks for hanging out with YPD!

WELCOME BACK TO SCHOOL

This month Officers were able to celebrate going back to school with several students from the Yorkville School District



Today was a special day for us and our new friend Payton. Payton was one of our winners in the sidewalk challenge and her prize was a ride to her first day of school in a squad car. Thank-you Payton for letting us be part of your special day. Officers Jordon and Mertes were happy to be part of today!



Welcome back to school Yorkville Foxes. SRO Goldsmith and the Yorkville Police Department would like to welcome all the students of Y115 back! Stay safe, stay focused, and keep your head up, it'll be a great year! Please look for us around your schools. We would love to welcome you back! Officer Meyer and Gerlach were able to share some first day of school photos!

Officer Jeka had a chance to meet two friends who just celebrated their birthdays. He learned that they want to be police officers when they are older. Officer Jeka had the chance to show them his squad car and some of his issued equipment. We look forward to them joining the ranks someday. [#communitypolicing](#)



A special thank you to Aaron Herganhahn from State Farm and his office for the donation of Rosati's gift cards. Our staff appreciates the kind gesture and loves Rosati's pizza.

We can't say thank you enough to our amazing community including our businesses. A special thank you to Pizza Hut for providing lunch to our PD. Thank you for this thoughtful gesture.



The Calm AFTER the Storm
#beautifulyorkville. This picture was taken after the strong August storms.



Another beautiful day for lemonade. CSO Shapiama was able to take a quick lemonade break and make some friends in the Greenbriar subdivision.



The Yorkville Police Department would like to send our best wishes to Amber Rasmusson as today is her last day with the City. Amber has been a records clerk with the PD since 2013. She will be relocating with her family to another state. Best wishes, we will miss you.

Crash & Crime Posts – Facebook

Facebook Post 8/6/20 - Police are currently on scene at a single vehicle accident on Baseline Road west of Route 47. The vehicle involved in this accident became fully engulfed. First responders will remain on scene to investigate. If you witnessed this incident, please contact the Yorkville Police Department at 630-553-4343.

Facebook Post 8/11/20 - The Yorkville Police Department is investigating a series of burglary to motor vehicles that occurred over the late evening until approximately sunrise. At this point all of the incidents happened south of the Fox River. We are asking anyone with camera doorbells or surveillance cameras to view their video for suspicious activity. If you wish, you are able to supply video via the Ring Neighbors application to the Yorkville Police Department or we can be contacted at 630-553-4340. Thank you for your assistance.

Facebook Post 8/13/20 - *ARREST*****

On Tuesday, 11 August 2020, at 4:36 pm, officers from the Yorkville Police Department responded to the 2100 block of Henning Lane, in Yorkville, to investigate a report of a criminal sexual assault. During the course of the investigation it was learned that the victim had been forced to perform a sex act on the suspect at gunpoint, after which the suspect took the victim's wallet containing United States currency and other miscellaneous items. The suspect then left the area and was later located, and detained, in Dekalb, Illinois. The suspect was identified as 28-year-old Anton Swanigan of the 600 block of Blackstone Court in Dekalb, Illinois. On Thursday, 13 August 2020, Swanigan was charged with Aggravated Criminal Sexual Assault, Armed Robbery and Aggravated Unlawful Use of a Firearm (2 counts). Swanigan is currently in custody at the Kendall County Jail awaiting a bond hearing. It is important to note that the suspect and victim were known to each other and this was not a random incident. There was no danger to the public at large as a result of this incident.

The Yorkville Police Department would like to thank the DeKalb Police Department for their assistance.

Charges are not proof of guilt. The defendant listed in this release is presumed innocent and is entitled to a fair trial, at which it is the burden of the State to prove guilt beyond a reasonable doubt.

Facebook Post 8/14/20 - *Missing person*****

The Yorkville Police Department is seeking assistance in locating Erik J. Jendrzeczyk (26 years of age). Erik had been staying with family in Yorkville during the last 7-10 days before he went missing. Erik was discovered missing from this residence on the morning of 12 August 2020 at or about 0600 hours, leaving no note or any indication where he had gone. The family has had no contact with him. Erik is described as a white male, 26 years of age, 5'8", 145lbs, blonde hair, blue eyes medium build.

UPDATE: The Yorkville Police Department is pleased to announce that missing person Erik J. Jendrzeczyk is safe and has been located. Erik has spoken to, and met with law enforcement officers, and it has been determined that he left Yorkville voluntarily and at no time was he in danger. To protect Erik's privacy, his current whereabouts are not being disclosed.

The Yorkville Police Department is grateful for all the information and assistance offered by Erik's family and the general public throughout this investigation. We understand that, at times, our investigation may seem stagnant to the general public. Although we may not publicly comment on each step in the investigative process, our investigation was in constant motion. Over the course of this investigation officers and detectives interviewed more than 30 individuals, performed a K9 track, a ground search, a search of the Fox River and conducted numerous home visits (in a variety of counties) to conduct interviews. The subpoena powers of the courts were also utilized in an effort to generate leads in this investigation. Over the course of this investigation the Yorkville Police Department was assisted by the following agencies:

Bradley Police Department

DuPage County Sheriff's Office

Fox Lake Police Department

Illinois Department of Natural Resources Police

Illinois State Police

Kankakee County Sheriff's Office

Kendall County Sheriff's Office

Kendall County State's Attorney's Office

Lake County Sheriff's Office

LaSalle County Sheriff's Office

Oswego Police Department

Ottawa Police Department

Will County Sheriff's Office

Winnebago County Sheriff's Office

Facebook Post 8/18/20 - * Telephone Scam*****

Today the Police Department was notified of a scam occurring by telephone. An area resident reported that they received a telephone call soliciting a donation for the United City of Yorkville. The City of Yorkville is not soliciting any donations. Please be careful and do not provide any personal information if you receive a similar call.

Facebook Post 8/27/20 – *Motor Vehicle Theft*****

This morning two vehicles were reported stolen from the Grand Reserve Subdivision. It appears as though the offenders drive around a subdivision and look for vehicles that are running or garage doors that are open. One of the vehicles taken today was running in the driveway. The other was in the garage with the keys inside the vehicle. We are asking for your assistance by removing all valuables (i.e. keys, money, wallet, purse, computers, etc.) from inside your vehicles. If you would also pay particular attention to what is going on in the subdivision and report any suspicious vehicle or activity to the police.

Update On Saturday (08/29/20) the second vehicle, an Audi was recovered in Harvey, IL. This investigation remains active and evidence is being processed. On 08/28/20 the 2018 Jeep Grand Cherokee that was stolen has been recovered in Country Club Hills, IL. This remains an active investigation.

COMMUNITY PRESENTATIONS / MEETINGS

Date	Group	Officers	Topic
08/03/20	Department Head	Chief Jensen	Meeting
08/04/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
08/04/20	Operation Gratitude	Chief Jensen DC Mikolasek	Event
08/05/20	Power DMS	DC Mikolasek	Follow Up Meeting
08/07/20	Aurora PD (DC Cross)	Chief Jensen DC Pfizenmaier	Meeting
08/10/20	Department Head	Chief Jensen	Meeting
08/11/20	Police Pension Fund	Ofc Goldsmith	Meeting
08/11/20	City Council Prep	Chief Jensen	Meeting
08/11/20	City Council Meeting	Chief Jensen	Meeting
08/11/20	KenCom/Tyler 2020.1 HF2 Upgrade Meeting	Nicole Decker	Meeting
08/12/20	Kendall Chiefs (Committee)	Chief Jensen	Meeting
08/13/20	Annual Department Meeting	All YPD Employees	Meeting
08/13/20	Cedarhurst	Night Shift	Special Event
08/17/20	Department Head	Chief Jensen	Meeting
08/17/20	Business Hearing	Chief Jensen	Hearing

		Det. Sgt. McMahon	
08/18/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
08/18/20	State Farm Insurance	Chief Jensen DC Mikolasek DC Pfizenmaier	Donation made to YPD
08/19/20	Sergeants Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier All Sergeants	Meeting
08/19/20	KenCom Operations Board	DC Mikolasek	Meeting
08/19/20	Recruitment Team	Chief Jensen Ofc. Borowski Ofc. Meyer Ofc. Gerlach Ofc. Hart	Meeting
08/20/20	Chamber of Commerce	Chief Jensen	Meeting
08/20/20	Kencom Finance	Chief Jensen	Meeting
08/25/20	Power DMS Kickoff	DC Mikolasek Sgt Hunter Nicole Decker	Meeting
08/25/20	City Council Prep	Chief Jensen	Meeting
08/25/20	City Council	Chief Jensen DC Mikolasek DC Pfizenmaier Det Nelson Ofc Johnson Ofc Goldsmith	Meeting and Awards
08/26/20	KenCom Radio Users	DC Mikolasek	Meeting
08/28/20	Public Safety Prep	Chief Jensen	Meeting
08/31/20	Department Head	Chief Jensen	Meeting
08/31/20	Officer Wellness	Chief Jensen Ofc. Enk	Meeting

TRAINING AND CAREER DEVELOPMENT

Date	Topic	Attendees	Hours
08/04/20	Managing Police Records	Nicole Decker	8
08/04/20	Rapid Response Training	Approx. ½ Department	60
08/06/20	ILETSB Online Training	Ofc Ketchmark	11
08/11/20	Online Security Awareness	Ofc Ketchmark	1

08/11/20	Rapid Response Training	Approx. ½ Department	60
08/12/20	Online Security Awareness	Ofc Goldsmith	1
08/13/20	Online Security Awareness	Nicole Decker	1
08/14/20	Online Security Awareness	Ofc Arentsen Ofc Kolowski	2
08/15/20	Online Security Awareness	Sgt Hunter Ofc Opp	2
08/16/20	Online Security Awareness	Sgt Stroup Ofc Gerlach Ofc Shepherd Ofc Swanson	4
08/17/20	Online Security Awareness	Ofc Johnson	1
08/19/20	Online Security Awareness	Ofc Davis Ofc Enk	2
08/20/20	Online Security Awareness	DC Mikolasek Ofc Gardiner	2
08/20/20	Tyler Community for New World Public Safety Training	Nicole Decker Kirsten Balog	1
08/21/20	Online Security Awareness	Ofc Soebbing	1
08/22/20	Online Security Awareness	Sgt Carlyle	1
08/23/20	Online Security Awareness	Ofc Borowski Ofc Jordon	2
08/24/20	ILETSB Online Training	Ofc Meyer	1
08/25/20	Online Security Awareness	Ofc Fisher Ofc Hart	2
08/26/20	Online Security Awareness	Ofc Kuehlem	1
08/27/20	Online Security Awareness	DC Pfizenmaier	1
08/28/20	Online Security Awareness	Det Nelson	1
08/28/20	ILETSB Online Training	Ofc Meyer	1
08/29/20	Online Security Awareness	Christie Konen	1
08/30/20	Online Security Awareness	CSO Shapiama	1
08/31/20	Online Security Awareness	CSO Aktabowski Kirsten Balog Sgt Jeleniewski	3
08/30/20	Sexual Harassment Training	7 Officers	7
07/31/20	CourtSmart	Sworn Staff	64
		TOTAL	243

*****Due to COVID-19 all NEMRT training classes, conferences and other training classes have been re-scheduled and/or cancelled*****

TRAFFIC CRASH SUMMARY

Total Traffic Crash Reports for August 2020: 44

Total Crash Report Short Form Private Property August 2020: 6

Total Crashes for the Month of August 2020 (excluding private prop): 38

Hit & Run Crashes	4
Personal Injury Crashes	5
Property Damage Crashes	33
Fatality Crashes	0

TOP TRAFFIC CRASH INTERSECTIONS

Crash Intersection	Total Number of Crashes	Primary Contributory Causes
E. Schoolhouse Rd./ Route 47	3	following too closely; Turning Rt. On Red; Failure to Reduce Speed
Route 34/ Cannonball Trail	3	Following too Closely; Driving on the wrong side
Route 34/ Eldamain Rd.	2	Failure to yield; Failure to Reduce Speed
Route 47/ Baseline Rd.	2	Failure to Reduce Speed; Unable to Determine
Route 47/ River St.	2	Animal; Improper Turn/No Signal

Crash by <u>DAY</u> of the Week	Number of Crashes
Monday	8
Tuesday	4
Wednesday	5
Thursday	4
Friday	3
Saturday	9
Sunday	5

Crash by <u>TIME</u> of Day	Number of Crashes
0600-0959	5
1000-1359	8
1400-1759	9
1800-2159	5
2200-0159	8
0200-0559	3

TRAFFIC COMPLAINT / ENFORCEMENT INFORMATION

During the month of August 2020, a total of 5 Directed Patrols were completed by members of the Yorkville Police Department. Directed Patrols are a result of complaints received and substantiated based off the following criteria: monitoring traffic, traffic count studies or speed studies.

Directed Patrol Area: **ROUTE 47**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	3	0	0	0	0	0	0	3
Warnings	52	3	0	13	0	21	0	89
Total	55	3	0	13	0	21	0	92

Additional Information: Directed Patrol Area: **ROUTE 47**

	DUI	DWLS/DWLR	NO Valid DL	Equipment/ Non-Moving				Totals
Citations	0	2	1	6				9
Warnings	N/A	N/A	0	28				28
Total	0	2	1	34				37

Directed Patrol Area: **DOWNTOWN (ROUTE 47)**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	20	0	0	1	0	0	1	22
Total	20	0	0	1	0	0	1	22

Additional Information: Directed Patrol Area: **DOWNTOWN (ROUTE 47)**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	1				1
Warnings	N/A	N/A	N/A	2				2
Total	0	0	0	3				3

Directed Patrol Area: **ROUTE 34**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	8	0	0	0	0	3	0	11
Warnings	66	4	0	0	0	11	0	81
Total	74	4	0	0	0	14	0	92

Additional Information: Directed Patrol Area: **ROUTE 34**

	DUI	DWLS/DWLR	NO Valid DL	Equipment/ Non-Moving				Totals
Citations	0	4	0	5				9
Warnings	N/A	N/A	N/A	23				23
Total	0	4	0	28				32

Directed Patrol Area: **BLACKBERRY SHORE LANE**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Additional Information: Directed Patrol Area: **BLACKBERRY SHORE LANE**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	0				0
Warnings	N/A	N/A	N/A	0				0
Total	0	0	0	0				0

Directed Patrol Area: **CANNONBALL TRAIL (CURVE)**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	1	0	0	0	1	0	0	2
Total	1	0	0	0	1	0	0	2

Additional Information: Directed Patrol Area: **CANNONBALL TRAIL (CURVE)**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	0				0
Warnings	N/A	N/A	N/A	0				0
Total	0	0	0	0				0

Directed Patrol Area: **ROUTE 126 (TRAFFIC CAMPAIGN 08-31-2020 TO 09-04-2020 WITH KENDALL COUNTY SHERIFFS OFFICE, ILLINOIS STATE POLICE AND PLAINFIELD POLICE-BELOW DATA IS FOR 08-31-2020)**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	2	0	0	0	0	0	0	2
Total	2	0	0	0	0	0	0	2

Additional Information: Directed Patrol Area: **ROUTE 126 (TRAFFIC CAMPAIGN 08-31-2020 TO 09-04-2020 WITH KENDALL COUNTY SHERIFFS OFFICE, ILLINOIS STATE POLICE AND PLAINFIELD POLICE-BELOW DATA IS FOR 08-31-2020)**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	0				0
Warnings	N/A	N/A	N/A	0				0
Total	0	0	0	0				0

PORTABLE SPEED SIGN / SPEED TRAILER DEPLOYMENT:

Dates of Deployment	Location	Type of Concern
July 27 to August 30, 2020	Blackberry Shore Lane	Speed
July 27 to August 30, 2020	Cannonball Trail (Curve)	Speed
July 27 to August 30, 2020	Prairie Crossing	Speed
N/A	N/A	N/A

PORTABLE SPEED SIGN RESULTS

Speed Sign Location	Dates	Average Speed
Blackberry Shore Eastbound	July 27 to August 30, 2020	26 mph
Blackberry Shore Westbound	July 27 to August 30, 2020	28 mph
N/A	N/A	N/A
N/A	N/A	N/A

PORTABLE SPEED SIGN RESULTS

Speed Sign Location	Dates	Average Speed
Cannonball Trail (Curve)	July 27 to August 30, 2020	39 mph
Cannonball Trail (Curve)	July 27 to August 30, 2020	N/A
N/A	N/A	N/A
N/A	N/A	N/A

PORTABLE SPEED SIGN RESULTS

Speed Sign Location	Dates	Average Speed
Prairie Crossing	July 27 to August 30, 2020	28 mph
Prairie Crossing	July 27 to August 30, 2020	27 mph
N/A	N/A	N/A
N/A	N/A	N/A

DIRECTED PATROL DETAIL DATA

Location	Dates	Number of Details	Total Time (Hours)
Route 47	August 2020	32	86.31
Downtown (Route 47)	August 2020	15	17.25
Route 34	August 2020	29	75.41
Blackberry Shore	August 2020	1	.5
Cannonball (Curve)	August 2020	14	14.33
Route 126	August 31, 2020	1	2

TRAFFIC ENFORCEMENT

Citations	2020 Total	August 2019	August 2020
Speeding	95	7	25
No Insurance	64	12	22
Seatbelt	1	1	0
Other Moving Violations	197	34	31
Total	357	54	78

Warnings	2020 Total	August 2019	August 2020
Speeding	940	68	256
No Insurance	397	46	83
Seatbelt	2	3	1
Other Moving Violation	1,017	132	120
Miscellaneous/Parking	89	59	62
Total	2,445	308	522

DETECTIVE SQUAD

DETECTIVE SQUAD HIGHLIGHTS

This month welcomed a new addition to the Detective Squad. On 3 August 2020, Detective Matt Ketchmark joined the Detective Squad after a very competitive selection process. Detective Ketchmark joined us from the Patrol Division where he was an Officer In Charge, a Field Training Officer and one of our best Evidence Technicians.

Of the various cases that were assigned to the Detective Squad during August, two cases stood out. The first, 20-1186, was a criminal sexual assault at gunpoint which occurred in the Grand Reserve Subdivision on 11 August. A well-coordinated response led to the identification and detention of the suspect within 90 minutes of the incident. He was ultimately charged with Aggravated Criminal Sexual Assault, Armed Robbery and Aggravated Unlawful Use of a Weapon.

The second case, 20-1197, was a missing person case where a 26-year-old male vanished in the middle of the night from his sister's home without taking his phone or any other personal property. A variety of investigative methods were employed during our investigation including, but not limited to: tracking via bloodhounds, a search of the Fox River by airboat, a ground search and over 30 interviews with friends and family. The missing person was found safely on 3 September 2020 and has been in touch with his family.

Cases Assigned	2020 Total	August 2019	August 2020
Adult	72	8	12
Juvenile	31	6	3
Total	103	14	15
Cases Closed	2020 Total	August 2019	August 2020
Adult	82	12	11
Juvenile	51	6	9
Total	133	18	20

Total Arrests	2020 Total	August 2019	August 2020
Adult	17	1	2
Juvenile	21	5	2
Total	38	6	4

Evidence	2020 Total	August 2019	August 2020
Items Recovered	1,139	166	180
Items Destroyed or Returned	1,218	101	76

CRIME REPORTING

The Police Department volume of law enforcement activity during the reporting period is demonstrated by category in the table below. The data includes activity reported to the State of Illinois through monthly Uniform Crime Reports (UCR) as well as all other criminal and quasi-criminal activity that is not required to be reported to the State. For comparison purposes, the statistical reporting from the same reporting period one year ago is included. NOTE: This data is insufficient for use in establishing trends, assessing workload distribution or any other statistical analysis. Further data, delving beyond this report, is essential in determining accurate and meaningful insight beyond this report.

REPORTS

	August 2019	August 2020	Total 2019	Total 2020
Criminal Reports	76	85	757	423
Non-Criminal Reports	47	88	382	427
Sex Offender Registration	0	0	10	7
911 Hang-Up / Misdial	16/5	4/2	135/33	31/10
Motorist Assist / Lock-Outs	29/29	26/31	382/408	137/164
Accident / Property Damage	67	33	615	182
Accident / Personal Injury	2	5	42	33
Accident / Fatal	0	0	0	3
Accident / Hit & Run	4	4	40	26
D.U.I Reports	3	1	17	19
Total	278	279	2,821	1,462

OFFENSE SUMMARY (Part I Crimes)

	August 2019	August 2020	Total 2019	Total 2020
Murder	0	0	0	0
Sex Crimes	2	4	21	9
Robbery	0	2	5	4
Aggravated Battery	0	0	8	6
Burglary	0	2	14	3
Theft	18	16	121	75
Vehicle Theft	0	4	5	6
Arson	0	2	0	2
Total	20	30	174	105

OFFENSE SUMMARY (Part II Crimes)

	August 2019	August 2020	Total 2019	Total 2020
Battery	5	4	56	29
Domestic Battery	15	10	89	68
Fraud	4	8	72	49
Property Damage	6	3	59	28
Weapons	0	1	5	3
Drug Offenses	6	1	44	12
Sex Offender	3	0	13	7
Disorderly Conduct	3	3	32	17

Alcohol Minors	1	2	15	11
D.U.I	3	1	14	18
Alcohol Offenses	0	0	1	0
Total	46	33	400	242

CRISIS INTERVENTION CALL

	August 2020	2020 Total
Mental Health/Crisis Intervention (7705)	10	31
Suicide Threat (7708)	3	30
Involuntary Committal (9302)	0	1

November 2019 was the first month we started tracking Mental Health/Crisis Intervention and Involuntary Committal calls for service

PATROL ARRESTS

	2019 Total	August 2020	2020 Total
Felony	10	1	10
Misdemeanors	381	38	188
Total	391	39	198

CALLS FOR SERVICE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	1050	1084	770	496	842	953	1216	1189				
2019	850	851	990	996	1084	1010	1134	1134	1123	1231	*1742	898

*November 2019 call count included self-dispatched calls. KenCom has since removed self-dispatched calls from call count.

VEHICLE USE & EXPENSES

SQUAD CAR OPERATION EXPENSES

	August 2019	August 2020
Monthly Mileage	22,109	20,011
Gasoline Expense	\$5,820.49	\$3,686.55
Gallons of Gasoline	2,199	1,962.56
Maintenance Expense	\$2,049.01	\$2,463.21
Cost Per Gallon	\$2.646	\$1.878
Cost Per Mile (Gasoline & Maintenance Costs Included)	0.355	0.307

VEHICLE USAGE AND EXPENSES

Squad #	Vehicle Year	Assigned	Beginning Mileage	Ending Mileage	Monthly Miles
M-1	2016	Patrol	44,447	45,724	1,277
M-2	2020	Patrol	13,293	16,057	2,764
M-3	2016	Deputy Chief	41,910	42,570	660
M-5	2016	Patrol	66,602	66,857	255
M-6	2015	CSO	73,553	74,124	571
M-8	2016	Chief	20,541	20,837	296
M-9	2016	Patrol	66,915	69,237	2,322
M-10	2016	Patrol	49,473	50,087	614
M-11	2016	Patrol	19,616	21,203	1,587
M-13	2016	Patrol	53,045	53,411	366
M-14	2013	Detective	103,399	103,536	137
M-15	2014	Detective	111,107	111,190	83
M-16	2015	Sergeant	83,540	84,266	726
M-17	2016	Detective	25,886	26,372	486
M-18	2015	Sergeant	72,507	73,828	1,321
M-19	2016	Patrol	74,344	75,838	1,494
M-20	2016	Patrol	29,374	31,044	1,670
M-21	2016	Patrol	23,585	26,377	2,792
M-22	2014	Task Force	76,336	76,788	452
M-23	2018	Deputy Chief	10,891	11,029	138
					20,011



804 Game Farm Road
Yorkville, IL 60560



YORKVILLE POLICE DEPARTMENT

Monthly Report

September 2020

Chief of Police James Jensen

MISSION STATEMENT

The mission of the Yorkville Police Department is to work in partnership with the community to protect life and property, assist neighborhoods with solving their problems, and enhance the quality of life in our city.

ORGANIZATIONAL CHART

Yorkville Police Department Organizational Chart 2020



PERSONNEL INFORMATION

Employees

	September 2019	September 2020
Sworn Officers	31	30
Clerical	3	2
Part-Time Officers	3	3
Part-Time Community Service Officers	2	2
Part-Time Clerical	2	2
Total	41	39

Overtime Hours Worked*

	September 2020	2020 Total
Call Outs / Stay Over	1.5	55
Clerical	8.25	8.25
Community Service	0	0
Court	6	36
Grants	0	0
HIDTA CPAT	21	179.5
HIDTA CIT	1	93.5
ILEAS Deployments	0	24
Investigations	2	77.75
Meetings	0	34.5
Miscellaneous (* FTO)	0	9
School Events	0	0
School Liaison Officer	0	0
Special Event Ribs on the River	0	0
Special Event Summer Solstice	0	0
Special Event Yorktober Fest	0	0
Special Event Fourth of July	0	4
Street/Shift Coverage	0	0
Training	8	44
Water Park Details	0	0
Misc. Details	0	26.25
OIC	0	0
Total Overtime Hours	47.75	591.75
Total Regular Hours	4997.75	36317.25

Benefit Time Used

	September 2020	2020 Total
Vacation	229.5	2420
Holiday	224	1648
Holiday Pay / Double-time	48	241
Sick	95.5	1259.5
Compensatory time taken	85	628.75
Floating Holiday	72	354
Straight Time Pay - Training	54	354
Total Hours	808	6905.25

Compensatory Time Earned

	September 2020	2020 Total
Total	271.375	1851.75

COMMUNITY POLICING INITIATIVES

Our Officers were invited to enjoy some apple cider and donuts. What an awesome time. During this we were able to show some of our new friends a squad car. We are definitely blessed by the outpouring support of our community. We would like to challenge our friends from Oswego PD and the Kendall County Sheriff's Office to see which community has the best lemonade / cider stand (obviously we are pretty biased)! Pictured below are Officer Meyer, Officer Opp, Chief Jensen and Oswego PD Chief Burgner.



Sgt. Jeleniewski and Sgt. Stroup taught our Citizens Police Academy about our patrol division and operations. What a great turnout for week 3!



September is Suicide Awareness and Prevention month. All members of the Yorkville Police Department will be wearing suicide awareness pins for the month of September. As an agency we are committed to training our Officers on best practices when assisting a person in crisis. We know some families in our community have been affected by the loss of a loved one. Please know that we support you and are thinking of you.



**Suicide Awareness
and Prevention**



While on neighborhood patrol Community Service Officer Aktabowski made a couple new friends. Oliver and Jackson had a chance to see a squad car! What a special day.

A special thank you to Wrigley - Mars in Yorkville for the special donation of Skittles for Halloween events. Thank You Jonathon and Wrigley - Mars for the partnership. We can't wait to hand out candy during Biz Boo and Halloween!





We hope everyone had a great Labor Day yesterday and were able to jump back into the week today. Lilly and Landon spent their Labor Day by the river and enjoyed some cookie dough ice cream from Foxy's. They also enjoyed checking out the squad car. Both Lilly and Landon want to be police officers when they get older. Post a comment and let us know how you spent your Labor Day weekend!

Yorkville Police Department came out to wish Jordyn a special happy 10th Birthday!



COMMUNITY PRESENTATIONS / MEETINGS

Date	Group	Officers	Topic
09/01/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/02/20	Power DMS Consultation	DC Mikolasek Sgt Hunter Nicole Decker	Meeting
09/02/20	Union Negotiations	Chief Jensen Sgt. Hunter Sgt. Stroup	Meeting
09/03/20	Kendall CPAT Board Meeting	Chief Jensen	Meeting
09/03/20	Yorkville Library	Chief Jensen	Meeting
09/03/20	COVID-19 Mass Dispensing Kendall Health Department	DC Mikolasek	Meeting
09/03/20	KenCom Monthly Checkpoint Web call	Nicole Decker	Meeting
09/06/20	Public Safety	Chief Jensen	Meeting
09/07/20	Department Head	Chief Jensen	Meeting
09/08/20	City Council	Chief Jensen	Meeting
09/08/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/09/20	BFPC Meeting	DC Mikolasek	Meeting
09/09/20	YPD Citizens Police Academy	Chief Jensen DC Pfizenmaier	Presentation
09/15/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/15/20	Kendall County Board of Health	Chief Jensen	Meeting
09/16/20	Sergeants Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier All Sergeants	Meeting
09/16/20	Kendall Association of Chiefs	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/16/20	KenCom Operations Board	DC Mikolasek	Meeting
09/16/20	Yorkville School District Intergovernmental Agreement Discussion	Chief Jensen DC Pfizenmaier	Meeting

09/16/20	School Safety Meeting Parkview Christian	DC Pfizenmaier	Meeting
09/17/20	COVID-19 Mass Dispensing Kendall Health Department	DC Mikolasek	Meeting
09/17/20	Virtual LEAP Conference	Nicole Decker	Virtual Event
09/19/20	New Applicant Testing - YHS	Chief Jensen DC Mikolasek DC Pfizenmaier	Hiring/Recruitment
09/21/20	Kendall County Board Chairman	Chief Jensen	Meeting
09/21/20	Power DMS Consultation	DC Mikolasek Sgt Hunter Nicole Decker	Meeting
09/22/20	Command Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/22/20	Union Negotiations	Chief Jensen DC Pfizenmaier	Meeting
09/22/20	City Council	Chief Jensen	Meeting
09/23/20	Budget Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/23/20	School Safety Meeting Parkview Christian Academy	DC Pfizenmaier Sgt. Carlyle	Meeting
09/23/20	New World NIBRS Discussion	Nicole Decker	Meeting
09/24/20	Budget Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/25/20	Yorkville Chamber Business over Coffee	Chief Jensen	Event
09/25/20	Gas N. Wash Grand Opening	Chief Jensen	Event
09/29/20	Insurance Conference Call	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/29/20	BFPC Meeting	DC Mikolasek	Meeting
09/29/20	Insurance Carrier Tele- Conference	Chief Jensen DC Mikolasek DC Pfizenmaier	Meeting
09/30/20	Labor Management Meeting	Chief Jensen DC Mikolasek DC Pfizenmaier Patrol Union Team	Meeting
9/30/20	Fight Crime Invest in Kids	Chief Jensen	Meeting

TRAINING AND CAREER DEVELOPMENT

Date	Topic	Attendees	Hours
09/01/20	FBINAA Leadership Training	Chief Jensen	2.0
09/01/20	Security Awareness Training	Det Sgt McMahon	1.0
09/01/20	Sexual Harassment Training	Nicole Decker Ofc Davis Ofc Johnson DC Mikolasek	8.0
09/01/20	LEADS Certification	Chief Jensen CSO Aktabowski	4.0
09/02/20	Sexual Harassment Training	Kirsten Balog Ofc Kolowski	4.0
09/02/20	FBINAA Leadership Training	Chief Jensen	2.0
09/03/20	Sexual Harassment Training	Sgt Hunter Ofc Meyer Ofc Shepherd	6.0
09/03/20	FBINAA Leadership Training	Chief Jensen	2.0
09/04/20	Sexual Harassment Training	Magdalena Garcia Ofc Borowski Ofc Enk Ofc Jeka	8.0
09/06/20	Sexual Harassment Training	Sgt Carlyle Ofc Kuehlem	4.0
09/07/20	Blood Borne Pathogens	CSO Aktabowski	1.0
09/07/20	PPE Training	CSO Aktabowski	1.0
09/07/20	Sexual Harassment Training	Sgt Stroup Ofc Opp	4.0
09/08/20	Sexual Harassment Training	DC Pfizenmaier Ofc Hart	4.0
09/09/20	Sexual Harassment Training	Ofc Ofc Soebbing Ofc Swanson CSO Aktabowski	8.0
09/10/20	NIMS Training	CSO Aktabowski	2.0
09/11/20	HazMat Refresher	DC Mikolasek	1.0
09/11/20	ILETSB Online Training	DC Mikolasek Ofc Meyer	22.0
09/12/20	ILETSB Online Training	Ofc Shepherd	5.0
09/12/20	Sexual Harassment Training	Ofc Gerlach	2.0
09/14/20	ILETSB Online Training	Ofc Johnson	18.0
09/15/20	Sexual Harassment Training	Ofc Mertes Det Nelson	4.0
09/17/20	ILETSB Online Training	Det Nelson	1.5

09/18/20	ILESTB Online Training	Det Nelson	5.0
09/18/20	Sexual Harassment Training	Sgt Jeleniewski Ofc Arentsen Ofc Jordon	6.0
09/27/20	Sexual Harassment Training	CSO Shapiama	2.0
09/28/20	Sexual Harassment Training	Ofc Fisher	2.0
09/29/20	The 21 st Century Crisis System Training	Chief Jensen	2.0
09/29/20	Less Lethal/FATS Training	Approx. ½ Department	60.0
09/30/20	Less Lethal/FATS Training	Approx. ½ Department	60.0
09/30/20	CourtSmart	Sworn Staff	64.0
		TOTAL	315.5

*****Due to COVID-19 all NEMRT training classes, conferences and other training classes have been re-scheduled and/or cancelled*****

TRAFFIC CRASH SUMMARY

Total Traffic Crash Reports for September 2020: 52

Total Crash Report Short Form Private Property September 2020: 12

Total Crashes for the Month of September 2020 (excluding private prop): 40

Hit & Run Crashes 5
 Personal Injury Crashes 11
 Property Damage Crashes 29
 Fatality Crashes 0

TOP TRAFFIC CRASH INTERSECTIONS

Crash Intersection	Total Number of Crashes	Primary Contributory Causes
Route 47/ Route 126	9	Failure to Reduce Speed Failure to Yield to Right of Way
Route 47/ Route 71	2	Unable to Determine
Route 47/ Galena Rd	2	Vision Obscured
Route 47/ Route 34	2	Failure to Yield to Right of Way

Crash by <u>DAY</u> of the Week	Number of Crashes
Monday	4
Tuesday	3
Wednesday	5
Thursday	7
Friday	9
Saturday	7
Sunday	5

Crash by <u>TIME</u> of Day	Number of Crashes
0600-0959	5
1000-1359	16
1400-1759	10
1800-2159	3
2200-0159	3
0200-0559	3

TRAFFIC COMPLAINT / ENFORCEMENT INFORMATION

During the month of September 2020, a total of 5 Directed Patrols were completed by members of the Yorkville Police Department. Directed Patrols are a result of complaints received and substantiated based off the following criteria: monitoring traffic, traffic count studies or speed studies.

Directed Patrol Area: **ROUTE 47 (DOWNTOWN)**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	3	0	0	0	0	0	0	3
Warnings	13	0	0	4	0	1	0	18
Total	16	0	0	4	0	1	0	21

Additional Information: Directed Patrol Area: **ROUTE 47 (DOWNTOWN)**

	DUI	DWLS/DWLR	NO Valid DL	Equipment/ Non-Moving				Totals
Citations	0	1	0	1				2
Warnings	N/A	N/A	N/A	3				3
Total	0	1	0	4				5

Additional Information: Directed Patrol Area: **CANNONBALL TRAIL (CURVE)**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	0				0
Warnings	N/A	N/A	N/A	0				0
Total	0	0	0	0				0

Directed Patrol Area: **MILL AT ORANGE**

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Additional Information: Directed Patrol Area: **MILL AT ORANGE**

	DUI	DWLS/DWLR	NO Valid DL	EQUIP/NON MOVING				Totals
Citations	0	0	0	0				0
Warnings	N/A	N/A	N/A	0				0
Total	0	0	0	0				0

TRAFFIC CAMPAIGN INFORMATION

During the month of September 2020, a total of 2 Traffic Campaigns were completed by members of the Yorkville Police Department. Traffic Campaigns, which are similar to Directed Patrols, and are a result of complaints received and substantiated based off the following criteria: monitoring traffic, traffic count studies or speed studies.

- *Route 34 (Participated with Kendall County Sheriff's Office and Oswego Police Department: 09-07-2020 to 09-11-2020)*
- *Route 126 (Participated with Kendall County Sheriff's Office, Illinois State Police, and Plainfield Police Department): 08-31-2020 to 09-04-2020)*

TRAFFIC CAMPAIGN PATROL AREA: ROUTE 34 (BETWEEN ELDAMAIN AND EAST CITY LIMITS)

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	4	0	0	0	0	0	0	4
Warnings	26	1	0	1	0	1	0	29
Total	30	1	0	1	0	1	0	33

TRAFFIC CAMPAIGN DATA: ROUTE 34 (BETWEEN ELDAMAIN AND EAST CITY LIMITS)

Location	Dates	Number of Details	Total Time (Hours)
Route 34	09-07 to 09-11-2020	11	23.25

Directed Patrol Area: ROUTE 126 (BETWEEN ROUTE 47 AND ASHLEY ROAD)

	Speeding	Lane Use	Turning	Traffic Control Device	Seatbelt	Other Moving	Cell Phone Usage	Totals
Citations	0	0	0	0	0	0	0	0
Warnings	11	0	0	0	0	3	0	14
Total	11	0	0	0	0	3	0	14

DIRECTED PATROL DETAIL DATA: ROUTE 126 (BETWEEN ROUTE 47 AND ASHLEY ROAD)

Location	Dates	Number of Details	Total Time (Hours)
Route 126	08-31 to 09-07-2020	13	16.74

PORTABLE SPEED SIGN / SPEED TRAILER DEPLOYMENT:

Dates of Deployment	Location	Type of Concern
08-31 to 09-20	Blackberry Shore	Speed
08-31 to 09-20	Prairie Crossing	Speed
08-31 to 10-04	Cannonball Trail (Curve)	Speed
09-21 to 10-04	Highridge	Speed
09-21 to 10-04	Sumac	Speed

PORTABLE SPEED SIGN RESULTS: Blackberry Shore

Speed Sign Location	Dates	Average Speed
E/B Blackberry Shore	08-31 to 09-20-20	25 mph
W/B Blackberry Shore	08-31 to 09-20-20	26 mph

PORTABLE SPEED SIGN RESULTS: Prairie Crossing

Speed Sign Location	Dates	Average Speed
E/B Prairie Crossing	08-31 to 09-20-20	27 mph
W/B Prairie Crossing	08-31 to 09-20-20	27 mph

PORTABLE SPEED SIGN RESULTS: Cannonball Trail (Curve)

Speed Sign Location	Dates	Average Speed
W/B Cannonball Trl. (Curve)	08-31 to 10-04-20	38 mph
N/A	N/A	N/A

PORTABLE SPEED SIGN RESULTS: Highridge

Speed Sign Location	Dates	Average Speed
N/B Highridge	09-21 to 10-04-20	25 mph
S/B Highridge	09-21 to 10-04-20	23 mph

PORTABLE SPEED SIGN RESULTS: Sumac

Speed Sign Location	Dates	Average Speed
E/B Sumac	09-21 to 10-04-20	26 mph
W/B Sumac	09-21 to 10-04-20	25 mph

DIRECTED PATROL DETAIL DATA:

Location	Dates	Number of Details	Total Time (Hours)
Route 47 Downtown	September 2020	11	16.91
Route 47	September 2020	18	54.66
Route 34	September 2020	32	65.08
Cannonball (Curve)	September 2020	7	5.5
Mill at Orange	September 23-30 2020	2	1.16

MONITORED DETAIL DATA (BY COMMUNITY SERVICE OFFICERS):

Location	Dates	Number of Details	Total Time (Hours)
Fairfax at Fairfield	September 14-30 2020	4	2.3
Mill at Orange	September 23-30 2020	2	0.9

TRAFFIC ENFORCEMENT

Citations	2020 Total	September 2019	September 2020
Speeding	130	15	35
No Insurance	88	8	24
Seatbelt	1	0	0
Other Moving Violation	233	53	36
Total	452	6	95

Warnings	2020 Total	September 2019	September 2020
Speeding	1,231	89	291
No Insurance	469	65	72
Seatbelt	3	1	1
Other Moving Violation	1,172	225	155
Miscellaneous/Parking	163	57	74
Total	3,038	437	593

DETECTIVE SQUAD

DETECTIVE SQUAD HIGHLIGHTS

Generally, the Detective Squad has at least one “big” case or event each month. It is rare to have a month where one case or event does not stand out as unique or notable for one reason or another. The month of September 2020 was just such a month. To be sure, we were plenty busy with a variety of investigations including financial crimes, death investigations, theft, burglary and other cases. Throughout the month of September, the detectives worked tirelessly on all of their cases many of which have been charged or are awaiting charges at the state’s attorney’s office. This month, while atypical insomuch as there was not one large, newsworthy event, illuminated the best characteristics of our detectives. Their ability to grind through their caseload and search out information, witnesses and suspects to get the job done illustrates the quality of our Detective Squad.

Cases Assigned	2020 Total	September 2019	September 2020
Adult	79	10	7
Juvenile	33	7	2
Total	112	17	9

Cases Closed	2020 Total	September 2019	September 2020
Adult	99	5	17
Juvenile	60	6	9
Total	158	11	26

Total Arrests	2020 Total	September 2019	September 2020
Adult	20	4	3
Juvenile	22	5	1
Total	44	9	4

Evidence	2020 Total	September 2019	September 2020
Items Recovered	1139	152	236
Items Destroyed or Returned	1218	21	120

CRIME REPORTING

The Police Department volume of law enforcement activity during the reporting period is demonstrated by category in the table below. The data includes activity reported to the State of Illinois through monthly Uniform Crime Reports (UCR) as well as all other criminal and quasi-criminal activity that is not required to be reported to the State. For comparison purposes, the statistical reporting from the same reporting period one year ago is included. NOTE: This data is insufficient for use in establishing trends, assessing workload distribution or any other statistical analysis. Further data, delving beyond this report, is essential in determining accurate and meaningful insight beyond this report.

REPORTS

	September 2019	September 2020	Total 2019	Total 2020
Criminal Reports	66	69	757	492
Non-Criminal Reports	65	66	382	493
Sex Offender Registration	2	0	10	7
911 Hang-Up / Misdial	8	4	135/33	35/10
Motorist Assist / Lock-Outs	22/33	24/42	382/408	161/206
Accident / Property Damage	48	29	615	211
Accident / Personal Injury	6	11	42	44
Accident / Fatal	0	0	0	3
Accident / Hit & Run	3	5	40	31
D.U.I Reports	3	2	17	21
Total	256	191	2,821	1,714

OFFENSE SUMMARY (Part I Crimes)

	September 2019	September 2020	Total 2019	Total 2020
Murder	0	0	0	0
Sex Crimes	1	2	21	11
Robbery	0	0	5	4
Aggravated Battery	2	0	8	6
Burglary	1	0	14	3
Theft	8	15	121	90
Vehicle Theft	2	0	5	6
Arson	0	0	0	2
Total	14	17	174	122

OFFENSE SUMMARY (Part II Crimes)

	September 2019	September 2020	Total 2019	Total 2020
Battery	4	0	56	29
Domestic Battery	6	5	89	73
Fraud	8	5	72	54
Property Damage	10	7	59	35
Weapons	0	0	5	3
Drug Offenses	4	1	44	13
Sex Offender	3	0	13	7
Disorderly Conduct	1	2	32	19

Alcohol Minors	3	0	15	11
D.U.I	3	1	14	19
Alcohol Offenses	0	0	1	0
Total	42	21	400	263

CRISIS INTERVENTION CALL

	September 2020	2020 Total
Mental Health/Crisis Intervention (7705)	8	39
Suicide Threat (7708)	7	37
Involuntary Committal (9302)	0	1

November 2019 was the first month we started tracking Mental Health/Crisis Intervention and Involuntary Committal calls for service

PATROL ARRESTS

	2019 Total	September 2020	2020 Total
Felony	10	0	10
Misdemeanors	381	28	216
Total	391	28	226

CALLS FOR SERVICE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	1050	1084	770	496	842	953	1216	1189	1228			
2019	850	851	990	996	1084	1010	1134	1134	1123	1231	*1742	898

*November 2019 call count included self-dispatched calls. KenCom has since removed self-dispatched calls from call count.

VEHICLE USE & EXPENSES

SQUAD CAR OPERATION EXPENSES

	September 2019	September 2020
Monthly Mileage	20,857	20,898
Gasoline Expense	\$4,724.07	\$3,714.38
Gallons of Gasoline	1,981	1,973.23
Maintenance Expense	\$4,708.86	\$2,651.84
Cost Per Gallon	\$2.384	\$1.882
Cost Per Mile (Gasoline & Maintenance Costs Included)	\$0.452	\$0.304

VEHICLE USAGE AND EXPENSES

Squad #	Vehicle Year	Assigned	Beginning Mileage	Ending Mileage	Monthly Miles
M-1	2016	Patrol	45,724	46,933	1,209
M-2	2020	Patrol	16,057	18,754	2,697
M-3	2016	Deputy Chief	42,570	43,302	732
M-5	2016	Patrol	66,857	67,641	784
M-6	2015	CSO	74,124	75,164	1,040
M-8	2016	Chief	20,837	21,155	318
M-9	2016	Patrol	69,237	70,777	1,540
M-10	2016	Patrol	50,087	51,805	1,718
M-11	2016	Patrol	21,203	22,262	1,059
M-13	2016	Patrol	53,411	54,669	1,258
M-14	2013	Detective	103,536	103,968	432
M-15	2014	Detective	111,190	111,254	64
M-16	2015	Sergeant	84,266	85,017	751
M-17	2016	Detective	26,372	26,620	248
M-18	2015	Sergeant	73,828	75,026	1,198
M-19	2016	Patrol	75,838	76,211	373
M-20	2016	Patrol	31,044	32,516	1,472
M-21	2016	Patrol	26,377	29,929	3,552
M-22	2014	Task Force	76,788	77,179	391
M-23	2018	Deputy Chief	11,029	11,091	62
					20,898



804 Game Farm Road
Yorkville, IL 60560



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Police	<input checked="" type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

New Business #2

Tracking Number

PS 2020-26

Agenda Item Summary Memo

Title: Adjudication Reports for September and October 2020

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: Review of adjudication reports.

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Informational

Council Action Requested: None

Submitted by: James Jensen Police
Name Department

Agenda Item Notes:



Memorandum

To: Public Safety Committee
From: James Jensen, Police Chief
CC:
Date: November 5, 2020
Subject: Monthly Adjudication Report Review

Summary

Review of the September - October 2020 Adjudication Reports

Background

None

Recommendation

None

Attachments

Exhibit A: September 2020 Adjudication Report
Exhibit B: October 2020 Adjudication Report

Gregg, Behr, Kirsten, Chris



United City of Yorkville
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DOCKET INFORMATION
08/31/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense		1st Date	Check In
20-1065		N	NIEZGODA, STEVEN	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	10/12/2020	NO
				Offense Location: RT 34 / MCHUGH RD		pd prior		
20-1077		N	CID, DANIEL	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	10/12/2020	NO
				Offense Location: E VETERANS / AUTUMN CREEK		pd prior		
20-1102		N	CAMACHO-AGUILAR, ELEAZAR	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	10/12/2020	NO
				Offense Location: RT 34 / COUNTRYSIDE		pd prior		
20-1110		N	NELSON, ELIZABERTH A	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	10/12/2020	NO
				Offense Location: RT 47 / RT 126		pd. prior		

Behr, Kirsten, Chris, Gregg



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DOCKET INFORMATION
09/09/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1159		N	PEREZ JR, JAIME	Police Admin Tow	Impounded Vehicle	10/20/2020	NO
				Offense Location: 1447 CANNONBALL TRAIL			

f: 500 c: Ø

Paid prior



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DOCKET INFORMATION
09/14/2020

Nicole D.
Wally W.
Pete R.
Pat. M.

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1154		N	MONTES, EFRAIN	Police Admin Tow	Impounded Vehicle	10/20/2020	NO
				Offense Location: RT 34 / AMERICAN WAY	Finding: Liable	FAC: \$500 bond applies	
20-1161		N	MCCOY, JASON D	Police Admin Tow	Impounded Vehicle	10/26/2020	NO
				Offense Location: ROUTE 71 / E HIGH POINT RD	Finding: Liable	FAC: \$500 bond applies	
20-1190		N	PEEPLES, CODY A	Police Admin Tow	Impounded Vehicle	10/26/2020	NO
				Offense Location: RT 47 / WALNUT ST	Finding: Liable	FAC: \$500 bond applies	
20-1203		N	PONCE, CARLOS	Police Admin Tow	Impounded Vehicle	10/26/2020	NO
				Offense Location: 208 E SPRING STREET	Finding: Liable	FAC: \$500 bond applies	
N 2419		N	WANG, YUNFAN	N Mandatory	EMPLOYEE PLACING HANDS ON SEXUAL/GENITAL AREAS OF OTHER PER	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2420		N	WANG, YUNFAN	N Mandatory	WINDOWS TO LOBBY OBSTRUCTED	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2421		N	WANG, YUNFAN	N Mandatory	KEEPING ALCOHOLIC BEVERAGES ON SITE WITHOUT LICENSE	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2422		N	WANG, YUNFAN	N Mandatory	PROHIBITED SOLICITATION OF SERVICES ON ADULT/PORNOGRAPHIC SITE	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2423		N	WANG, YUNFAN	N Mandatory	ALLOWING PERSON UNDER 18 YEARS OF AGE TO REMAIN ON PREMISES	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2424		N	WANG, YUNFAN	N Mandatory	FAILURE TO MAINTAIN A REGISTER OF PERSONS PERFORMING SERVICES	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2425		N	WANG, YUNFAN	N Mandatory	FAILURE TO DISPLAY LICENSES OF ALL MASSAGE THERAPISTS	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2623		N	WANG, YUNFAN	N Mandatory	PERMITTING PERSON TO PROVIDE MASSAGE SERVICES WITHOUT LICENS	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2624		N	WANG, YUNFAN	N Mandatory	PATRON'S GENITAL AREA EXPOSED IN PRESENCE OF MASSAGE PRACTITI	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2625		N	WANG, YUNFAN	N Mandatory	EMPLOYEE PLACING HANDS ON SEXUAL/GENITAL AREAS OF OTHER PER	10/26/2020	NO
				Offense Location: 98 E SCHOOLHOUSE RD	Plea: Not Liable		
N 2630		N	MORENO, JOHAN	N Mandatory	Cannabis	10/26/2020	NO
				Offense Location:	Finding: Liable	FAC: \$150	
N 3290		N	OSTERLOH, KYLE E	N Mandatory	Dangerous/Vicious Domestic Animals	10/26/2020	NO
				Offense Location: 2383 IROQUOIS LN	Plea: Not Liable	FAC: \$	



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DOCKET INFORMATION
09/14/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
N 4103 20-1165		N	HERRON, JACOB M	N Mandatory	Dangerous/Vicious Domestic Animals	10/26/2020	NO
Offense Location:						Plea: liable Finding: liable F+C: \$75.00	
N 4104 20-1199		N	MORSCH, ABIGAIL LILLIAN	N Mandatory	Cannabis	10/26/2020	NO
Offense Location:						Finding: liable F+C: \$150.00	
N 4247		N	SUBURBAN EQUITY GROUP	N Mandatory	Certain Weeds (Over 8 Inches High)	10/26/2020	NO
Offense Location: 706 HEUSTIS ST, YORKVILLE, IL 60560						Finding: liable F+C: \$750.00	



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DOCKET INFORMATION
09/21/2020

Nicole D.
Sam S.
Gregg I.
Gina H.

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1253 pc	N		MONEY, HEATHER M	Police Admin Tow	Impounded Vehicle	11/02/2020	NO
Offense Location: CENTER PARKWAY / BLACKBERRY						Finding: Liable F+C: \$500 bond applies	
N 4248	N		CHICAGO TITLE LAND TRUST COMP	N Mandatory	Certain Weeds (Over 8 Inches High)	11/02/2020	NO
Offense Location: 308 RYAN CT, YORKVILLE, IL 60560						Finding: Dismissed, in compliance.	

Greg, Behr, Chris, Kirsten



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DOCKET INFORMATION
09/28/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense		1st Date	Check In
20-1268		N	TENNISON, BOBBY W	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	1322 MARKETPLACE DR	pd prior		
20-1275		N	INGRAM, JOHN H	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	W VETERANS PKWY/ N BRIDGE ST	pd prior		
20-1290		N	MCINTOSH, ROBERT M	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	N. BRIDGE ST / WALNUT ST	pd prior		
20-1298		N	HELM, JUSTIN M	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	S BRIDGE ST/ VAN EMMON ST			
20-1300		N	SVOBODA, HOLLY JANE	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	MARKETVIEW DR/ E COUNTRYSIDE PKWY	pd prior		
20-1303		N	HORNE, LORIEL M	Police Admin Tow	Impounded Vehicle	f: 500 C: Ø	11/09/2020	NO
				Offense Location:	RT 34 / AUTUMN CREEK BLVD	pd prior		
N 3830		N	BOND, JALISHA M	N Mandatory	Illegal Parking in Handicap	f: C: DISMISSED	11/09/2020	NO
				Offense Location:	1252 Marketplace Drive			
N 4463	*	N	NAJIR, RAHN J	N Mandatory	Curfew	f: \$100. C: Ø	11/09/2020	NO
				Offense Location:	MARKETPLACE DR / RT 34			



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DOCKET INFORMATION
10/05/2020

Wally W.
Nicole D.
Behr P.

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1308			MARTINEZ-REYES, JUAN LUIS	Police Admin Tow	Impounded Vehicle	11/16/2020	NO
					Offense Location: N BRIDGE ST/ ROUTE 126		
20-1309			KERSTING, THOMAS E	Police Admin Tow	Impounded Vehicle	11/16/2020	NO
					Offense Location: RT 34 / E OF COUNTRY SIDE PKWY		
20-1325			SMITH, TESSA N	Police Admin Tow	Impounded Vehicle	11/16/2020	NO
					Offense Location: 204 B HILLCREST AVE. YORKVILLE		
P 7071			ELMORE, MICHELLE L	P Non Mandatory	Illegal Parking in Handicap	11/16/2020	NO
					Offense Location: 142 BERTRAM DR		

Kirsten, Behr, Wally, Chris



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DOCKET INFORMATION
10/12/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense		1st Date	Check In
20-1353		N	PETRUKOVICH, MARK MICHAEL	Police Admin Tow	Impounded Vehicle	f: 500 C: 0	11/23/2020	NO
Offense Location: 1745 MARKETVIEW DRIVE (CULVERS)								
20-1354		N	MORGAN, AARON SPENCER	Police Admin Tow	Impounded Vehicle	f: 500 C: 0	11/23/2020	NO
Offense Location: VETERNANS PKWY / BRIDGE ST								
20-1370		N	MCKINNEY, MISTY	Police Admin Tow	Impounded Vehicle	f: 500 C: 0	11/23/2020	NO
Offense Location: S BRIDGE ST/ ROUTE 126								
N 3988		N	GUTIERREZ, JAZMIN	N Mandatory	Retail Theft (Shoplifting)	f: 150.00 C: 0	11/23/2020	NO
Offense Location: 4100 N BRIDGE ST								

Compliance: 11/21/20

Kivsten, Behr, Chris,



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DOCKET INFORMATION
10/19/2020

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1398		N	LIMONEZ, TYLER RAE LINE	Police Admin Tow	Impounded Vehicle	11/30/2020	NO
				Offense Location: LANDMARK AVE. / RT 47		f: 500.00 C: Ø Paid prior	

Compliance 11/28/20



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DOCKET INFORMATION
10/26/2020

Nicole D.
Nicole C.
Wally W.
Behr P.

Case Number	Juv.	Atty.	Defendant	Ticket Type	Offense	1st Date	Check In
20-1435	pd	N	ALLEN, ELISHA D	Police Admin Tow	Impounded Vehicle	12/07/2020	NO
Offense Location: ROUTE 126/ ASHLEY RD Finding: Liable Fac: \$500 bond applies							
20-1443	pd (3)	N	LOPEZ, ZUJEY ANAKARET	Police Admin Tow	Impounded Vehicle	12/07/2020	NO
Offense Location: GALENA RD/ ROSENWINKEL ST Plea: Not Liable Finding: liable Fac: \$500 bond applies							
20-1460	pd (1)	N	ALEJO-GODINA, INES ROSALIA	Police Admin Tow	Impounded Vehicle	12/07/2020	NO
Offense Location: N BRIDGE ST/ FOX ST Plea: Liable Finding: liable Fac: \$500 bond applies							
20-1471	pd	N	KRAMER, GLORIA	Police Admin Tow	Impounded Vehicle	12/07/2020	NO
Offense Location: S BRIDGE ST/ HYDRAULIC AVE Finding: Liable Fac: \$500 bond applies							
20-1484	pd	N	WILLIAMS, AMY J	Police Admin Tow	Impounded Vehicle	12/07/2020	NO
Offense Location: LANDMARK AVE/ ROUTE 47 Finding: Liable Fac: \$500 bond applies							
N 3465	*	N	CRUZ, PHOENIX M	N Mandatory	Cannabis	12/07/2020	NO
Offense Location: 797 GAME FARM RD Plea: Liable Finding: Liable Fac: \$175.00 vpd hearing							



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Police	<input checked="" type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

New Business #3

Tracking Number

PS 2020-27

Agenda Item Summary Memo

Title: Yorkville Police Department Accreditation Discussion

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: Discussion on Police Department Accreditation

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: None

Council Action Requested: N/A

Submitted by: James Jensen Chief of Police
Name Department

Agenda Item Notes:



Memorandum

To: Public Safety Committee
From: James Jensen, Police Chief
CC:
Date: November 5, 2020
Subject: Accreditation

Summary

Discussion on Accreditation for the Yorkville Police Department

Background

The Yorkville Police Department would like to begin discussions regarding law enforcement accreditation, whether it be National or State accreditation. Accreditation is a process in which an agency is evaluated on compliance with a set of prescribed standards established by an accrediting body. These prescribed standards are related to life, health and safety procedures following best practice standards in law enforcement. These standards are considered foundational for contemporary law enforcement agencies and provides the framework for addressing high risk issues within the agency. Refer to Exhibit A for an Accreditation Standard Example.

Currently, there are two (2) accrediting bodies that support law enforcement accreditation. The Commission on Accreditation for Law Enforcement Agencies (CALEA) is a national credentialing authority based in the United States whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers and campus public safety agencies. The second accrediting body is the Illinois Law Enforcement Accreditation Program (ILEAP). ILEAP is supported and sponsored by the Illinois Association of Chiefs of Police and is one of twenty-two states nation wide that support state accreditation programs.

The benefits of State or National Accreditation are many:

1. **Increased Community Advocacy:** Pursuing accreditation tells your community that professionalism and high performance are important to your agency. You demonstrate that you're willing to invest in your department to ensure the service delivered by your officers are par none. Beyond any implicit direction some of the accredited policies explicitly direct agencies to develop community groups.
2. **Staunch Support from Governmental Officials:** Identifying and aligning an organization around effective policies is challenging (or else accreditation wouldn't exist) due to the many unavoidable interpersonal dynamics at play. Having a third-party available to spot-check your department on best practices attracts the support of government officials because it streamlines an added layer of accountability. Instead of relying on intuition or inherited wisdom, you can manage your department and mitigate risk using validated policies.
3. **Stronger Defense Against Civil Lawsuits:** A lot of civil litigation can be summed up in a phrase on the tip of many a parent's tongue: you should've known better. In trying to determine whether or not an agency can be found liable, it's not uncommon for attorneys to look at existing policy. If your agency's policies resulted from ad-hoc gut decisions over the years, it's harder for you to demonstrate you or your officer did the right thing given the circumstances. However, your defense is stronger if you can show you complied with guidelines issued by an accreditor like CALEA or ILEAP. It shows your agency has made an investment in professionalism and performance to ensure against the likelihood of receiving claims of negligence.
4. **Reduced Risk and Liability Exposure:** Accreditation policies like CALEA's are written to reduce the likelihood of a negative outcome. By structuring your agency's policies around

CALEA's or ILEAP's, you are leveraging its collective experience which ensures you minimize blind spots and maintain awareness of best practices.

5. **Greater Accountability within the Agency:** It's easier to hold someone accountable when you have an objective standard to point to. Instead of relying on hierarchy to move personnel in your desired direction, accreditation provides a blueprint that gets you there without slowing down to defend every decision. You'll likely still receive pushback from your officers, but a goal of accreditation is a lot easier to accept than a one-off policy change for a single department. Accreditation is like any system; it moves the decision-making impetus away from you. That's why it's critical to have a good system in place.

The process of accreditation is similar for both National Accreditation (CALEA) and State Accreditation (ILEAP). The enrollment period is administrative in nature with a review of the accreditation programs available and the identification of the program the agency will seek accreditation for. The self-assessment process refers to the internal, systematic analysis of an agency's operations, management and practices to determine if it complies with applicable standards. Self-assessment requires the careful review of the program-specific standards in making these determinations. The assessment process includes a remote, web-based file review(s) and site-based assessment to confirm standards compliance. This includes public comment sessions, interviews with various individuals associated with the respective agency, process and outcomes-mapping and community feedback. The assessment model works to ensure agency policies have been implemented that complement standards and that the agency is complying with its policies and other requirements associated with the accreditation process.

Below is a breakdown of the differences and costs associated with National Accreditation (CALEA) and State Accreditation (ILEAP):

National Accreditation (CALEA)	State Accreditation (ILEAP)	
Tier 1 Accreditation: 181 Standards	Tier 1 Accreditation: 67 Standards	
Tier 2 (Advanced) Accreditation: 459 Standards	Tier 2 Accreditation: 180 Standards	
Implementation Time: 3 years	Implementation Time: 3 years	
There are 17,000 state and local law enforcement agencies in the United States. 6% of those agencies are CALEA Accredited	22 States in the United States have “State” accreditation programs	
42 Illinois Agencies are Accredited through CALEA	37 Illinois Agencies are Accredited through ILEAP	
Local Resources: Illinois Police Accreditation Coalition (IPAC)	Local Resources: Illinois Police Accreditation Coalition (IPAC)	
Electronic Records Keeping System: Power DMS	Electronic Records Keeping System: Power DMS	
Workload: Full Time Sworn	Workload: Full Time Sworn	
Accreditation Costs		
CALEA (Agencies 25 – 199 Personnel) 3 Year Cycle	ILEAP <u>Annual Fee by Tier</u> 4 Year Cycle	
	Tier 1 Accreditation	Tier 2 Accreditation
1 Installment Payment: \$11,450	\$400 Annual	\$800 Annual
2 Installment Payment: \$5,915	\$1,600 every 4 years	\$3,200 every 4 years
3 Installment Payment: \$3,940		

Based on discussion at the committee level we will be reviewing the two accreditation programs and make a recommendation to this committee, at a later time, as to the program best suited for the Yorkville Police Department.

Recommendation

None (Discussion Item Only)

Attachments

Exhibit A: Nationally Accredited Standard Example – Code of Ethics

Exhibit B: CALEA Tier 1 Accreditation Standards

Exhibit C: ILEAP Tier 1 & Tier 2 Accreditation Standards

Exhibit A: Standard Example

1.1.2 Code of Ethics (LE1)

A written directive requires all personnel to abide by a code or canon of ethics adopted by the agency and mandates that ethics training be conducted for all personnel, at a minimum, biannually.

COMMENTARY: Sworn and non-sworn position dilemmas, temptations, responsibilities, and duties. The Canon of Ethics or Law Enforcement Code of Ethics published by the International Association of Chiefs of Police or the Code of Ethics of the Office of the Sheriff adopted by the National Sheriffs' Association, ICMA Code of Ethics adopted by the International City Managers Association, or APCO Telecommunicator Code of Ethics adopted by the Association of Public-Safety Communications Officials International, Inc., will satisfy partial intent of this standard. Adherence to those codes of ethics and to the United Nations Code of Conduct for Law Enforcement Officials may be included as an element of the oath of office. Ethics review can be in the form of classroom, shift briefing, computer based training and bulletins, or any combination of methods as determined by the agency. Time sensitive standard. (M M M M) (LE1)



Law Enforcement - Standards Titles

CALEA® Standards for Law Enforcement Agencies

Below is a comprehensive list of standard titles in the Law Enforcement Standards Manual 6th edition. The 181 **bold** standards constitute the tier 1 option, **CALEA® Law Enforcement Accreditation Program**. The tier 2 option, **CALEA® Advanced Law Enforcement Accreditation Program**, is composed of all the 459 standards listed.

STANDARD

1 Law Enforcement Role and Authority

INTRODUCTION

1.1 Law Enforcement Agency Role

1.1.1 Oath of Office

1.1.2 Code of Ethics

1.1.3 Agency's Role in Criminal Justice Diversion Programs

1.1.4 Consular Notification

1.2 Limits of Authority

1.2.1 Legal Authority Defined

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**Illinois
Law
Enforcement
Accreditation Program
(ILEAP)
Manual**



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Disclaimer

This manual includes voluntary standards for the Illinois law enforcement communities that have been approved by the Illinois Law Enforcement Agency Accreditation Program. The standards are not meant as a substitute or replacement for any legal requirement that may apply to agencies involved in law enforcement services in the State. The Illinois Law Enforcement Agency Accreditation Program recognizes that State and local laws, Codes, Rules and Regulations and local Ordinances take precedence over these standards.

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ACKNOWLEDGEMENTS

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The Illinois Law Enforcement Accreditation Program (ILEAP) reflects statutes and processes unique to Illinois and therefore designed specifically to meet the needs of Illinois' law enforcement agencies. Many of the standards are consistent with or drawn from those developed by the above-mentioned organizations, as well as research conducted by the Illinois Association of Chiefs of Police, which further validates ongoing efforts to professionalize the law enforcement community.

The Program relies heavily on the voluntary efforts of the law enforcement community in order to remain current with emerging professional trends. Participation in the program reflects the spirit of cooperation and commitment of Illinois law enforcement.

INTRODUCTION

Accreditation is an ongoing process during which agencies evaluate policy and procedure as well as practice, against established criteria, and have their compliance with those criteria verified by an independent and authoritative body. The criteria or standards are policy development guidelines that represent a level of quality service delivery. The true indicator of compliance however, is the result of an evaluation by trained, independent professional peers. The establishment of meaningful and professional standards and an evaluation to determine compliance with those standards are therefore the two fundamentals of an accreditation program.

The Illinois Law Enforcement Agency Accreditation Council (“the Council”) consists of an Executive Board appointed by the Illinois Association of Chiefs of Police (ILACP). The Board is tasked with developing and maintaining a formal accreditation process specific to Illinois law enforcement agencies, including the development of a comprehensive set of professional standards. The ILEAP constitutes the first joint effort of this type in the history of the State.

Application of the standards within this document contributes to the professionalism, training and positive actions demonstrated by employees of Illinois’ law enforcement agencies; compliance with the standards actualizes law enforcement professionalism. Policy and procedure based on professional standards will not ensure a crime-free environment for citizens, nor will it ensure an absence of litigation against law enforcement agencies and executives. However, effective and comprehensive leadership through professionally based policy development directly influences a department’s capacity to deliver mandated services, with a greatly enhanced ability to reduce the possibility of successful litigation.

The ultimate goal of all accreditation programs is enhanced service delivery. The goal of the Council is to make available a framework whereby the Illinois law enforcement community is provided a voluntary, relatively low-cost accreditation program that is comprehensive, attainable, and based on standards that reflect professional service delivery. This framework incorporates community-policing principles with the goal of building trust in the communities that these departments serve. In developing the program, the Board recognized the limited financial and staffing resources of a great many departments, and developed standards that would not place overwhelming demands on those resources.

These standards are the basis of an accreditation program that affects every component of an agency. The standards are reviewed annually in order to reflect the best practices as recognized by the industry and the Accreditation Council. Through the dedication to service and professionalism shown by the achievement of accredited status, law enforcement agencies can greatly enhance delivery of services to their communities.

The development of department policy is one of the most significant duties of chief executive officers and sheriffs; however, this manual contains no policies or procedures. The standards developed by the Council are only guidelines for what should be done, not how it should be done. Policies on many topics, for instance the use of force, may be very similar among most agencies. On the other hand, policies dealing with disciplinary actions may vary greatly. Policy development that complies with these standards, however, remains dependent upon the judgment of the chief executive officer.

ADVISORY COUNCIL OF THE ILLINOIS LAW ENFORCEMENT AGENCY ACCREDITATION COUNCIL

2013

The Council shall develop and provide for rules and regulations establishing an accreditation process that encourages and provides law enforcement agencies with a voluntary opportunity to demonstrate that they meet the model standards adopted by the Law Enforcement Agency Accreditation Council. The Council shall appropriately recognize law enforcement agencies as accredited that have applied and meet the standards, criteria and regulations developed and established by the Council.

The Council shall be a standards creating body composed of the following:

- (i) Two incumbent police chiefs of the state appointed by the ILACP
- (ii) A member of the Campus Law Enforcement Executive Committee of the ILACP
- (iii) The Director of the Center for Public Safety and Justice or designee.
- (iv) The Director of the Institute for Public Safety Partnerships or designee
- (v) The Director of the Illinois Municipal League or designee
The Director of the Illinois Criminal Justice Information Authority or designee
- (vi) The Director of the Illinois City Managers Association or designee (addendum June 2011)
- (vii) The Executive Director of the Intergovernmental Risk Management Agency or designee (addendum June 2011)
- (viii) The Executive Director of Northwestern University Center for Public Safety or designee. (addendum January 2013)

Appointment to the Illinois Law Enforcement Agency Accreditation Council shall be for a term of two years.

The Council shall meet a minimum of twice each year and may also meet as needed.

POLICY AND PROCEDURES

The Illinois Law Enforcement Accreditation Program (ILEAP) has been established for the purpose of accrediting and certifying law enforcement agencies in the State by providing an avenue for demonstrating that they have adopted standards designed to promote equal and fair law enforcement, to maximize their capability to prevent and control criminal activities, and to increase interagency cooperation.

The standards used in this program were developed by the ILEAP Council and reviewed by the Illinois Association of Chiefs of Police Legal Committee. The standards are available via the Illinois Law Enforcement Accreditation Program link on the Illinois Chiefs' web page at <http://www.ilchiefs.org>. All municipal, county and state law enforcement agencies are eligible to participate in the program. The Council will resolve any questions regarding program eligibility.

The agency seeking initial or re-accredited status is responsible for paying fees and costs according to a fee schedule determined by the ILACP. The accreditation fee is due upon application. Monies collected from the administration of the program will be paid to the Illinois Chiefs and will be used to further the purposes of the ILEAP program.

ACCREDITATION PROCESS

A. Application

Application for participation in the accreditation process is formalized with the submission of a completed *New Agency Application* and payment of the application fee. These forms are available through the Illinois Law Enforcement Accreditation Program web page at <http://www.ilchiefs.com>. The agency shall indicate whether they wish to achieve Tier One or Tier Two status on the application form.

It is the responsibility of the applicant agency to appoint an Accreditation Manager who will serve as liaison with the ILEAP accreditation staff. If not already done, this should be done now.

Once the application package has been accepted, the applicant can download the self-assessment tools provided on the ILEAP webpage.

B. Self-Assessment

Applicant agencies initiate a self-assessment to determine compliance with applicable standards. The agency compares existing policy to applicable ILEAP standards and determines their level of compliance. The self-assessment phase is the most time consuming part of the accreditation process. Assistance in developing policy and proving compliance is available through the program. Further information is available by visiting the ILEAP webpage.

C. Waiver

The ILEAP recognizes that individual standards may not apply, therefore applicant agencies may apply for a *Not Applicable* status for individual standards. The agency must submit requests for Not Applicable during the mail-off portion of the on-site assessment. The assessment team members will review the request(s) and advise the agency of their decision. Not Applicable standards will be considered on a case-by-case basis and generally will be granted in those instances where the required function is not within the agency's scope of responsibilities. Appeals to denials are made to the Chair of the Council for reconsideration by the full Council, whose decision is final.

D. On-Site Assessment

After completion of the agency's self-assessment, ILEAP will conduct the on-site assessment. Prior to the on-site, the applicant agency is strongly encouraged to host at least one mock assessment. It is strongly recommended that agencies use assessors certified under the ILEAP program. Using untrained personnel is discouraged and can be detrimental to a successful assessment. Mock assessments will be the responsibility of the applicant agency, however,

ILEAP staff will provide assistance if requested. Agencies conducting mock assessments shall notify ILEAP staff of the date of their mock assessment and the names of the assessors who participated.

Upon notification by the applicant agency, ILEAP staff will schedule the on-site assessment. Reasonable effort will be made to provide assessors from like-sized or similarly functioning agencies. All assessors will be Illinois law enforcement personnel, active or retired, and be certified by the Committee to conduct assessments.

Prior to arrival at the agency, the Accreditation Manager and the assessment team leader will have arranged for all specifics regarding team accommodations, meals and any other requirements during the assessment period.

If in the course of the on-site assessment the agency is found to be non-compliant with any applicable standard, or if an issue of any significant nature arises, the assessment team leader will immediately notify the Accreditation Manager and the Committee Chair. Assessment teams will work with agency personnel to identify a course of action aimed at achieving compliance with said standards. The on-site assessment is not complete until the agency has come to into compliance with all applicable standards.

If the agency is found to be in compliance with all applicable standards, the assessment team leader will submit the report of the team's findings to the Council.

E. Formal Review

Team reports must be submitted to the Committee Chair within fourteen (14) calendar days of the completion of the on-site assessment. The Team Leader will forward the applicant agency a copy of this report within twenty (20) days of the completion of the on-site assessment. In those cases where compliance cannot be obtained within the scheduled on-site assessment period, the assessment team leader may grant a thirty (30) day extension to the agency. The Law Enforcement Accreditation Council meets two times per year at locations throughout the state and makes the final determination of accredited status. The Council will notify an applicant agency as to the final accreditation determination. The applicant agency's chief executive and accreditation manager are both encouraged to appear before the Council at their next regularly scheduled meeting for formal review.

If the applicant agency is not granted accredited status, the agency must:

- Wait at least one (1) year from the date of the Council's decision before applying for reassessment; the Council reserves the right to delay the future reassessment of the applicant agency based on the information contained in the team report and,
- Host at least one (1) mock assessment within six (6) months of the scheduled reassessment date. A member of the mock assessment team shall immediately forward their report to the Council for review prior to the reassessment.
- Follow all procedures for initial accreditation, including resubmission of the applicable fee.

F. Re-Accreditation

An accredited agency will remain so for a term of four (4) years. The agency will be required to complete and submit an Annual Verification of Compliance package to be received by the Council no later than 60 days before the anniversary date of their initial or reaccreditation. ILEAP staff will distribute the Annual Verification of Compliance package to each accredited agency one month prior to this date. If appropriate, ILEAP staff may conduct on-site visits to ensure compliance. Such visits will be conducted with at least thirty (30) days notification to the agency and at the expense of the program.

During the fourth year of their accreditation term, ILEAP staff will contact the agency and arrange for a re-accreditation on-site assessment. This assessment must be conducted within the four-year accreditation term in order for the department to maintain continuous accredited status. Agencies may opt to hold the reassessment up to three (3) months prior to the expiration of their accredited term.

G. Revocation of Accredited Status

1. Revocation

The Council reserves the right to revoke the accredited status of any agency for good cause. In those cases where status is revoked or the agency not re-accredited, the Council Chairperson will notify the agency in writing.

Law enforcement agencies that are not accredited in good standing with ILEAP are not permitted to utilize or display the ILEAP logo in any manner. This includes any written reference to the agency being ILEAP or state accredited.

2. The Appeal Process

The chief law enforcement executive of an agency may appeal the decision on their accredited status by submitting a letter of appeal to the Council within ten (10) business days of the revocation decision. The letter should state the reason for the appeal and other appropriate information justifying reconsideration of the decision.

- a. In cases where an agency's accredited status has been *revoked* and the agency has filed the required paperwork for an appeal, its status shall remain as accredited until the Council hears the appeal. The agency shall not be required to remove any identifying decals, logos or references during this period. This includes any written reference to the agency being ILEAP or state accredited.
- b. The appealing agency may appear before the Council at its next regularly scheduled meeting to present their position. If the agency chooses not to appear, the Council will review all documentation provided by the appealing agency, ILEAP staff, assessment team, etc. Once the Council has met and made its decision, the agency shall be notified in writing within ten (10) business days.

- c. If the Council's decision does not favor the appealing agency, the agency shall no longer be considered accredited and shall immediately cease utilizing or displaying the ILEAP logo in any manner. This includes any written reference to the agency being ILEAP or state accredited.
- d. If the appealing agency elects to withdraw their appeal prior to being heard by the Council, the chief law enforcement executive of the appealing agency shall notify the Council in writing. At that point, the agency shall no longer be considered accredited and shall immediately cease utilizing or displaying the ILEAP logo in any manner. This includes any written reference to the agency being ILEAP or state accredited.
- e. The law enforcement executive of any agency failing to achieve reaccreditation or having their accredited status revoked must, within thirty (30) days of the decision, submit on department letterhead, notification to the Council that the agency has complied with the use restrictions in c. and d. above, and will continue to do so until successfully achieving reaccredited status.
- f. Reapplication to the program shall be as described below.

H. Re-application

- 1. Agencies whose accredited status has been *revoked or who have been denied reaccreditation* by the Council must wait twelve (12) months from the Council's receipt of the letter required in G. above before reapplying. Agencies wishing to reenter the program must submit a letter to the Council from the agency's chief law enforcement executive requesting same. Attached to the letter will be a report detailing the following:
 - a. The agency's progress in addressing identified deficiencies and specific steps that will be taken to ensure compliance with all applicable standards.
 - b. A detailed plan of action addressing the deficiencies that led to their accredited status being withdrawn or revoked.

This package will be submitted to the ILEAP and forwarded to the Council.

The Council will review the application and supporting documents. If approved by the Council, ILEAP staff will set a date for an on-site assessment. The applicant agency shall be required to produce documentation that shows, at a minimum, six (6) months of continuous compliance for

each applicable standard.

2. Agencies electing not to re-accredit within the required time frame, then at a later date desiring accreditation must notify the Council in writing three (3) months prior to applying for accredited status to allow for the preparation and scheduling of the process. The agency must also follow all steps required for initial accreditation.

The Council will review the application and supporting documents. If approved, ILEAP staff will set a date for an on-site assessment.

HOW TO USE THIS MANUAL

STANDARDS

The standards are divided into four general subject areas: Administration, Operations, Personnel, and Training.

The **Administration** area covers those law enforcement functions involving the day-to-day management of components of the organization that do not normally deliver direct law enforcement services to the community, including Planning and Research, Records Management, Budget and Fiscal Management, and Communications. These standards address the agency's vision, mission, goals, and public service role. This section is the largest, containing 78 standards under 25 topic areas. The letters ADM. preceding the standard number, e.g. **ADM.18.01**, identify all *Administration* standards.

The **Operations** section covers those areas where direct service delivery is most often found. Patrol, Special Operations, Criminal Investigations, and Court Security are examples of standard types found in this section. *Operations* contain 65 standards under 13 topic areas. The letters OPR preceding the standard number identify all standards under *Operations*, e.g. **OPR.08.04**.

The **Personnel** section is devoted to subjects involving areas of policy that govern employment, career opportunities and the work environment. Subjects such as Selection and Hiring, Performance Evaluations, Human Resources and Discipline are found here. The *Personnel* section contains 32 standards in 10 topic areas. The letters PER preceding the standard number identify standards under *Personnel*, e.g. **PER.06.01**.

The smallest but still certainly a very important area of standards is found in the **Training** subject area. Although this section contains only 8 standards in 4 topic areas, the policies developed for these items greatly influence many other subject areas. This area should never be overlooked because of its size! The letters TRN preceding the standard number identify *Training* standards, e.g. **TRN.01.01**.

The **Standards** may be divided into as many as four parts: specific number, standard statement, bullet(s) and commentary. The example below illustrates these parts.

ADM.09.01 The agency has a written directive system that includes, at a minimum:

- a. A statement of agency policy;
- b. Procedures for carrying out agency activities;
- c. Rules and regulations;

- d. Procedures for reviewing, maintaining and revising written directives; and
- e. The identities of the persons or positions that have the authority to issue, modify, or approve agency written directives.

In the above example, the standard is identified by its **specific number**, **ADM.09.01**. This number indicates it is an **Administration** standard (ADM) and in the ninth topic area (09, Written Directives) and is the first (01) of the standards in this area.

Following the number is the **standard statement**. The standard statement can be several sentences long and will describe the crux of the requirement. In some cases, such as in the example we are using here, the **standard statement** also contains several **bullets**. In **ADM.09.01** there are five **bullets**, a, b, c, d and e. The **bullets** indicate specific points that each must be addressed in the agency's policy statement(s) to be considered in compliance.

The Council has developed **Commentary** entries for many of the standards. The commentaries more fully define the intent of a particular standard; however, they are **NOT BINDING** when policy is assessed for compliance. Consequently, any **bullets** that appear in the commentary section of a standard are also **not binding**.

Several of the standards are conditional, or “**IF**” standards. These standards require compliance only by those agencies that perform the particular duty, or employ the named components. For instance, if the agency does not use eligibility lists in its promotion process, it is not required to develop policy on a system for ranking eligible employees as stated in standard **PER.06.02**.

Sometimes the “**IF**” standard will be self-descriptive, such as:

OPR.01.03 IF unmarked vehicles are used for general patrol service/traffic enforcement, they must:

- a. Be equipped with a siren, in operational order;
- b. Be equipped with emergency lights, in operational order; and
- c. Allow the operator the ability to maintain constant communication.

COMMENTARY:

The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

If your agency does not use unmarked cars for general patrol service/traffic enforcement, then you are not required to develop policy to ensure that the unmarked vehicles you do have are equipped as indicated. Keep in mind: the standards developed by ILEAP are minimum guidelines. In the above example, the agency may equip all department vehicles with emergency equipment, and in the case of patrol cruisers, certainly should!

The standards developed by ILEAP should serve as a blueprint for agency policy. They are not, however, the only resource the agency should explore. Illinois law enforcement agencies have an excellent reputation regarding the sharing of information, especially in the area of policy development. Departments that have a long term commitment to accreditation efforts can serve as a tremendous resource to those just starting the process. New accreditation managers seeking advice should never hesitate to contact other agencies involved in the accreditation process.

STANDARDS – TIER ONE

ADMINISTRATION

Use of Force - ADM.05.01–05.03.....	19
Capital Assets/Budget and Fiscal Management - ADM.15.01–15.04.....	20
Property and Evidence Control - ADM.16.01–16.04.....	21
Internal Agency Investigations/ Internal Affairs - ADM.18.01–18.06.....	22

Use of Force

ADM.05.01 A written directive states:

- a. That officers shall use only the force necessary to affect lawful objectives;
- b. That officers will adhere to the objective reasonableness standard as defined in *Graham v. Connor* in use of force in responding to perceived threats with all issued lethal or non-lethal weapons authorized by the agency;
- c. That officers may use deadly force only under a reasonable belief that the action is in defense of human life or in defense of any person in imminent danger or facing a significant threat of serious physical injury;
- d. The guidelines for the use of deadly force against a fleeing felon; and
- e. That the discharge of warning shots is strongly discouraged.

COMMENTARY:

This directive may encompass the use of all kinds or types of force, whether deadly or not. The purpose of this standard is to provide officers with guidance in the use of force in threatening or life-or-death situations, and to prevent the loss of life. The agency might include in its orders definitions of "reasonable belief," "serious physical injury," and "excessive force," per rulings of the United States Supreme Court. Use of force protocols refers to levels of threat perceived by the officer with corresponding, authorized modes of force to oppose the threats. In a written directive, this reference may include, with examples, every non-lethal weapon authorized by the agency.

ADM.05.02 A written directive requires that all sworn personnel:

- a. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry a firearm(s);
- b. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry less lethal weapons; and
- c. Receive training within every calendar year thereafter in the use of force.

ADM.05.03 A written directive outlines procedures to be observed following an application of force, to include:

- a. A description of the internal process for the documentation, review, and disposition of any incident where an officer applies force resulting in, or allegedly resulting in, injury or death of a person; and
- b. A provision permitting the removal of any employee from line duty assignment, pending administrative review, whose actions or application of force results in serious physical injury or death.

COMMENTARY:

Agencies must carefully review all incidents in which the application of force causes injury or death. Agencies may wish to consider that all applications of force should be documented and reviewed, not just those resulting in serious injury or worse. Control over the application of force must be maintained for reasons of safety, compliance with state law, or constitutional decisions. The agency directive should state situations or contexts in which force is applied that do not require reporting, such as during training. The purpose of removing employees from line duty assignment is to shield those who have not exceeded lawful authority in applying force. Further, agencies might consider removing from line duty, officers who have been involved in critical or traumatic use of force incidents for debriefing or counseling, possibly including the officer's family.

Capital Assets/Budget and Fiscal Management

ADM.15.01 A written directive governs procedures for the requisition and purchase of agency equipment and supplies to include, at a minimum:

- a. Specifications for items requiring standardized purchases;
- b. Bidding procedures;
- c. Criteria for the selection of vendors and bidders;
- d. Procedures for emergency purchasing or rental agreements for equipment;
- e. Procedures for requesting supplemental or emergency appropriation and fund transfer; and
- f. Procedures for contracts such as maintenance and service agreements.

COMMENTARY:

This is generally a county/city procedure that most agencies have to follow.

ADM.15.02 The agency uses an accounting system that includes approval of each account, and, at minimum, provisions for monthly status reports showing:

- a. Initial appropriation for each account (or program);
- b. Balances at the commencement of the monthly period;
- c. Expenditures and encumbrances made during the period; and
- d. Unencumbered balance.

ADM.15.03 A written directive governs the maintenance of all official cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash (except jail funds and asset forfeiture funds) and includes, at a minimum:

- a. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits, (cash disbursed), and the balance on hand;
- b. Receipts or documentation for cash received;
- c. Authorization for cash disbursements, including CEO or designee authorization for expenses in excess of a given amount;
- d. Records, documentation, or invoice requirements for cash expenditures;

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- e. Persons or positions authorized to disburse or accept cash;
- f. Quarterly accounting of agency cash activities; and
- g. Procedures for an independent audit of the agency's fiscal activities.

ADM.15.04 A written directive requires an inventory for all capital assets within agency control.

COMMENTARY:

Capital assets are defined by the individual agency. Many agencies set a dollar amount before an inventory is required.

Property and Evidence Control

ADM.16.01 A written directive establishes procedures for receiving all evidentiary and non-evidentiary property obtained by employees within agency control, to include:

- a. Requiring all property to be logged into agency records and placed under the control of the property and evidence control function before the officer ends his/her tour of duty;
- b. Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;
- c. Providing guidelines for the packaging and labeling of property prior to storage;
- d. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property; and
- e. Requiring an effort to identify and notify the owner or custodian of non-evidentiary property in the agency's custody.

ADM.16.02 A written directive establishes procedures for property and evidence storage to include:

- a. Requiring all evidentiary property be stored within designated, secure areas;
- b. Requiring non-evidentiary property be stored within designated, secure areas;
- c. Requiring secure facilities to be provided for storage of evidentiary and non-evidentiary property during periods when the property room is closed;
- d. Requiring that only authorized personnel have access to areas used by the agency for storage of evidentiary and non-evidentiary property;
- e. Requiring documented, escorted entry into property and evidence storage areas by those not routinely associated with the property and evidence function;
- f. Requiring the maintenance of records that reflect the status of all property held by the agency;
- g. Establishing procedures for the temporary release of items from the control of the property and evidence function; and
- h. Establishing procedures for the final release of items from the control of the property and evidence function.

ADM.16.03 A written directive that the following inspections and reports shall be completed:

- a. At least quarterly, the person responsible for the property and evidence control function, or his or her designee, conducts an inspection of adherence to procedures used for the control of property;
- b. Whenever the primary property manager is assigned and/or transferred from the property and evidence control function, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property manager and a designee of the CEO;
- c. An annual audit of property held by the agency is conducted by an employee not routinely or directly connected with property control; and
- d. Unannounced inspections of property storage areas are conducted at least twice per year as directed by the agency's chief executive officer.

ADM.16.04 Final disposition is accomplished within six months after legal requirements have been satisfied and in accordance with the Illinois Compiled Statutes for:

- a. Found property;
- b. Recovered property; and
- c. Evidentiary property that is no longer of evidentiary value.

Internal Agency Investigations/Internal Affairs

ADM.18.01 The agency makes information available to the public on procedures to be followed for registering complaints against the agency or its employees.

ADM.18.02 A written directive requires the agency to record, investigate, and adjudicate all complaints against the agency or employees of the agency.

COMMENTARY:

The purpose of this standard is to require a complaint to be recorded and investigated. On occasion, malicious and deliberate false accusations are made against the agency or its employees. These accusations should be investigated to protect the integrity of the agency or the employees, thereby instilling public confidence in the agency. In some cases, the extent of the investigation may be limited to substantiating the falsity of the accusations.

ADM.18.03 A written directive establishes the agency's internal affairs function, to include:

- a. The categories of complaints that require investigation by the internal affairs function;
- b. Designating a position or individual within the agency as responsible for the internal affairs function with the authority to report directly to the agency's chief executive officer; and

- c. That the written directives relating to the administration of the internal affairs function are disseminated to all personnel.

COMMENTARY:

The written directive should establish the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review.

ADM.18.04 A written directive specifies the activities of the internal affairs function, to include:

- a. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding a criminal matter;
- b. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding an administrative matter; and
- c. Maintaining the confidentiality and security of the internal affairs investigation and records.

COMMENTARY:

It should be the policy of the agency that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. Additionally, all reports or accusations made against members of the agency, or the agency in general, from all sources, should be completely investigated in order to insure the integrity of the agency and its members.

ADM.18.05 When employees are notified that they have become the subject of an internal affairs investigation, the agency provides the employee with:

- a. A written statement of the allegations;
- b. Employee's rights relative to the investigation; and
- c. Employee's responsibilities relative to the investigation.

ADM.18.06 Notification of the status/disposition of complaints against the agency or its employees is made to:

- a. The complainant; and
- b. The employee(s) investigated. (01/09)

COMMENTARY:

Reference Illinois Compiled Statutes Peace Officers Bill of Rights.

OPERATIONS

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Patrol

OPR.01.01 A written directive establishes procedures for responding to:

- a. Routine calls;
- b. Emergency calls; and
- c. Includes guidelines for the use of authorized emergency equipment.

OPR.01.02 All agency marked vehicles used in general patrol service must:

- a. Be conspicuously marked;
- b. Be equipped with a siren, in operational order;
- c. Be equipped with emergency lights, in operational order; and
- d. Allow the operator the ability to maintain constant communication.

COMMENTARY:

The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

OPR.01.03 IF unmarked vehicles are used for general patrol service/traffic enforcement, they must:

- a. Be equipped with a siren, in operational order;
- b. Be equipped with emergency lights, in operational order; and
- c. Allow the operator the ability to maintain constant communication.

COMMENTARY:

The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

OPR.01.04 A written directive defines the agency's use of occupant safety restraining devices in agency vehicles in compliance with the Illinois Compiled Statutes.

Commentary

It is required that all occupants of agency vehicles be mandated to wear seatbelts as required by law

OPR.01.05 Body armor is issued to and worn by all officers assigned to routine uniformed field duty.

OPR.01.06 A written directive defines the agency's use of the following equipment in the police vehicle, whether personally owned or department issued:

- a. Cell phones;
- b. Mobile data terminals/laptop computers; and
- c. Other wireless communication devices. (01/09)

COMMENTARY:

The directive should specify appropriate safety measures to be considered while utilizing the above equipment while operating the police vehicle. It is recommended that the operators of police vehicles be prohibited from texting and data entry activities while driving.

OPR.01.07 A written directive specifies procedures for:

- a. Assignments to operational shifts;
- b. Frequency of shift rotation, if any;
- c. Assignment to beats, if any;
- d. Frequency of beat rotation, if any;
- e. Continuous coverage during shift changes, if the agency operates on a shift schedule; and
- f. Providing information to oncoming shifts of previous shifts' activities.

OPR.01.08 IF the agency has, or uses, any special purpose vehicles, a written directive governs their operation and includes at a minimum:

- a. A statement of the objective of their operation or usage;
- b. Training for personnel authorized to operate and maintain the vehicle and its equipment; and
- c. A list of equipment required for the vehicle.

OPR.01.09 IF the agency has, or uses, any special purpose animals, a written directive governs their operation and includes at a minimum:

- a. A statement of the objective of their operation or usage;
- b. Training, certification and recertification for the animal/handler; and
- c. A list of equipment required for the animal.

OPR.01.10 A written directive governs pursuit of motor vehicles to include:

- a. Evaluating the circumstances;
- b. Initiating officer's responsibilities;
- c. Secondary officer(s) responsibilities;
- d. Dispatcher's responsibilities;
- e. Supervisor's responsibilities;
- f. Forcible stopping/roadblock (see Use of Force policy);
- g. Inter-jurisdictional pursuits;
- h. Intra-jurisdictional pursuits;
- i. When to terminate pursuit; and
- j. Procedure for administrative review of the pursuit.
- k. Prohibition of pursuit for misdemeanor traffic offenses, property crimes, non forcible felonies, which pose no threat of force or serious harm.

OPR.01.11 IF the agency utilizes audio/video recording systems in the police vehicle; a written directive governs their usage to include:

- a. When the camera system is required to be activated/recording;
- b. Control and access to data; and
- c. A retention schedule for data consistent with Illinois Compiled Statutes.

Unusual Occurrences

OPR.04.01 The agency has a written directive/mobilization plan that provides for:

- a. Natural disasters;
- b. Man-made disasters;
- c. Civil disturbances;
- d. Hostage/barricaded person;
- e. Active shooter situation;
- f. Handling a bomb threat; and
- g. Search missions of missing and/or endangered persons;
- h. Hazardous material responses.

OPR.04.02 Emergency operations plans are accessible to command personnel and are reviewed and updated as needed.

OPR.04.03 The agency has a written directive and/or plan for handling:

- a. The security of VIP's; and
- b. Special events.

Special Operations

OPR.05.01 IF the agency has a full or part-time tactical team, a written directive establishes procedures for:

- a. Selection of members;
- b. Providing specialized equipment for its operations;
- c. Regularly scheduled training/readiness exercises;
- d. Coordination; and
- e. Deployment.

OPR.05.02 IF the agency has a full or part-time crisis negotiations team, a written directive establishes procedures for:

- a. Selection of members;
- b. Providing specialized equipment for its operations;
- c. Regularly scheduled training/readiness exercises;
- d. Coordination; and
- e. Deployment.

Traffic

OPR.06.01 A written directive establishes uniform procedures for taking enforcement action incidental to traffic law violations, to include:

- a. Physical arrest;
- b. Uniform Traffic Summons; and
- c. Warnings (if used).

OPR.06.02 When a motorist is charged with a traffic violation, the agency provides information relative to the specific charge, to include:

- a. Court appearance schedule;
- b. If court appearance by motorist is mandatory; and
- c. Prepayment information.

OPR.06.03 A written directive establishes uniform enforcement policies for traffic law violations in accordance with Illinois Compiled Statutes to include:

- a. Driving under the influence of alcohol/drugs;
- b. Operating a vehicle after driving privileges have been suspended or revoked;
- c. Speed violations;
- d. Other hazardous violations;
- e. Off-road vehicle violations;
- f. Equipment violations;
- g. Public carrier/commercial vehicle violations;
- h. Violations committed by juveniles;
- i. Violations committed by non-residents (out of area and/or state);
- j. Newly enacted laws and/or regulations;
- k. Violations resulting in traffic accidents;
- l. Pedestrian and/or bicycle violations;
- m. Legislators; and
- n. Military Personnel.

OPR.06.04 A written directive establishes procedures for:

- a. Stopping traffic law violators; and
- b. Approaching traffic law violators.

Commentary: It is recommended that the policy encourage right side approaches where practical.

OPR.06.05 A written directive governs traffic accident reporting, response, management and investigation, as applicable, to include accidents involving:

- a. Death or injury;
- b. Property damage;
- c. Hit and run;
- d. Impairment due to alcohol or drugs;
- e. Occurrences on private property;
- f. Damage to public vehicles or property; and
- g. Disturbances between principals.

OPR.06.06 A written directive specifies accident scene responsibilities for officers responding to accident scenes including procedures for:

- a. Identifying and dealing with fire hazards;
- b. Identifying and dealing with hazardous materials; and
- c. Protecting the accident scene.

OPR.06.07 A written directive governs control of property belonging to accident victims.

OPR.06.08 A written directive specifies procedures for traffic direction/control, to include the following, at a minimum:

- a. At the scene of traffic accidents;
- b. Uniform hand signals/gestures for manual traffic direction/control;
- c. At the scene of fires;
- d. During periods of adverse road or weather conditions;
- e. Circumstances warranting manual operation of traffic control devices;
- f. Use of temporary traffic control devices; and
- g. A requirement that any personnel directing or controlling traffic wear reflective clothing or vests at all times.

OPR.06.09 A written directive governs provisions for:

- a. Law enforcement escort services; and
- b. Escorts of civilian vehicles in medical emergencies.
- c. Limitations on personal information left on vehicles or exposed to public view or scrutiny*.

Commentary: * Pursuant to Drivers Privacy Protection Act. 18 U.S.C. § 2721 et. seq. (Public Law 103-322) Section 2721.

OPR.06.10 A written directive specifies procedures for the implementation of traffic checkpoints.

OPR.06.11 A written directive governs the provision of assistance to highway users, to include:

- a. General assistance;
- b. Mechanical assistance;
- c. Protection to stranded motorists;
- d. Emergency assistance; and
- e. Correcting hazardous highway conditions.

OPR.06.12 A written directive specifies procedures for the following:

- a. Enforcement of parking violations (if applicable) (01/09);
- b. Handling of abandoned vehicles;
- c. Towing of vehicles from public property;
- d. Towing of vehicles from private property; and
- e. Maintaining records of all vehicles towed at the direction of an officer.

Prisoner/Patient/Non-Police Persons Transport

OPR.07.01 A written directive prescribes the security and control of prisoners being transported, including, but not limited to:

- a. Restraints authorized;
- b. Seating arrangements;
- c. Requiring the search of the transport vehicle before and after transporting prisoners;
- d. Requiring a search of all prisoners prior to transporting; and
- e. Documentation.

COMMENTARY:

This directive should not be limited to vehicle transport. Procedures for the handling of high risk or dangerous prisoners should be specified, as well as the security of prisoners during rest stops and meals. Additionally, prisoner communication with citizens and each other on multiple transports should be addressed.

OPR.07.02 A written directive describes procedures for transporting and handling the following: individuals known to be physically ill; individuals known to be mentally ill; individuals known to be injured; individuals known to suffer physical disabilities; and individuals suspected of having a communicable disease such as AIDS or hepatitis. The written directive must address:

- a. Supervisory notification in the above or unusual instances;
- b. Dealing with medical personnel and hospital protocol
- c. Documentation of the occurrence and action taken.
- d. Use and despende of prescription drugs

OPR.07.03 A written directive prescribes the security and control of non police persons who are transported in police vehicles.

OPR.07.04 A written directive provides procedures for transporting:

- a. Juveniles; and
- b. Prisoners of the opposite sex.

COMMENTARY:

Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

OPR.07.05 A written directive establishes procedures following the escape of a prisoner while being transported, to include:

- a. Further actions to be taken;
- b. Timely notifications to be made; and
- c. Reports to be prepared.

PERSONNEL

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Selection and Hiring

PER.01.01 A written directive identifies the agency's process for the selection of qualified applicants for sworn positions and includes, at a minimum, adherence to the requirements found in the Illinois Compiled Statutes.

PER.01.02 A written directive requires that all elements of the selection process be conducted in a uniform manner.

COMMENTARY:

All elements of the selection process should be clearly set forth and carried out identically for all candidates for each particular position.

PER.01.03 A written directive requires steps utilized in the selection process be conducted by trained personnel.

COMMENTARY:

This may include polygraph examinations, non-age and gender rated physical agility tests, written exams, medical exams, interview panels, etc.

PER.01.04 A written directive requires that, at a minimum, applicants receive notification of application disposition.

PER.01.05 A written directive requires the agency to maintain records on the testing results of each applicant in accordance with the Illinois Compiled Statutes.

Performance Evaluations

PER.05.01 A written directive establishes the performance evaluation system: and,

- a. Defines its objectives;
- b. Requires an annual written performance evaluation of each employee; and
- c. Addresses performance evaluations of probationary employees during the probationary period, or as required by jurisdictional personnel policy.

PER.05.02 A written directive requires a supervisory review (of evaluations) to include the following areas:

- a. Results of the performance evaluation just completed; and
- b. The level of performance expected for the next performance rating period.

Disciplinary Procedures

NOTE: Compliance with the Grievance Procedure standards are subject to state Statute exemptions and applicable collective bargaining agreements.

PER.08.01 A written directive specifies the conduct and behavior expected of all employees.

PER.08.02 A written directive establishes a disciplinary system, to address:

- a. Utilization of training as a function of discipline;
- b. Utilization of counseling as a function of discipline;
- c. Taking punitive actions in the interest of discipline; and
- d. Appeal procedures in disciplinary actions.

PER.08.03 A written directive specifies the responsibility of each level of supervision relative to disciplinary actions.

PER.08.04 When employee misconduct results in dismissal, the following information is provided to the employee:

- a. A statement citing the reasons for dismissal (if applicable); and
- b. The effective date of the dismissal.

PER.08.05 A written directive specifies procedures for maintenance and security of records of disciplinary actions.

TRAINING

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Recruit Training

TRN.01.01 The agency requires all newly sworn officers to have successfully completed a recruit training program authorized and approved by the ILETSB prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program. The recruit training program shall include:

- a. A curriculum based on tasks of the most frequent assignments of officers who complete recruit training;
- b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (SKA);

- c. Compliance with state training mandates for police officers and deputy sheriffs; and
- d. Any applicable legal requirements relevant to the performance of duties.

COMMENTARY:

The intent of this standard is to ensure that all officers have completed the agency required law enforcement basic training academy and field training program, and are certified peace officers of the State of Illinois.

TRN.01.02 A written directive establishes a field-training program for recruits with provisions for the following:

- a. Field training for trainees in accordance with ILETSBDCJS standards, at a minimum;
- b. A selection process for field training officers;
- c. Supervision of field training officers;
- d. Training of field training officers;
- e. Rotation of recruit field assignments, if possible;
- f. Guidelines for the evaluation of recruits by field training officers; and
- g. Reporting and documentation responsibilities of field training officers.

COMMENTARY:

The intent of this standard is to ensure that all officers have completed the agency required field training program under the supervision of a properly trained field training officer(s).

Specialized/In-Service Training

TRN.02.01 A written directive identifies the functions for which specialized training is required, and includes the following:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training; and
- b. Supervised on-the-job training.

TRN.02.02 A written directive requires that sworn personnel be trained or at a minimum provided information on newly enacted laws and revisions to laws relating to the agency's responsibilities.

COMMENTARY:

Newly enacted legislative changes may be found on the Illinois General Assembly Web site as well as through contact with the Illinois Association of Chiefs of Police and Illinois Sheriffs Association legislative liaison. Agencies are encouraged to consult with their local States Attorney's office regarding legislative changes.

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TRN.02.03 The agency provides skill development to all personnel upon functional reassignment or promotion.

STANDARDS – TIER TWO

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Agency Role

ADM.01.01 A written directive requires all personnel, upon assuming sworn status, to take an oath of office to enforce the law and uphold the Constitution of the United States and the Constitution of the State of Illinois and the ordinances of the municipality in which the officer serves.

ADM.01.02 A written directive requires all sworn officers to receive and abide by a code or canon of ethics adopted by their agency.

COMMENTARY:

It is optional for municipal ordinances, county ordinances, or other agency ordinances. The canon of ethics adopted by the International Association of Chiefs of Police, the Law Enforcement Code of Ethics, as published by the International Chiefs of Police or the Code of Ethics of the Office of the Sheriff, as adopted by the National Sheriff's Association will satisfy the intent of this standard.

Limits of Authority

ADM.02.01 A written directive defines the authority vested in sworn personnel.

ADM.02.02 A written directive governs procedures for assuring compliance with all applicable constitutional requirements including:

- a. Interviews;
- b. Interrogations;
- c. Access to counsel;
- d. Search and seizure, with a warrant;
- e. Search and seizure, without a warrant;
- f. Stop and frisk;
- g. Arrest made, with a warrant;
- h. Arrest made, without a warrant;
- i. Assuring all constitutional safeguards are provided to non-English speaking persons in a manner that is clearly understood; and
- j. Assuring all constitutional safeguards are provided to hearing impaired persons in a manner that is clearly understood.

ADM.02.03 A written directive defines the authority, guidelines, and circumstances when sworn personnel may exercise alternatives to arrest.

ADM.02.04 A written directive addresses the rights and privileges of foreign nationals and diplomatic immunity as applicable with Articles 51 & 55 of the Vienna Convention.

COMMENTARY:

Refer to Articles 51 & 55 of the Vienna Convention and the United States Department of State publications "Consular Notification and Access" and "Diplomatic and Consular Immunity."

ADM.02.05 A written directive prohibits officers from engaging in bias-based policing. The directive will include:

- a. A definition of bias-based policing;
- b. A requirement that all sworn employees receive initial and on-going proactive training in cultural diversity; and
- c. A requirement that all complaints of bias-based policing shall be thoroughly investigated through the agency's internal affairs process.

COMMENTARY:

Agencies must avoid practices that undermine the public trust, such as "racial profiling" if they are to strive for maximum effectiveness. A comprehensive "racial profiling" policy and related training provides officers with the knowledge needed to avoid unwarranted accusations. The policy should include direction based on reasonable and articulate suspicion.

Mission Statement

ADM.03.01 The agency shall have a written mission statement addressing overall departmental philosophy, disseminated to all personnel, that defines the agency's purpose. The mission statement shall clearly and distinctly reflect the Community Oriented Policing Philosophy and identify the agency as a Community Policing and Problem Solving Agency.

Goals and Objectives

ADM.04.01 Written goals and objectives are reviewed annually, and, if updated, made available to all agency personnel.

COMMENTARY:

Establishing goals and objectives that are communicated to all employees ensure unity of purpose and direction. Goals and objectives should include strategies. Periodic evaluation and updating of goals and objectives serves as a basis for measuring progress.

Use of Force

ADM.05.01 A written directive states:

- a. That officers shall use only the force necessary to affect lawful objectives;
- b. That officers will adhere to the objective reasonableness standard as defined in *Graham v Connor* in use of force in responding to perceived threats with all issued lethal or non-lethal weapons authorized by the agency;
- c. That officers may use deadly force only under a reasonable belief that the action is in defense of human life, or in defense of any person in imminent danger or facing a significant threat of serious physical injury;
- d. The guidelines for the use of deadly force against a fleeing felon; and
- e. That the discharge of warning shots is strongly discouraged.

COMMENTARY:

This directive may encompass the use of all kinds or types of force, whether deadly or not. The purpose of this standard is to provide officers with guidance in the use of force in threatening or life-or-death situations, and to prevent the loss of life. The agency might include in its orders definitions of "reasonable belief," "serious physical injury," and "excessive force," per rulings of the United States Supreme Court. The force "continuum" and alternative force protocols refers to levels of threat perceived by the officer with corresponding, authorized modes of force to oppose the threats. In a written directive, this reference may include, with examples, every non-lethal weapon authorized by the agency.

ADM.05.02 A written directive requires that all sworn personnel:

- a. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry a firearm(s);
- b. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry less lethal weapons; and
- c. Receive training within every calendar year thereafter in the use of force.

ADM.05.03 A written directive outlines procedures to be observed following an application of force, to include:

- a. A description of the internal process for the documentation, review, and disposition of any incident where an officer applies force resulting in, or allegedly resulting in, injury or death of a person; and

b. A provision permitting the removal of any employee from line duty assignment, pending administrative review, whose actions or application of force results in serious physical injury or death.

COMMENTARY:

Agencies must carefully review all incidents in which the application of force causes injury or death. Agencies may wish to consider that all applications of force should be documented and reviewed, not just those resulting in serious injury or worse. Control over the application of force must be maintained for reasons of safety, compliance with state law, or constitutional decisions. The agency directive should state situations or contexts in which force is applied that do not require reporting, such as during training. The purpose of removing employees from line duty assignment is to shield those who have not exceeded lawful authority in applying force. Further, agencies might consider removing from line duty, officers who have been involved in critical or traumatic use of force incidents for debriefing or counseling, possibly including the officer's family.

Weapons

ADM.06.01 A written directive:

- a. Requires officers to receive training and demonstrate proficiency in the use of any weapons issued/authorized before carrying them;
- b. Requires officers to qualify within every calendar year with any firearm they are authorized to use;
- c. Requires officers to undergo refresher training at least once within every two calendar years for any issued/authorized weapons other than firearms; and
- d. Lists procedures for addressing duty status for those that fail to qualify with any issued/authorized firearm; to include remedial training. (01/09)

COMMENTARY:

The intent of this standard is to cover the issuance, training, certification, and carrying of all authorized weapons, from non-lethal varieties to firearms. It is recommended that annual recertification training be conducted for all impact weapons.

ADM.06.02 A written directive gives agency requirements or prohibitions for carrying any firearm(s) and ammunition while:

- a. On duty; and
- b. Off duty.

Structure and System

ADM.07.01 A written statement issued by a unit of government, or a law or ordinance, or a combination, designates the authority and responsibility of the Chief Executive Officer.

ADM.07.02 The agency establishes a command protocol for the following situations, at a minimum:

- a. The absence of the Chief Executive Officer;
- b. Exceptional situations; and
- c. Situations involving personnel of different functions engaged in a single operation.

ADM.07.03 The agency maintains a chart depicting its organizational structure that is made available to all personnel.

ADM.07.04 A written directive requires that:

- a. Each employee is responsible to only one supervisor at any given time;
- b. Each organizational component is under the direct command of only one supervisor;
- c. Supervisory personnel are accountable for the performance of employees under their immediate control;
- d. All employees obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank; and
- e. Procedures to follow when an employee receives a conflicting or unlawful order.

Classification

ADM.08.01 The agency maintains current job descriptions for each job within the agency.

COMMENTARY:

Job descriptions entail the job title, reporting relationships, identification of important or essential elements of each position and dissecting the job into basic parts. The skills, knowledge, and abilities to perform each job should be detailed in the job description.

Written Directives

ADM.09.01 The agency has a written directive system that includes, at a minimum:

- a. A statement of agency policy;
- b. Procedures for carrying out agency activities;
- c. Rules and regulations;

- d. Procedures for reviewing, maintaining and revising written directives; and
- e. The identities of the persons or positions that have the authority to issue, modify, or approve agency written directives.

ADM.09.02 A written directive establishes procedures for the dissemination of approved agency directives to agency personnel, to include:

- a. Affected personnel;
- b. Placement at accessible locations; and
- c. Acknowledgement of receipt.

COMMENTARY:

The agency should either distribute the directives to each person affected by them or place the directives at specified locations.

Planning and Research

ADM.10.01 A written directive that establishes and defines the planning and research function of the agency.

COMMENTARY:

The responsibility for planning and research must be clearly delineated. This responsibility should identify the types of planning necessary to ensure effective agency operations.

Crime Analysis

ADM.11.01 A written directive establishes and defines the agency's crime analysis function.

Auxiliary and/or Part Time Program

ADM.12.01 IF the agency has an auxiliary/part time officer program, a written directive that establishes and describes the agency's program, to include:

- a. The authority of the auxiliary/part time personnel;

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- b. The duties and responsibilities of the auxiliary/part time personnel;
- c. The requirement that auxiliary/part time personnel successfully complete training in all tasks which they will be authorized to perform prior to performing the task to include all requirements of the Illinois Compiled Statutes; and
- d. All training requirements necessary to obtain and maintain auxiliary/part time personnel status.

COMMENTARY:

Auxiliary officers act with the authority of their agency, and present a potential liability if tasked with performing duties (such as traffic direction) without prior training. Please check definitions of terms in the glossary for this standard.

Mutual Aid

ADM.13.01 IF the agency participates in mutual aid agreements; they shall be conducted in accordance with the Illinois Compiled Statutes.

Liaison with Other Agencies

ADM.14.01 The agency maintains liaison with the following agencies in their service areas to include:

- a. Other criminal justice agencies; and
- b. Emergency service agencies.

COMMENTARY:

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Emergency service agencies should include a point of contact within the communications center, fire/EMS departments, etc.

ADM.14.02 The agency identifies the services and resources which are available to the locality, through public and private service agencies, and such information is made available to agency personnel.

COMMENTARY:

Identifying services and resources available to the public allows law enforcement personnel to refer citizens in need of such services for appropriate assistance. Examples of public service agencies might be social services, health departments, etc. Examples of private service agencies might be the Red Cross, Salvation Army, Missions, Shelters, Crisis Centers, etc.

Capital Assets/Budget and Fiscal Management

ADM.15.01 A written directive governs procedures for the requisition and purchase of agency equipment and supplies to include, at a minimum:

- a. Specifications for items requiring standardized purchases;
- b. Bidding procedures;
- c. Criteria for the selection of vendors and bidders;
- d. Procedures for emergency purchasing or rental agreements for equipment;
- e. Procedures for requesting supplemental or emergency appropriation and fund transfer; and
- f. Procedures for contracts such as maintenance and service agreements.

COMMENTARY:

This is generally a county/city procedure that most agencies have to follow.

ADM.15.02 The agency uses an accounting system that includes approval of each account, and, at minimum, provisions for monthly status reports showing:

- a. Initial appropriation for each account (or program);
- b. Balances at the commencement of the monthly period;
- c. Expenditures and encumbrances made during the period; and

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d. Unencumbered balance.

ADM.15.03 A written directive governs the maintenance of all official cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash (except jail funds and asset forfeiture funds) and includes, at a minimum:

- a. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits, (cash disbursed), and the balance on hand;
- b. Receipts or documentation for cash received;
- c. Authorization for cash disbursements, including CEO or designee authorization for expenses in excess of a given amount;
- d. Records, documentation, or invoice requirements for cash expenditures;
- e. Persons or positions authorized to disburse or accept cash;
- f. Quarterly accounting of agency cash activities; and
- g. Procedures for an independent audit of the agency's fiscal activities.

ADM.15.04 A written directive requires an inventory for all capital assets within agency control.

COMMENTARY:

Capital assets are defined by the individual agency. Many agencies set a dollar amount before an inventory is required.

Property and Evidence Control

ADM.16.01 A written directive establishes procedures for receiving all evidentiary and non-evidentiary property obtained by employees within agency control, to include:

- a. Requiring all property to be logged into agency records and placed under the control of the property and evidence control function before the officer ends his/her tour of duty;
- b. Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;
- c. Providing guidelines for the packaging and labeling of property prior to storage;
- d. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property; and
- e. Requiring an effort to identify and notify the owner or custodian of non-evidentiary property in the agency's custody.

ADM.16.02 A written directive establishes procedures for property and evidence storage to include:

- a. Requiring all evidentiary property be stored within designated, secure areas;

- b. Requiring non-evidentiary property be stored within designated, secure areas;
- c. Requiring secure facilities to be provided for storage of evidentiary and non-evidentiary property during periods when the property room is closed;
- d. Requiring that only authorized personnel have access to areas used by the agency for storage of evidentiary and non-evidentiary property;
- e. Requiring documented, escorted entry into property and evidence storage areas by those not routinely associated with the property and evidence function;
- f. Requiring the maintenance of records that reflect the status of all property held by the agency;
- g. Establishing procedures for the temporary release of items from the control of the property and evidence function; and
- h. Establishing procedures for the final release of items from the control of the property and evidence function.

ADM.16.03 A written directive that the following inspections and reports shall be completed:

- a. At least quarterly, the person responsible for the property and evidence control function, or his or her designee, conducts an inspection of adherence to procedures used for the control of property;
- b. Whenever the primary property manager is assigned and/or transferred from the property and evidence control function, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property manager and a designee of the CEO;
- c. An annual audit of property held by the agency is conducted by an employee not routinely or directly connected with property control; and
- d. Unannounced inspections of property storage areas are conducted at least twice per year as directed by the agency's chief executive officer.

ADM.16.04 Final disposition is accomplished within six months after legal requirements have been satisfied and in accordance with the Illinois Compiled Statutes for:

- a. Found property;
- b. Recovered property; and
- c. Evidentiary property that is no longer of evidentiary value.

Contract Services

ADM.17.01 IF paid law enforcement services are provided by the agency to another jurisdiction, the agency has a written contract detailing the terms of such services, to include:

- a. A detailed description of the specific service(s) to be provided;
- b. Financial terms of the contract;
- c. Records to be maintained by the agency;
- d. Duration, modification, and termination of the contract;

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- e. Liability issues;
- f. A stipulation that supervision and control of agency personnel will remain with the agency;
- g. Arrangements for the use of agency equipment and facilities.
- h. Insurance and Indemnity requirements.

COMMENTARY:

The intent of this standard is to address instances when the law enforcement agency provides primary law enforcement services to another jurisdiction. This would include the provision for primary law enforcement services to an incorporated town within an agency's jurisdiction. This does not include the provision of security for special events and limited services on an extra-duty basis.

Internal Agency Investigations/Internal Affairs

ADM.18.01 The agency makes information available to the public on procedures to be followed for registering complaints against the agency or its employees.

ADM.18.02 A written directive requires the agency to record, investigate, and adjudicate all complaints against the agency or employees of the agency.

COMMENTARY:

The purpose of this standard is to require a complaint to be recorded and investigated. On occasion, malicious and deliberate false accusations are made against the agency or its employees. These accusations should be investigated to protect the integrity of the agency or the employees, thereby instilling public confidence in the agency. In some cases, the extent of the investigation may be limited to substantiating the falsity of the accusations.

ADM.18.03 A written directive establishes the agency's internal affairs function, to include:

- a. The categories of complaints that require investigation by the internal affairs function;
- b. Designating a position or individual within the agency as responsible for the internal affairs function with the authority to report directly to the agency's chief executive officer; and
- c. That the written directives relating to the administration of the internal affairs function are disseminated to all personnel.

COMMENTARY:

The written directive should establish the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review.

ADM.18.04 A written directive specifies the activities of the internal affairs function, to include:

- a. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding a criminal matter;
- b. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding an administrative matter; and
- c. Maintaining the confidentiality and security of the internal affairs investigation and records.

COMMENTARY:

It should be the policy of the agency that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. Additionally, all reports or accusations made against members of the agency, or the agency in general, from all sources, should be completely investigated in order to insure the integrity of the agency and its members.

ADM.18.05 When employees are notified that they have become the subject of an internal affairs investigation, the agency provides the employee with:

- a. A written statement of the allegations;
- b. Employee's rights relative to the investigation; and
- c. Employee's responsibilities relative to the investigation.

ADM.18.06 Notification of the status/disposition of complaints against the agency or its employees is made to:

- a. The complainant; and
- b. The employee(s) investigated.

COMMENTARY:

Reference Illinois Compiled Statutes Peace Officers Bill of Rights.

Inspectional Services

ADM.19.01 A written directive specifies the agency's line inspection process and includes, at a minimum:

- a. Procedures to be used in conducting line inspections;
- b. Frequency of line inspections;
- c. Identity, authority, and responsibilities of person(s) conducting line inspections;
- d. Criteria to identify those inspections that require a written report; and

- e. Follow-up procedures to ensure noted deficiencies are corrected.

COMMENTARY:

See the glossary for definitions.

ADM.19.02 *(This standard deleted at meeting, August 11, 2009)*

ADM.19.03 A written directive designates that stored agency property is in a state of operational readiness and is inspected at least twice per year.

COMMENTARY:

This standard refers to the agency's stored law enforcement equipment (i.e., special weapons, tactical tools, gear, devices or any other stored equipment, including equipment stored in vehicles that must be kept in a state of operational readiness for immediate deployment).

Community Relations

ADM.20.01 The community relations function provides the following, at a minimum:

- a. A process to continually address citizen concerns;
- b. Establishing liaison with community organizations/groups;
- c. Informing all personnel that they are responsible for achieving the agency's community relations, community policing objectives;
- d. Developing community relations policies for the agency as a whole; and
- e. Provision for ongoing training of personnel in Community Policing.

ADM.20.02 The agency prepares a departmental annual report that is available to the public and includes, at a minimum, the following elements:

- a. Agency statistics; and
- b. Agency activities.

ADM.20.03 IF the agency conducts a survey of citizen attitudes and opinions, it includes:

- a. Overall agency performance;
- b. Overall competence of agency employees;
- c. Officers attitudes and behavior toward citizens;
- d. Concern over safety and security within the agency service area as a whole; and
- e. Recommendations and suggestions for improvements.

Community Policing/Problem Solving

ADM.21.01 The agency's Community Policing/Problem Solving function provides for the following:

- a. Targeting programs to address the public safety needs of the community;
- b. Evaluating the effectiveness of Community Policing programs;
- c. Assisting in organizing community/police groups in residential/business areas targeted for such activities; and
- d. Maintaining liaison with these and other interested community groups.

ADM.21.02 IF granted the opportunity by the jurisdiction's governing authority, the agency provides public safety input into development and/or revision of zoning policies, building codes, fire codes, and residential/ commercial building permits.

Public Information

ADM.22.01 A written directive establishes the public information function to include, at a minimum:

- a. Identifying personnel within the agency authorized to make news releases;
- b. Assisting news media personnel in covering news stories at the scene of incidents;
- c. Preparing and distributing agency news releases;
- d. Arranging for, and assisting at news conferences;
- e. Being available for on-call responses to the news media;
- f. Coordinating and authorizing the release of information concerning victims, suspects, and witnesses;
- g. Coordinating and authorizing the release of information concerning on-going agency investigations and operations; and
- h. Procedures for releasing information when other service agencies are involved in a mutual effort.

COMMENTARY:

Agencies have an obligation to inform the public and news media of events that affect the lives of citizens in their communities with openness and candor. The intent of this standard is to establish accountability for the public information function and to provide guidelines to all agency personnel regarding the release of information on agency activities or investigations which may jeopardize the outcome of such activities or investigations, or conflict with applicable legal requirements or restrictions.

ADM.22.02 A written directive controls the access of news media representatives to the scene of major fires, natural disasters, or other catastrophic events to include the perimeter of crime scenes, in accordance with the Illinois Compiled Statutes.

ADM.22.03 A written directive establishes guidelines for employees regarding compliance with the Freedom of Information Act to include at a minimum:

- a. A designated point of contact within the agency to handle third party requests for information;
- b. Maximum time limits for providing requested information;
- c. Calculating the charges for information provided; and
- d. Circumstances under which the information may be withheld.

Victim/Witness Services

ADM.23.01 A written directive summarizes the rights of victims/witnesses in accordance with the Illinois Compiled Statutes.

ADM.23.02 A written directive defines victim/witness services to be rendered during preliminary investigation, to include:

- a. Giving information to the victim/witness about applicable services such as medical services, compensation programs, counseling, legal services, etc.;
- b. Advising victims/witnesses about what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her;
- c. Informing victims/witnesses about the case number and subsequent steps in the processing of the case;
- d. Providing the telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case;
- e. Petitioning for an emergency protective order by the officer, if necessary; and
- f. Providing for transportation for victims to safe places or medical facilities.

COMMENTARY:

Much of the information for victim/witness services can be placed on a card and given to the victim/witness by the preliminary investigating officer. Most States' Attorneys Offices in Illinois

and the Illinois Attorney General's Office are able to provide necessary information and assistance.

ADM.23.03 A written directive specifies victim/witness assistance services to be provided during the follow-up investigation, to include at a minimum:

- a. When not detrimental to the successful prosecution of the case, explaining to the victim/witness the procedures involved in their case and their role in those procedures;
- b. When feasible, scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness to include at the option of the agency (unless required by law), providing transportation; and
- c. When feasible, promptly returning victim/witness property taken as evidence (except contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence.

COMMENTARY:

In most cases, these services should be provided by the victim/witness advocate of the local States Attorney's office or the Office of the Illinois Attorney General.

ADM.23.04 A written directive specifies victim/witness services to be provided to agency personnel and their families regarding line-of-duty deaths or serious injuries to include:

- a. Training for officers on line-of-duty death benefits in accordance with the Illinois Compiled Statutes and the United States Code; and
- b. Assistance to be provided to families of officers.

COMMENTARY:

Appropriate agency-provided services include: notifying the family of the dead or injured officer in a timely, personal manner, assisting at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefit matters, supporting the family during criminal proceedings, if any, and maintaining long-term contact with the family.

Communications

ADM.24.01 A written directive specifies a position in the agency responsible for the communications function.

COMMENTARY:

The purpose of this standard is to place accountability for the communications function within the agency's organizational structure.

ADM.24.02 A written directive establishes the agency's communication function, to include:

- a. Radio communications;
- b. Telephone communications;
- c. Teletype and automated data communications; and
- d. Alarm monitoring (if applicable).

COMMENTARY:

The written directive should establish these functions and specify activities associated with each. In small agencies, one person may be responsible for all functions. In larger agencies, these functions may be separated and staffed accordingly.

ADM.24.03 A written directive requires that the agency's radio operations be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements and/or LEADS procedures, as applicable.

ADM. 24.04 – A written directive prohibiting personal information being left on vehicles where subject to public view or scrutiny.

COMMENTARY: *Pursuant to Drivers Privacy Protection Act. 18 U.S.C. § 2721 et. seq. (Public Law 103-322) Section 2721.*

ADM.24.05 A written directive establishes procedures for obtaining, recording, maintaining, and purging relevant information of each request for service, to include:

- a. Control number;
- b. Date and time of request;
- c. Name and address of complainant (if possible);
- d. Type of incident reported;
- e. Location of incident reported;
- f. Identification of officer(s) assigned as primary and backup;
- g. Time of dispatch;
- h. Time of officer arrival;
- i. Time of officer return to service;
- j. Disposition or status of reported incident; and
- k. CAD equipped agencies must include a retention schedule for data captured by the computer system.

ADM.24.06 A written directive establishes procedures for radio communications, to include:

- a. Specifications of the circumstances requiring radio communications by field officers;

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- b. The recording of the status of officers when out of service;
- c. The methods used for identifying officers during radio transmissions;
- d. Communications with interacting agencies; and
- e. Circumstances that require the presence of a supervisor at the scene for the purpose of assuming command.

ADM.24.07 Communications personnel have immediate access to at least the following departmental resources:

- a. Officer in charge;
- b. Roster containing the contact telephone number of every sworn agency member;
- c. Duty schedule for incoming shifts; (01/09)
- d. Visual maps detailing the agency's service area;
- e. Officer status information; and
- f. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency.

ADM.24.08 A written directive specifies security measures for the communications center, to include:

- a. Limiting access; and
- b. Protecting equipment within the communications center.

COMMENTARY:

The capability to maintain communications in all emergencies dictates security measures are implemented that protects communications personnel and equipment. This standard does NOT apply to generators.

ADM.24.09 The communications component maintains the capability of immediate playback of emergency telephone and radio conversations while it maintains continuous recording of radio transmissions and emergency telephone conversations within the communications center. The written directive establishes the following:

- a. The retention of audio records in accordance with the Illinois Compiled Statutes;
- b. Secure handling and storage of audio records; and
- c. Procedures for reviewing recorded conversations.

ADM. 24.10 The agency's communication function (or its provider if not within the agency) maintains an alternate source of electrical power that is sufficient to ensure continued operations of emergency communications equipment in the event of the failure of the primary power source. The agency shall ensure:

- a. The operational readiness of the alternate source of power by scheduled and routine testing; and
- b. Security measures are in place to prevent unauthorized access to control/service panels.

Records

ADM.25.01 A written directive requires the documenting/reporting of every incident if the incident is alleged to have occurred in the agency's service area to include:

- a. Citizen reports of crimes;
- b. Citizen requests/calls for service;
- c. When an employee is dispatched or assigned;
- d. Criminal cases initiated by law enforcement employees;
- e. Non-criminal cases initiated by law enforcement employees;
- f. Incidents resulting in custodial arrests; and
- g. Incidents resulting in the issuing of summonses.

COMMENTARY:

A record should be made of actions taken by Illinois law enforcement personnel whether in response to a request for service or for self-initiated actions.

ADM.25.02 The agency's criminal incident records system must:

- a. Be compatible with the requirements of the Illinois Crime Reporting Program; and
- b. Have records (physical or electronic) accessible 24 hours a day.

COMMENTARY:

Participation in the national Uniform Crime Reporting/Incident Based Reporting system helps promote the development of good record keeping and aids in the effort to establish a national database of crime statistics. The standard would be satisfied if the agency reports data via the Illinois Uniform Crime Reporting Act in keeping with Illinois Compiled Statutes, for subsequent inclusion in the national system and supplied 24-hour access to physical or electronic records.

ADM.25.03 A written directive establishes privacy/security precautions for the agency's records, and at a minimum, includes the following:

- a. Procedures for the separation of juvenile criminal arrest records from adult criminal arrest records pursuant to state code;
- b. Physical security of agency files;
- c. Controlling access to agency files; and
- d. Procedures for the release of agency records.

ADM.25.04 The agency maintains an alphabetical master name index.

COMMENTARY:

A master name index file is a file (physical or electronic) that includes the names of persons identified in field reports and should serve as a cross reference to all documents in which a person has been named.

ADM.25.05 IF the agency is automated, the following files are maintained:

- a. Incidents by type of offense or report;
- b. Incidents by location;
- c. Stolen property file;
- d. Found property file; and
- e. Recovered property file.

ADM.25.06 A written directive establishes a numbering system, with provisions for the assignment of a unique number to every agency-identified incident.

COMMENTARY:

A single numbering series (case or incident number) should be employed for all incidents of law enforcement service.

ADM.25.07 A written directive establishes an incident reporting system to include:

- a. Guidelines for types of incidents that require reports;
- b. Procedures for processing reports; and
- c. Procedures for incidents reported to the agency, by citizens of their jurisdiction, when the jurisdiction of the offense cannot be determined.

ADM.25.08 A written directive establishes criteria for recording arrest information on all IUCR reportable offenses, to include:

- a. Assigning an arrest or case number to each person arrested; and

- b. Reporting to IUCR in accordance with the Code of Illinois. (01/09)

ADM.25.09 IF the agency has a traffic records system, it contains;

- a. Traffic accident data (reports/investigations/locations); and
- b. Traffic enforcement data (citations/summons/arrests/locations).

COMMENTARY:

The traffic records system should provide accurate information to field personnel who are performing primary traffic functions and provide compilations of data upon which management decisions may be based. Some of the required data may be collected and disseminated by other Commonwealth or local agencies.

ADM.25.10 A written directive establishes procedures for maintaining a warrant and wanted persons file, to include:

- a. Establishing criteria for entering notices in regional, state, and federal information systems;
- b. Establishing criteria for receiving information from other jurisdictions;
- c. Recording the information in agency files;
- d. Verifying information;
- e. Canceling information; and
- f. 24-hour physical access to the warrants.

COMMENTARY:

Warrants and the master name index should be cross-referenced. Some agencies may place this responsibility with central records, others may have specialized functions such as warrant and fugitive or civil process units. If the agency is accomplishing the requirements in any fashion, it is sufficient for compliance with all standards.

ADM.25.11 The agency has and complies with a records retention schedule consistent with the Illinois Compiled Statutes.

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Patrol

OPR.01.01 A written directive establishes procedures for responding to:

- a. Routine calls;
- b. Emergency calls; and
- c. Includes guidelines for the use of authorized emergency equipment.

OPR.01.02 All agency marked vehicles used in general patrol service must:

- a. Be conspicuously marked;
- b. Be equipped with a siren, in operational order;
- c. Be equipped with emergency lights, in operational order; and
- d. Allow the operator the ability to maintain constant communication.

COMMENTARY:

The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

OPR.01.03 IF unmarked vehicles are used for general patrol service/traffic enforcement, they must:

- a. Be equipped with a siren, in operational order;
- b. Be equipped with emergency lights, in operational order; and
- c. Allow the operator the ability to maintain constant communication.

COMMENTARY:

The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

OPR.01.04 A written directive defines the agency's use of occupant safety restraining devices in agency vehicles in compliance with the Illinois Compiled Statutes.

OPR.01.05 Body armor is issued to, or at least available to, all officers assigned to routine uniformed field duty.

OPR.01.06 A written directive defines the agency's use of the following equipment in the police vehicle, whether personally owned or department issued:

- a. Cell phones;
- b. Mobile data terminals/laptop computers; and

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- c. Other wireless communication devices. (01/09)

COMMENTARY:

The directive should specify appropriate safety measures to be considered while utilizing the above equipment while operating the police vehicle. It is recommended that the operators of police vehicles be prohibited from texting and data entry activities while driving

OPR.01.07 A written directive specifies procedures for:

- a. Assignments to operational shifts;
- b. Frequency of shift rotation, if any;
- c. Assignment to beats, if any;
- d. Frequency of beat rotation, if any;
- e. Continuous coverage during shift changes, if the agency operates on a shift schedule; and
- f. Providing information to oncoming shifts of previous shifts' activities.

OPR.01.08 IF the agency has, or uses, any special purpose vehicles, a written directive governs their operation and includes at a minimum:

- a. A statement of the objective of their operation or usage;
- b. Training for personnel authorized to operate and maintain the vehicle and its equipment; and
- c. A list of equipment required for the vehicle.

OPR.01.09 IF the agency has, or uses, any special purpose animals, a written directive governs their operation and includes at a minimum:

- a. A statement of the objective of their operation or usage;
- b. Training, certification and recertification for the animal/handler; and
- c. A list of equipment required for the animal.

OPR.01.10 A written directive governs pursuit of motor vehicles to include:

- a. Evaluating the circumstances;
- b. Initiating officer's responsibilities;
- c. Secondary officer(s) responsibilities;
- d. Dispatcher's responsibilities;
- e. Supervisor's responsibilities;
- f. Forcible stopping/roadblock (see Use of Force policy)
- g. Inter-jurisdictional pursuits;
- h. Intra-jurisdictional pursuits;
- i. When to terminate pursuit; and
- j. Procedure for administrative review of the pursuit.
- k. Prohibition of pursuit for misdemeanor traffic offenses, property crimes, non forceable felonies, which pose no threat of force or serious harm.

OPR.01.11 IF the agency utilizes audio/video recording systems in the police vehicle; a written directive governs their usage to include:

- a. When the camera system is required to be activated/recording;
- b. Control and access to data; and
- c. A retention schedule for data consistent with Illinois Compiled Statutes.

Criminal Investigations

OPR.02.01 A written directive establishes steps to be followed in conducting preliminary investigations, to include:

- a. Documenting pertinent conditions, events, and remarks;
- b. Maintaining and protecting the crime scene;
- c. Arranging for the collection of evidence;
- d. Locating, identifying, and interviewing victims;
- e. Locating, identifying, and interviewing witnesses; and
- f. Locating, identifying, and interviewing suspects.

OPR.02.02 The agency uses a case screening system and specifies the criteria for:

- a. Continuing an investigative effort; and
- b. Suspending an investigative effort.

OPR.02.03 A written directive establishes procedures to be used in follow-up investigations, to include:

- a. Reviewing preliminary investigation reports;
- b. Conducting additional interviews or interrogations;
- c. Collecting/preserving physical evidence;
- d. Identifying/apprehending suspects;
- e. Conducting in-person lineups; (01/06)
- f. Conducting photographic lineups; (01/06) and
- g. Preparing case files.

OPR.02.04 A written directive establishes a case file management system for the criminal investigation function, to include:

- a. A case status control system;
- b. A case coordinator for each case;
- c. The types of records to be maintained; and
- d. Rules defining accessibility to the files.

OPR.02.05 IF the criminal investigation function does not provide 24-hour coverage; an “on-call” procedure ensuring access to an investigator(s) is maintained.

OPR.02.06 A written directive specifies policies and procedures to be followed when using informants, to include:

- a. Inclusion of informants in a master file;
- b. Content of the informant file;
- c. Maintenance of an informant file;
- d. Security of informant file and related codes;
- e. Other methods to protect the identity of informants;
- f. Criteria for paying informants, if applicable;
- g. Precautions to be taken with informants, generally;
- h. Special precautions to be taken with juvenile informants; and
- i. Procedures for the use of informants by patrol officers.

OPR.02.07 The agency has a procedure for any surveillance or undercover equipment owned or issued to the agency, to include:

- a. Authorization;
- b. Distribution; and
- c. Use of equipment.

OPR.02.08 A written directive identifies forfeiture action seizure procedures to include the following:

- a. Responsibility for the effective processing of paperwork;
- b. Responsibility for the management of property seized under asset seizure laws;
- c. Responsibility for monitoring the proceeds from forfeited assets;
- d. Responsibility for compliance with State and Federal guidelines for asset forfeiture; and
- e. The position(s) in the agency responsible for the agency’s asset forfeiture program.

Juvenile Operations

OPR.03.01 A written directive establishes the agency’s juvenile operations, and includes a statement that all agency personnel are committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

OPR.03.02 A written directive requires that officers dealing with juvenile offenders use, when applicable, reasonable alternatives to arrest, and includes at a minimum, provisions for the following:

- a. Outright release with no further action;

- b. Criteria and procedures for issuing summonses to juvenile offenders in lieu of taking them into custody; and
- c. Referral to juvenile court.

OPR.03.03 The agency has written procedures for taking a juvenile into custody, including, at a minimum, provisions for the following:

- a. Determining whether the juvenile is alleged to have engaged in non-criminal misbehavior (a status offense);
- b. Determining whether the juvenile is alleged to have been harmed or to be in danger of harm;
- c. Ensuring that the constitutional rights of juveniles are protected;
- d. Bringing the juvenile to the intake facility or the juvenile component without delay (unless the juvenile is in need of emergency medical treatment);
- e. Notifying parents or guardians of juveniles of the fact that they have been taken into custody; and
- f. Custodial interrogation to include duration, number of officers, and conferring with parents or guardians.

OPR.03.04 IF the agency has a school liaison program, it incorporates the following:

- a. Acting as a resource with respect to delinquency prevention; and
- b. Explaining the law enforcement role in society.

Unusual Occurrences

OPR.04.01 The agency has a written directive/mobilization plan which provides for:

- a. Natural disasters;
- b. Man-made disasters;
- c. Civil disturbances;
- d. Hostage/barricaded person;
- e. Active shooter situation;
- f. Handling a bomb threat; and
- g. Search missions of missing and/or endangered persons.
- h. Hazardous Material Incident

OPR.04.02 Emergency operations plans are accessible to command personnel and are reviewed and updated as needed.

OPR.04.03 The agency has a written directive and/or plan for handling:

- a. The security of VIP's; and
- b. Special events.

Special Operations

OPR.05.01 IF the agency has a full or part-time tactical team, a written directive establishes procedures for:

- a. Selection of members;
- b. Providing specialized equipment for its operations;
- c. Regularly scheduled training/readiness exercises;
- d. Coordination; and
- e. Deployment.

OPR.05.02 IF the agency has a full or part-time crisis negotiations team, a written directive establishes procedures for:

- a. Selection of members;
- b. Providing specialized equipment for its operations;
- c. Regularly scheduled training/readiness exercises;
- d. Coordination; and
- e. Deployment.

Traffic

OPR.06.01 A written directive establishes uniform procedures for taking enforcement action incidental to traffic law violations, to include:

- a. Physical arrest;
- b. Uniform Traffic Summons; and
- c. Warnings (if used).

OPR.06.02 When a motorist is charged with a traffic violation, the agency provides information relative to the specific charge, to include:

- a. Court appearance schedule;
- b. If court appearance by motorist is mandatory; and
- c. Prepayment information.

OPR.06.03 A written directive establishes uniform enforcement policies for traffic law violations in accordance with Illinois Compiled Statutes to include:

- a. Driving under the influence of alcohol/drugs;
- b. Operating a vehicle after driving privileges have been suspended or revoked;
- c. Speed violations;

- d. Other hazardous violations;
- e. Off-road vehicle violations;
- f. Equipment violations;
- g. Public carrier/commercial vehicle violations;
- h. Violations committed by juveniles;
- i. Violations committed by non-residents (out of area and/or state);
- j. Newly enacted laws and/or regulations;
- k. Violations resulting in traffic accidents;
- l. Pedestrian and/or bicycle violations;
- m. Legislators; and
- n. Military Personnel.

OPR.06.04 A written directive establishes procedures for:

- a. Stopping traffic law violators; and
- b. Approaching traffic law violators.

COMMENTARY

The use of and training in right side approaches is encouraged where possible.

OPR.06.05 A written directive governs traffic accident reporting, response, management and investigation, as applicable, to include accidents involving:

- a. Death or injury;
- b. Property damage;
- c. Hit and run;
- d. Impairment due to alcohol or drugs;
- e. Occurrences on private property;
- f. Damage to public vehicles or property; and
- g. Disturbances between principals.

OPR.06.06 A written directive specifies accident scene responsibilities for officers responding to accident scenes including procedures for:

- a. Identifying and dealing with fire hazards;
- b. Identifying and dealing with hazardous materials; and
- c. Protecting the accident scene.

OPR.06.07 A written directive governs control of property belonging to accident victims.

OPR.06.08 A written directive specifies procedures for traffic direction/control, to include the following, at a minimum:

- a. At the scene of traffic accidents;
- b. Uniform hand signals/gestures for manual traffic direction/control;
- c. At the scene of fires;
- d. During periods of adverse road or weather conditions;
- e. Circumstances warranting manual operation of traffic control devices;
- f. Use of temporary traffic control devices; and
- g. A requirement that any personnel directing or controlling traffic wear reflective clothing or vests at all times.

OPR.06.09 A written directive governs provisions for:

- a. Law enforcement escort services; and
- b. Escorts of civilian vehicles in medical emergencies.

OPR.06.10 A written directive specifies procedures for the implementation of traffic checkpoints.

OPR.06.11 A written directive governs the provision of assistance to highway users, to include:

- a. General assistance;
- b. Mechanical assistance;
- c. Protection to stranded motorists;
- d. Emergency assistance; and
- e. Correcting hazardous highway conditions.

OPR.06.12 A written directive specifies procedures for the following:

- a. Enforcement of parking violations (if applicable);
- b. Handling of abandoned vehicles;
- c. Towing of vehicles from public property;
- d. Towing of vehicles from private property; and
- e. Maintaining records of all vehicles towed at the direction of an officer.

Prisoner/Patient/Non-Police Persons Transport

OPR.07.01 A written directive prescribes the security and control of prisoners being transported, including, but not limited to:

- a. Restraints authorized;
- b. Seating arrangements;

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- c. Requiring the search of the transport vehicle before and after transporting prisoners;
- d. Requiring a search of all prisoners prior to transporting; and
- e. Documentation.

COMMENTARY:

This directive should not be limited to vehicle transport. Procedures for the handling of high risk or dangerous prisoners should be specified, as well as the security of prisoners during rest stops and meals. Additionally, prisoner communication with citizens and each other on multiple transports should be addressed.

OPR.07.02 A written directive describes procedures for transporting and handling the following: individuals known to be physically ill; individuals known to be mentally; individuals known to be injured; individuals known to be handicapped; and individuals suspected of having a communicable disease such as AIDS or hepatitis.. The written directive must address:

- a. Supervisory notification in the above or unusual instances;
- b. Dealing with medical personnel and hospital protocol; and
- c. Documentation of the occurrence and action taken.

OPR.07.03 A written directive prescribes the security and control of non police persons who are transported in police vehicles.

OPR.07.04 A written directive provides procedures for transporting:

- a. Juveniles; and
- b. Prisoners of the opposite sex.

COMMENTARY:

Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

OPR.07.05 A written directive establishes procedures following the escape of a prisoner while being transported, to include:

- a. Further actions to be taken;
- b. Timely notifications to be made; and
- c. Reports to be prepared.

Restraints

OPR.08.01 A written directive identifies:

- a. The types of restraints authorized by the agency; and
- b. Circumstances or conditions for their use.

Lock-Up/Holding Cells

OPR.09.01 IF the agency operates a lock-up facility, a written directive requires that all involved personnel in the operation of the lock-up facility:

- a. Receive training in the operation/security of the lock-up facility;
- b. Properly secure firearms prior to entering the lock-up facility;
- c. Control the use of keys and other access devices;
- d. Search all prisoners upon entry into the lock-up facility; and
- e. Conduct a physical security check of each prisoner at least every 30 minutes.

COMMENTARY:

Refer to glossary for definitions. More frequent observation checks are recommended when detainee exhibits behavior or indicates potential for self inflicted injury.

OPR.09.02 IF the agency operates a holding cell(s), a written directive requires that all involved personnel in the operation of the holding cell(s):

- a. Receive training in the operation/security of the holding cell(s);
- b. Properly secure firearms prior to entering the holding cell(s);
- c. Control the use of keys and other access devices;
- d. Search all prisoners upon entry into the holding cell(s); and
- e. Conduct a physical security check of each prisoner at least every 30 minutes.
- F. Adhere to Illinois Municipal Jail and Lock-up Standards.

COMMENTARY:

Refer to glossary for definitions. More frequent observation checks are recommended when detainee exhibits behavior or indicates potential for self inflicted injury.

OPR.09.03 IF the agency operates a lock-up facility and/or holding cell(s), a written directive prescribes procedures to be followed in the event of an escape from the lock-up facility and/or holding cell(s).

Court Security

OPR.10.01 A written directive establishes the agency's courthouse/courtroom security function, to include:

- a. Facility security plan;
- b. Security operations;
- c. High-profile trial plans;
- d. High-risk trial plans; and

Illinois Law Enforcement Accreditation Program Manual

e. Emergency procedures (i.e., fire, bomb, prisoner escape, etc.).

OPR.10.02 A written directive governing the courthouse/courtroom security function must be made available to all personnel assigned therein.

OPR.10.03 IF the courthouse/courtroom is equipped with duress alarms or other means of summoning emergency assistance, then the equipment must be tested and fully operational.

COMMENTARY:

This standard does not include fire/intrusion alarms.

OPR.10.04 A written directive requires documented searches of courtrooms at the beginning and end of the court day.

OPR.10.05 A written directive provides guidelines for equipment used for courthouse/courtroom security.

Legal Process

OPR.11.01 A written directive governs the service of civil process.

COMMENTARY:

The directive should describe the role and responsibilities relating to the service of civil process. Each type of process should be identified and specific requirements explained.

OPR.11.02 A written directive requires that the information regarding items of civil process be recorded and maintained, to include:

- a. Date received;
- b. Agency tracking method;
- c. Nature of document;
- d. Source of document;
- e. Name of plaintiff/complainant and defendant/respondent;
- f. Officer assigned for service or serving officer;
- g. Date of assignment;
- h. Method of service;
- i. Date of service and/or return;
- j. Location of service or attempted service; and
- k. Reason for non-service.

OPR.11.03 IF the agency acquires property through the civil process; a written directive defines the methods to be used in the disposition of all such property.

COMMENTARY:

All property acquired through the civil legal process must be disposed of according to Illinois Compiled Statutes.

OPR.11.04 A written directive governs the execution of criminal warrants

COMMENTARY:

The directive should address the types of warrants to be executed, territorial limits, time requirements, statutory provisions, and provisions for the issuance of summons in lieu of arrest.

OPR.11.05 A written directive requires that the information regarding items of criminal process be recorded and maintained, to include:

- a. Date and time received;
- b. Agency tracking method;
- c. Nature of document;
- d. Source of document;
- e. Name of complainant and defendant;
- f. Officer assigned for service or serving officer;
- g. Date of assignment;
- h. Method of service;
- i. Date of service and/or return;
- j. Location of service or attempted service; and
- k. Reason for non-service.

Domestic Violence

OPR.12.01 A written directive establishes the procedures for handling domestic violence, to include:

- a. Outlining arrest criteria;
- b. Defining standards for determining the predominant physical aggressor;
- c. Outlining standards for completing arrest reports;
- d. Defining procedures for transporting victims to safe places or medical facilities;
- e. Requiring officers to advise victims of available legal/community resources; and
- f. Requiring officers to petition for an emergency protective order in accordance with the Illinois Compiled Statutes.

Interview Rooms

OPR.13.01 A written directive establishes procedures for interview rooms, to include:

- a. Constant monitoring through visual and/or video technology of the persons in police custody and left alone in an interview room;
- b. Having personnel in close proximity of the room, available to intervene on behalf of the person or the agency immediately as needed;
- c. Conducting a search of the person, if necessary;
- d. A search or preparation of the room prior to each interview;
- e. Defining procedures for officers to follow regarding weapons when using the interview room;
- f. Controlling the use of keys and other access devices; and
- g. Training requirements for all personnel authorized to utilize the interview room.

COMMENTARY:

The interview room is a commonly used tool in the investigative process. The intent of this standard is to ensure that officers understand and avoid the civil liability that can be incurred when the room is used to hold a person who is not under constant personal supervision. Constant visual observation can be achieved by sight or video equipment.

PERSONNEL

Selection and Hiring - PER.01.01–01.05.....	75
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Selection and Hiring

PER.01.01 A written directive identifies the agency's process for the selection of qualified applicants for sworn positions and includes, at a minimum, adherence to the requirements found in the Illinois Compiled Statutes.

PER.01.02 A written directive requires that all elements of the selection process be conducted in a uniform manner.

COMMENTARY:

All elements of the selection process should be clearly set forth and carried out identically for all candidates for each particular position.

PER.01.03 A written directive requires steps utilized in the selection process be conducted by trained personnel.

COMMENTARY:

This may include polygraph examinations, physical agility tests, written exams, medical exams, interview panels, etc.

PER.01.04 A written directive requires that, at a minimum, applicants receive notification of application disposition.

PER.01.05 A written directive requires the agency to maintain records on the testing results of each applicant in accordance with the Illinois Compiled Statutes.

Employment Discrimination/Harassment

NOTE: These standards apply only to intra-agency complaints and do not apply to citizen complaints of discrimination/harassment.

PER.02.01 A written directive prohibits discrimination and harassment of any type in the work place and provides a means by which it can be reported.

PER.02.02 A written directive shall identify the person(s) or position(s) within the agency responsible for investigating complaints of discrimination/harassment.

PER.02.03 The agency's investigations into allegations of discrimination/harassment shall be confidential.

Compensation, Benefits and Conditions of Work

PER.03.01 A written directive describes the agency's salary program, to include:

- a. Entry level salary for the agency;
- b. Salary differential within ranks;
- c. Salary differential between ranks;
- d. Salary levels for those with special skills, if any;
- e. Compensatory time policy; and
- f. Overtime policy.

COMMENTARY:

Compensation guidelines are governed by applicable state and federal regulations (FLSA) and appropriate collective bargaining agreement.

PER.03.02 A written directive describes the agency's leave program, to include:

- a. Administrative leave;
- b. Holiday leave;
- c. Sick leave;
- d. Vacation (annual) leave; and
- e. Military Leave.

PER.03.03 A written directive describes the agency's:

- a. Retirement program;
- b. Health insurance program;
- c. Disability and death benefits program;
- d. Liability protection program; and
- e. Employee educational assistance program, if any.

PER.03.04 A written directive describes the provision of clothing/equipment used by employees in performing law enforcement functions.

PER.03.05 IF the agency requires a medical examination of an employee in a permanent, full time position, it must be provided at no cost to the employee.

COMMENTARY:

This standard does not apply to medical examinations required during the hiring process.

PER.03.06 A written directive specifies guidelines for general health and physical fitness to be maintained by sworn employees.

Off-duty/Extra duty Employment

PER.04.01 IF the agency permits employees to engage in off-duty employment, a written directive addresses the following:

- a. The requirement that employees' must receive agency permission to engage in off-duty employment;
- b. Types of employment in which the employee may not engage;
- c. Revocation processes pertaining to employees' off-duty employment; and
- d. Designation of a point of coordination within the agency to oversee adherence to the aforementioned policies, processes, and other matters deemed appropriate by the agency; if applicable.
- e. Secondary employment indemnity agreement.

COMMENTARY:

Off-Duty Employment is secondary employment that is outside employment wherein the use of law enforcement powers is not anticipated. Non-sworn personnel shall be governed by department policy concerning outside employment.

PER.04.02 IF the agency permits sworn personnel to engage in extra-duty employment, a written directive addresses the following:

- a. The requirement that sworn personnel must receive agency permission to engage in extra-duty employment;
- b. The behavior and activities of officers during extra-duty employment;
- c. Revocation processes pertaining to officers' extra-duty employment;
- d. Designation of a point of coordination within the agency to oversee adherence to the aforementioned policies, processes, and other matters deemed appropriate by the agency; and
- e. Description of the responsibilities of each officer's extra-duty employment.

COMMENTARY:

This standard pertains to personnel whose secondary employment is of the extra-duty type, that is, outside employment wherein the actual or potential use of law enforcement powers is anticipated.

Performance Evaluations

PER.05.01 A written directive establishes the performance evaluation system: and,

- a. Defines its objectives;
- b. Requires an annual written performance evaluation of each employee; and
- c. Addresses performance evaluations of probationary employees during the probationary period, or as required by jurisdictional personnel policy.

PER.05.02 A written directive requires a supervisory review (of evaluations) to include the following areas:

- a. The performance evaluation just completed; and
- b. The level of performance expected for the next rating period.

Promotions

PER.06.01 A written directive describes the agency's promotional process, to include:

- a. Identifying a position, or positions responsible for administering the promotion process;
- b. Describing the elements to be used in the promotion process;
- c. Providing eligible employees with a written announcement of the promotion process;
- d. Establishing procedures for review of results for each element of the promotion process;
- e. Establishing years of service, or time in rank/grade requirement for promotion; and
- f. Ensuring all elements used in the promotional process are job related.

PER.06.02 IF the agency uses eligibility lists in its promotion process, a written directive establishes:

- a. A system for ranking eligible employees on the lists;
- b. The duration of the lists; and
- c. A system for selecting names from the lists.

COMMENTARY:

The agency should describe its promotional process in writing to all employees to ensure that it is consistent. In agencies where the hiring and promotion process is governed by a Board of Police Commissioners or Merit Commission, the rules and regulations established by such commissions may be substituted.

Grievance Procedures

NOTE: Compliance with the Grievance Procedures standards are subject to state Statute exemptions and applicable collective bargaining agreements.

PER.07.01 A written directive establishes a grievance procedure, including:

- a. Identifying matters that are grievable, i.e. scope;
- b. Establishing time limitations for filing or presenting the grievance;
- c. Establishing procedural steps and time limitations at each step in the grievance procedure;
- d. Establishing criteria for employee representation; and
- e. Identifying the position or component within the agency responsible for coordination of grievance procedures.

PER.07.02 A written directive requires that any grievance include:

- a. A written statement of the grievance including the information upon which it is based;
- b. A written specification of the alleged wrongful act and resultant harm; and
- c. A written description of the remedy, adjustment, or other corrective action sought.

PER.07.03 A written directive establishes procedures for:

- a. Responding to any grievance received by the agency;
- b. Appeals to any decision made within the grievance process; and
- c. Maintaining and controlling grievance records.

PER.07.04 IF the agency has a grievance board; a written directive specifies its composition, functions, and criteria for appointment of its members.

Disciplinary Procedures

NOTE: Compliance with the Grievance Procedure standards are subject to state Statute exemptions and applicable collective bargaining agreements.

PER.08.01 A written directive specifies the conduct and behavior expected of all employees.

PER.08.02 A written directive establishes a disciplinary system, to address:

- a. Utilization of training as a function of discipline;
- b. Utilization of counseling as a function of discipline;
- c. Taking punitive actions in the interest of discipline; and
- d. Appeal procedures in disciplinary actions.

PER.08.03 A written directive specifies the responsibility of each level of supervision relative to disciplinary actions.

PER.08.04 When employee misconduct results in dismissal, the following information is provided to the employee:

- a. A statement citing the reasons for dismissal (if applicable); and
- b. The effective date of the dismissal.

PER.08.05 A written directive specifies procedures for maintenance and security of records of disciplinary actions.

Health and Safety

PER.09.01 A written directive addresses communicable diseases to include the following:

- a. The designation of a position responsible for the coordination of a communicable disease program;
- b. Precautions associated with public safety personnel in the performance of their duties;
- c. Protective equipment issued to and maintained by personnel; with training provided.
- d. Reporting procedures for possible exposure;
- e. Disposal of contaminated materials;
- f. Guidelines for associated medical care;
- g. Training; and
- h. Record keeping confidentiality.

COMMENTARY:

All departmental policy regarding communicable diseases should be in compliance with the Illinois Compiled Statutes.

PER.09.02 IF the agency has and utilizes Automated External Defibrillators (AED), the agency has:

- a. Written procedures for use of equipment;
- b. Training in the use of equipment; and
- c. Routine testing of equipment.

Commendations and Awards

PER.10.01 The agency makes information available to the public on recognizing employees for exceptional performance or acts.

TRAINING

Recruit Training - TRN.01.01–01.02.....	82
Specialized In-Service Training - TRN.02.01–02.03.....	82
Civilian Training - TRN.03.01–03.02.....	83
Record Keeping - TRN.04.01.....	83

NOTE: The Illinois Compiled Statutes vests the governing of training of law enforcement officers with the Illinois Local Law Enforcement Training and Standards Board (ILETSB). Publications of the ILETSB and the Illinois Compiled Statutes provide guidance in this area.

Recruit Training

TRN.01.01 The agency requires all newly sworn officers to have successfully completed a recruit training program authorized and approved by the ILETSB prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program. The recruit training program shall include:

- a. A curriculum based on tasks of the most frequent assignments of officers who complete recruit training;
- b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (SKA);
- c. Compliance with state training mandates for police officers and deputy sheriffs; and
- d. Any applicable legal requirements relevant to the performance of duties.

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COMMENTARY:

The intent of this standard is to ensure that all officers have completed the agency required law enforcement basic training academy and field training program, and are certified peace officers of the State of Illinois.

TRN.01.02 A written directive establishes a field-training program for recruits with provisions for the following:

- a. Field training for trainees in accordance with ILETSBDCJS standards, at a minimum;
- b. A selection process for field training officers;
- c. Supervision of field training officers;
- d. Training of field training officers;
- e. Rotation of recruit field assignments, if possible;
- f. Guidelines for the evaluation of recruits by field training officers; and
- g. Reporting and documentation responsibilities of field training officers.

COMMENTARY:

The intent of this standard is to ensure that all officers have completed the agency required field training program under the supervision of a properly trained field training officer(s).

Specialized/In-Service Training

TRN.02.01 A written directive identifies the functions for which specialized training is required, and includes the following:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training; and
- b. Supervised on-the-job training.

TRN.02.02 A written directive requires that sworn personnel be trained or at a minimum provided information on newly enacted laws and revisions to laws relating to the agency's responsibilities.

COMMENTARY:

Newly enacted legislative changes may be found on the Illinois General Assembly Web site as well as through contact with the Illinois Association of Chiefs of Police and Illinois Sheriffs Association legislative liaison. Agencies are encouraged to consult with their local States Attorney's office regarding legislative changes.

TRN.02.03 The agency provides skill development to all personnel upon functional reassignment or promotion.

Civilian Training

TRN.03.01 A written directive requires all newly appointed civilian personnel to receive information regarding:

- a. The agency's role, purpose, goals, policies, and procedures;
- b. Working conditions and regulations; and
- c. Responsibilities and rights of employees.

TRN.03.02 A written directive identifies the civilian positions for which training is required for:

- a. Pre-service; and
- b. In-Service.

Record Keeping

TRN.04.01 A written directive requires that proper documentation and records be kept on file for all job related training received by agency personnel, to include:

- a. The title of the training received;
- b. The dates and number of hours of attendance;
- c. The identification of trainers or agencies presenting the course; and
- d. The names of all agency personnel receiving the training.

GLOSSARY OF TERMS

Academy: A training facility, which is certified by the Illinois Law Enforcement Training and Standards Board (ILETSB) to conduct basic, in-service and other specialized training for law enforcement personnel.

And: used as a function word to indicate connection or addition especially of items within the same class or type; used to join sentence elements of the same grammatical rank or function. In the context of accreditation, when the word “and” is used between items then all items must be accounted for – proven.

Auxiliary Officer: Auxiliary officers shall be defined by their authority or lack of authority to arrest. If the auxiliary member has the authority to arrest, he or she must meet the minimum law enforcement training standards as set by the ILETSB for law enforcement officers. Auxiliary members not having the authority to arrest must meet minimum training standards as set by the ILETSB pertaining to the tasks they perform, if applicable.

Capital Assets: Assets that add to the long-term worth. Capital assets are items the agency acquires for long-term use such as furniture and equipment as opposed to supplies such as pencils and paper. Examples of capital assets are vehicles, weapons, uniforms and office equipment.

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

Civil Process: Those writs, summonses, mandates, petitions, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate and final process to be served by the agency in any action involving civil litigants. For the purpose of the accreditation standards, asset forfeiture will not be considered under this category.

Commentary: The italicized narrative located below the standard statement, which serves as a guide regarding the intent of the standard. It is solely for clarification and is NOT a binding part of the standard.

Crime Analysis: Evaluation of criminal incidents using statistical raw data relative to date, time geographic location or other significant detail formulated to increase criminal justice assets in order to bring those responsible to justice.

Evaluation Period: An established length of time during which an employee is evaluated for his/her ability to learn and/or perform expected tasks and functions associated with his/her assigned position.

Evidentiary Property: An item that will be used during the legal process.

Field Training: A program for recruit officers/deputies designed to enable them to apply classroom knowledge in closely supervised on-the-job situations.

Foreign National: Someone who is not a United States Citizen but may reside legally within the United States.

Holding Cell: A temporary detention facility where detainees are held pending arraignment, hearing or trial (court appearance) that is not co-located with, and operated as, an integral part of a jail.

Interview/Interrogation Room: An agency designated room(s) that will be used by agency members to either conduct custodial interviews of arrestees or non-custodial interviews of witnesses, victims, or potential suspects. These rooms shall not be used as prisoner holding cells.

Job Classification: A group of positions that perform similar duties, have similar qualifications and have the same salary grade.

Job Description: A description of the tasks, duties, responsibilities and working conditions associated with a job. A job description generally contains information on the following:

- What the employee will do;
- What skills, knowledge, and abilities (SKA's) the job requires; and
- What the working conditions and the physical demands of the job are.

Legal Process: Any item of civil or criminal process, whether original, intermediate or final which is valid on its face and is to be served or executed by the law enforcement agency.

Line Inspection: The frequent inspection of personnel, equipment and/or facilities.

Lock Up Facility: A temporary facility where detainees are held for not more than twelve (12) hours pending CCRE processing, appearance before a judge, release on bond, commitment to jail, or transfer to another facility. The Lock Up Facility is not co-located with or operated as an integral part of a jail.

Non-Evidentiary Property: Property that has come into the agencies custody that has no value to the criminal/legal process.

Or: used as a function word to indicate an alternative <coffee or tea> <sink or swim>, the equivalent or substitutive character of two words or phrases <lessen or abate>, or approximation or uncertainty <in five or six days>. In the context of accreditation, when the word “or” is used between items then one item or the other must be accounted for – proven. The same rule applies where the character “/” is seen dividing two or more terms.

Personnel: All sworn and non-sworn members of an agency.

Probationary Status: For police departments, a phase of the selection promotional process represented by some form of conditional employment.

Special Purpose Vehicle or Animal: A vehicle or animal used due to considerations of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. This category includes but is not limited to: SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles, snowmobiles, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals such as dogs and horses.

Staff Inspection: The periodic inspection of agency procedures conducted by designated agency personnel.

Written Directive: Any written documents used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material such as lesson plans. Also included in this category are International, Federal, State, and local laws and ordinances.



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input checked="" type="checkbox"/>
Police	<input checked="" type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

New Business #4

Tracking Number

PS 2020-28

Agenda Item Summary Memo

Title: Fleet Surplus Disposal Request – Police Department Squad #15

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: See Attached Memo

Council Action Previously Taken:

Date of Action: N/A Action Taken: _____

Item Number: _____

Type of Vote Required: Majority

Council Action Requested: Approval

Submitted by: Carri Parker, Purchasing Manager

Administration

Name

Department

Agenda Item Notes:

Have a question or comment about this agenda item?

Call us Monday-Friday, 8:00am to 4:30pm at 630-553-4350, email us at agendas@yorkville.il.us, post at www.facebook.com/CityofYorkville, tweet us at @CityofYorkville, and/or contact any of your elected officials at <http://www.yorkville.il.us/320/City-Council>



Memorandum

To: Public Safety Committee
From: Carri Parker, Purchasing Manager
CC: James Jensen, Police Chief
Date: October 28, 2020
Subject: Surplus Request for Disposal of a Police Vehicle

Summary

Authorization of the Disposal of Surplus Property Owned by the United City of Yorkville.

Background

During the budgeting process, staff evaluates its department fleet based on the Fleet Replacement Policy. Staff uses the Vehicle Replacement Evaluation Form to determine if a vehicle should continue its service within the said department or be repurposed or replaced/dispose of. Once the determination is reached to replace or dispose of the vehicle, it is up to the City Council to approve such action.

Squad M15 – 2014 Chevrolet Caprice VIN# 6G3NS5U23EL973259

This vehicle has 111,254 miles as of October 1st. The vehicle was originally purchased for \$28,301 in 2014. This vehicle spent the majority of its time as a patrol vehicle until FY20 where it was reassigned as an administrative vehicle. In the last 18 months, the vehicle maintenance costs for this vehicle totaled \$1,853.79 with additional costs in the near future. Due to its age, mileage and reliability this vehicle has not left the city limits. In the past 12 months this vehicle has been driven 1,175 miles. This vehicle has a replacement score of 25 in accordance to the Vehicle Replacement Policy.

Recommendation

Staff recommends the authorization to dispose of Squad #15 a 2014 Chevrolet Caprice (VIN# 6G3NS5U23EL973259) through a public auction.

Attachments

- Resolution
- Exhibit A - Vehicle Replacement Evaluation Form – 2014 Chevrolet Caprice (M15)

**A RESOLUTION OF THE UNITED CITY OF YORKVILLE, ILLINOIS,
AUTHORIZING THE DISPOSAL OF PERSONAL PROPERTY
OWNED BY THE CITY**

(City Owned Police Vehicles)

WHEREAS, the United City of Yorkville (the “City”) is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, in the opinion of a majority of the Mayor and City Council (the “Corporate Authorities”) of the United City of Yorkville it is no longer necessary, useful to or in the best interests of the United City of Yorkville to retain ownership of the personal property hereinafter described; and,

WHEREAS, police squad car (Squad M15 – 2014 Chevrolet Caprice VIN# 6G3NS5U23EL973259) have been found to have serious mechanical issues which would mandate costly repairs and therefore should be disposed of; and

WHEREAS, it has further been determined that the disposal should be made in any manner deemed to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois:

Section 1: The foregoing recitals are hereby incorporated in this Resolution as findings of the Corporate Authorities.

Section 2: Pursuant to said Section 11-76-4 of the Illinois Municipal Code (65 ILCS 5/11-76-4), the City Administrator is hereby authorized and directed to proceed with the disposal of the vehicles through a public auction as deemed to be in the best interest of the City, disclaiming all warranties and representations of any kind or nature, whether oral or written, express or implied.

Section 3: That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County,
Illinois this ____ day of _____, A.D. 2020.

CITY CLERK

KEN KOCH	_____	DAN TRANSIER	_____
JACKIE MILSCHEWSKI	_____	ARDEN JOE PLOCHER	_____
CHRIS FUNKHOUSER	_____	JOEL FRIEDERS	_____
SEAVER TARULIS	_____	JASON PETERSON	_____

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County,
Illinois this ____ day of _____, A.D. 2020.

MAYOR

Attest:

CITY CLERK

EXHIBIT A

Vehicle #	M15	Year	2014	United City of Yorkville Vehicle Replacement Guideline Evaluation Form		
Make	Chevrolet	Model	Caprice			
Miles	111,254	Hours	n/a			
Original \$	28,301.00	in (date)				
Budgeted Replacement \$				Replacement Point Range:		
Sale /Auction / Estimated Trade-in \$				Under 18 points	Condition I	Excellent
Life Expectancy				18 - 22 points	Condition II	Good
Type of Service	admin			23 - 27 points	Condition III	Qualifies for replacement
Department	YPD			28+ points	Condition IV	High priority replacement



FACTOR	POINTS	DESCRIPTION	VEHICLE SCORE
AGE	1	Each year of chronological age	6
MILES / HOURS	1	Each 10,000 miles of usage	11
	1	Each 700 hours of usage (priority over miles on heavy duty and off-road equipment)	
TYPE OF SERVICE	1	Standard sedans and light pickups	1
	2	Standard vehicles with the occasional off-road usage	
	3	Vehicles that pull trailers, haul heavy loads, has continued off-road usage, and police administration	
	4	Any vehicle involved in snow removal	
	5	Police emergency response vehicles	
RELIABILITY (PM work is not included)	1	In shop one time within a three month time period, no major breakdowns or road calls	1
	2	In shop one time within a three month time period, 1 breakdown or road call within a three month period	
	3	In shop more than twice within a one month time period, no major breakdown or road call	
	4	In shop more than once within one month time period, two or more breakdowns/road calls within the same time period	
	5	In shop more than twice monthly, two or more breakdowns within one month time period	
MAINTENANCE AND REPAIR COSTS (Accident Repairs not included)	1	Maintenance costs (cumulative total) are ≤ 10% of purchase cost	3
	2	Maintenance costs (cumulative total) are ≤ 25% of purchase cost	
	3	Maintenance costs (cumulative total) are ≤ 45% of purchase cost	
	4	Maintenance costs (cumulative total) are ≤ 60% of purchase cost	
	5	Maintenance costs (cumulative total) are ≥ 61% of purchase cost	
CONDITION	1	Good drive train and minor body imperfections (road chips, scratches)	3
	2	Imperfections in body & paint, paint fading & dents, interior fair (no rips, tears, burns), and a good drive train	
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train	
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad	
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, major damage from add-on equipment	

TOTAL 25



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Police	<input checked="" type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

Old Business #1

Tracking Number

PS 2020-15

Agenda Item Summary Memo

Title: E-Citation (Brazos) Software Implementation

Meeting and Date: Public Safety Committee – November 5, 2020

Synopsis: The approval and purchase of an Electronic Citation Software Program (Brazos)
and the authorization for an Intergovernmental Agreement (IGA) between the City
of Yorkville and the Kendall County Circuit Clerks Office

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Majority

Council Action Requested: Approval

Submitted by: James Jensen Police
Name Department

Agenda Item Notes:



Memorandum

To: Public Safety Committee
From: James Jensen, Police Chief
CC:
Date: November 5, 2020
Subject: E-Citation (Brazos) Software Implementation

Summary

Discussion regarding the utilization and implementation of E-Citation (Brazos) Software.

Background

As part of the goal setting process for the United City of Yorkville the council identified Automation and Technology as the number one goal for 2020. In December of 2018, Kencom Dispatch Center went live with a new Computer Aided Dispatch (CAD) software from Tyler/New World. This new software now integrates with the Yorkville Police Department Records Management System (RMS) which houses all the department police reports as well as traffic citations, written warnings and traffic crash data. The new CAD software greatly assists officers in completing most police reports, including traffic contacts in the field. Currently, all traffic citations, written warnings and city ordinance violations are hand written by the officers and returned to the Support Services Division for manual entry into our RMS. Once these documents are manually entered, they are transported to the Kendall County Circuit Clerk's Office for court purposes and again, manually entered into their database.

To improve and streamline our operations the police department is requesting authorization to purchase electronic citation software, otherwise known as Brazos, from Tyler/New World. This product will interface with our CAD provider (Kencom), our RMS and the Kendall County Circuit Clerks Office when completing state traffic citations, written warnings and city ordinance violation citations. Because Kencom Dispatch Center is currently the client for Tyler/New World, this purchase would go through Kencom. Kencom would invoice the City of Yorkville for the Tyler/New World Brazos Electronic Citation software program in an amount not to exceed \$48,230.00. The Kendall County Circuit Clerks Office has agreed to fund a portion of the software, professional service and hosting/maintenance service and hosting/maintenance costs as described in the IGA (Exhibit A) in the amount of \$21,900.00. They have also agreed to fund a portion of the ongoing annual maintenance fees for Brazos electronic citation software as described in the IGA. Because the Kendall County Circuit Clerk does not have a contractual relationship with KenCom the United City of Yorkville would initially cover the cost for the Brazos project. KenCom would submit an invoice for reimbursement to the City of Yorkville and the City would then invoice the Kendall County Circuit Clerk for their portion (\$21,900.00). The remaining portion of the cost to get this program running will be funded by the United City of Yorkville in the amount of \$26,330.00. Below is a cost breakdown for this program:

Cost Breakdown

One Time Software Costs	\$5,850.00
Hardware Costs	\$15,980.00
Professional Services & Training	\$4,500.00
Total Initial Cost	\$26,330.00
Annual Maintenance Costs – FY 22 Budget	\$1,366.00

Operational Efficiency & Savings

With the implementation of this program we expect to see operational efficiencies and cost savings not only with the Circuit Clerks Office but within our organization. Officers will significantly reduce the amount of time they are on the street completing citations and written warnings along with the records department and data entry. This program will also offer an added safety benefit by allowing the officers to better focus their attention during traffic stops on the violator and approaching traffic.

The table below illustrates the expected time savings:

Time Saving Illustration

		FY 20	FY 19	FY 18
	Citations	646	818	966
	Written Warnings	4180	3,317	4,447
	Ordinance Citations	361	407	449
	Total Documents	5,187	4,542	5,862
	Time Savings			
5 minutes per document	Records Clerks	432 hrs.	379 hrs.	489 hrs.
2 minutes per document	Officers	173 hrs.	151 hrs.	195 hrs.
	Total estimated Time Savings Annually	605 hrs.	530 hrs.	684 hrs.

Recommendation

N/A

Attachments

Exhibit A: Kendall County Circuit Clerk IGA

Exhibit B: KenCom Request for Additional Tyler/New World Product(s)

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE UNITED CITY OF YORKVILLE AND THE KENDALL COUNTY
CIRCUIT CLERK**

(ELECTRONIC CITATION SOFTWARE “BRAZOS”)

WHEREAS, the United City of Yorkville, Kendall County, Illinois (the “City”) is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the City supports law enforcement partnerships to enhance the level of police services of the Yorkville Police Department; and,

WHEREAS, it is in the best interest of the United City of Yorkville to approve the agreement substantially in the form attached hereto marked as “Exhibit A”.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1: INCORPORATION OF RECITAL

That the recitals set forth above are incorporated here by reference.

Section 2: SUPPORT FOR AGREEMENT

The Mayor and City Council hereby approve the Intergovernmental Agreement between the United City of Yorkville and the Kendall County Circuit Clerk regarding Electronic Citation Software “Brazos” substantially in the form attached as “Exhibit A” and the Mayor and City Clerk are hereby authorized to execute said Agreement on behalf of the City.

Section 3: REPEALER

All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution shall be, and the same hereby repealed.

Section 4: SEVERABILITY

This Resolution and every provision thereof shall be considered severable. If any section, paragraph, clause or provision of this resolution is declared by a court of law to

be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this Resolution.

Section 5: EFFECTIVE DATE

That this resolution shall be in full force and effect upon its passage and approval as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this ____ day of _____, A.D. 2020.

CITY CLERK

KEN KOCH _____

DAN TRANSIER _____

JACKIE MILSCHEWSKI _____

ARDEN JOE PLOCHER _____

CHRIS FUNKHOUSER _____

JOEL FRIEDERS _____

SEAVER TARULIS _____

JASON PETERSON _____

APPROVED by me, as Mayor of the United City of Yorkville, Kendall County, Illinois this ____ day of _____, A.D. 2020.

MAYOR

Attest:

CITY CLERK

INTERGOVERNMENTAL AGREEMENT
BETWEEN
UNITED CITY OF YORKVILLE
AND
KENDALL COUNTY, ILLINOIS, CIRCUIT CLERK

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as "Agreement") is hereby entered into by and between the Kendall County Circuit Clerk (hereinafter referred to as "the Circuit Clerk") and the United City of Yorkville, (hereinafter referred to as "City of Yorkville") on behalf of itself and its police department (hereinafter referred to as "YPD").

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, allows public agencies, as defined by the Act, to enter into intergovernmental agreements in order to share powers, privileges, or functions; and

WHEREAS, the Kendall County Emergency Phone Service and Communications Board (hereinafter referred to as "KenCom") previously acquired computer software and hardware from Tyler/New World, including, but not limited to, Computer Aided Dispatch (CAD), Mobile Messaging, Mobile crash reporting, Field Based Reporting, Fire Records Management, Law Enforcement Records Management, Corrections Management, Photo Imaging, Data Analysis/Crime Mapping/Management Reporting and ESRI Embedded Applications (hereinafter collectively referred to as "Tyler/New World software"); and

WHEREAS, KenCom and the City of Yorkville previously entered into an agreement whereby KenCom agreed to order additional software from Tyler/New World that processes Brazos eCitation (hereinafter referred to as "eCitation software"), which allows for traffic citations to be electronically filed with the Circuit Clerk (a description of the eCitation software is attached to this Agreement as Exhibit A) on the condition that the City of Yorkville would reimburse KenCom for the YPD's use of the Tyler/New World software and the cost of the eCitation software; and

WHEREAS, the Circuit Clerk is the custodian, ex officio, of the Circuit Court Clerk Electronic Citation Fund. 705 ILCS 135/10-5(d)(9) (the "Fund") which "shall be used to perform the duties required by the office for establishing and maintaining electronic citations." 705 ILCS 135/10-5(d)(9); and

WHEREAS, in order to facilitate the acquisition of eCitation software and the implementation of the system, the City of Yorkville has agreed to advance the cost of the eCitation software to KenCom in the amount of \$48,230.00; and

WHEREAS, pursuant to the further terms of this Agreement, the Circuit Clerk will reimburse the City of Yorkville \$21,900.00 for its share of the one-time buy-in costs of the eCitation software; and

WHEREAS, reimbursing the City of Yorkville for its portion of the expense related to the eCitation software will serve to establish and maintain electronic citations; and

WHEREAS, the Circuit Clerk and the City of Yorkville agree to the following arrangement for the reimbursement of expenses related to the eCitation software.

NOW THEREFORE, in consideration of the premises and mutual covenants hereafter set forth, the parties agree as follows:

- 1) The above recitals are incorporated herein by reference.
- 2) The City of Yorkville shall advance the cost of the eCitation software in the amount of \$48,230.00 and receive reimbursement of \$21,900.00
- 3) The Circuit Clerk agrees to reimburse the City of Yorkville, from the Circuit Court Clerk Electronic Citation Fund, the initial one-time buy-in costs for the Tyler/New World products and services listed in Table #1 (Cost Breakdown). The costs will be invoiced by KenCom or Tyler/New World to the City.

Table #1 – Cost Breakdown

Brazos Services/Products	Quantity	Cost w/discount
Project Management	1	\$1,000.00
Set-Up & Configuration	1	\$6,500.00
Framework	1	\$11,475.00
Jano Interface Fee	1	<u>\$2,925.00</u>
Total Circuit Clerk Cost	1	\$21,900.00

- 4) Upon receipt of an Invoice for the costs of the eCitation software (the “Invoice”) from KenCom or Tyler/New World in the amount of \$48,230.00, the City of Yorkville agrees to pay the Invoice within 30 days. Thereupon, the City shall notify the Circuit Clerk in writing of the payment of the Invoice. Within thirty (30) days of receiving such written notice, the Circuit Clerk shall notify the Kendall County Treasurer, in writing, to reimburse the City the sum of \$21,900.00 as and for its initial one-time buy-in cost. Alternatively, upon receipt of said Invoice by the City, the City shall forward said Invoice to the Circuit Clerk who shall direct the Kendall County Treasurer to pay said Invoice from the Circuit Court Clerk Electronic Citation Fund and thereafter the City shall reimburse the Fund \$26,330.00.
- 5) The City of Yorkville agrees to pay the on-going annual maintenance costs for software licensing of Tyler/New World products and Third-Party Software listed in Table #1 (Cost Breakdown) above according to an estimated maintenance fee schedule as set forth in the following Table#2 (Annual Maintenance Costs):

Table #2 – Annual Maintenance Costs

Brazos Services/Products	Quantity	Annual Cost
Brazos Hosting Fee	1	\$1,575.00
eCitation Framework (for 15 units)	1	\$2,678.00
Interface with Jano	1	\$683.00
Total		\$4,936.00

The parties agree the calculated annual maintenance costs set forth in Table #2 (Annual Maintenance Costs) are based on the number and type of software license fees listed above. The parties understand and agree the estimated maintenance fee schedule set forth in Table #2 (Annual Maintenance Costs) is subject to change if KenCom purchases additional eCitation software for YPD's use, provided the Circuit Clerk has agreed in writing to pay the additional software fees.

- 6) Annual maintenance costs will be invoiced annually by KenCom or Tyler/New World to YPD or the City on April 1 (the "Maintenance Invoice").
- 7) Upon receipt of the Maintenance Invoice from KenCom or Tyler/New World for the City's share of the annual maintenance costs, the City agrees to pay the Maintenance Invoice. Thereupon, the City shall notify the Circuit Clerk in writing of the payment of the Maintenance Invoice. Within thirty (30) days of receiving such written notice, the Circuit Clerk shall notify the Kendall County Treasurer, in writing, to reimburse the City for its share of the annual maintenance costs. Alternatively, upon receipt of said Invoice by the City, the City shall forward said Invoice to the Circuit Clerk who shall direct the Kendall County Treasurer to pay the entire Maintenance Invoice from the Circuit Court Clerk Electronic Citation Fund and the City shall reimburse the Fund for its portion.
- 8) This Agreement shall be in effect for a term of ten (10) years beginning on _____. Either the Circuit Clerk or City of Yorkville shall have a 30-day time period each year during which it may cancel the Agreement without penalty. The Agreement may be cancelled by either the Circuit Clerk or City of Yorkville by providing notice to the other party at any time in the 30 (Thirty) days preceding March 1 each year.
- 9) The reimbursements from the County Treasurer to the City of Yorkville set forth in this Agreement shall be paid solely from the Circuit Court Clerk Electronic Citation Fund. If, at any time, the balance of the Circuit Court Clerk Electronic Citation Fund is insufficient to make any payment anticipated or required by this Agreement, the Circuit Clerk agrees to provide prompt written notice of said insufficiency to the City of Yorkville. In the event of insufficiency of funds in the Circuit Court Clerk Electronic Citation Fund, either the Circuit Clerk or City of Yorkville has the right to terminate the Agreement upon providing thirty (30) days written notice to the other party. No additional payments, penalties and/or early termination charges shall be required upon termination of the Agreement.

- 10) The parties agree that any modification to this Agreement must be in writing and signed by authorized individuals on behalf of the undersigned parties.
- 11) This Agreement shall not be assigned without the prior written consent of the parties. In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity. All terms and provisions of this Agreement shall be governed by the laws of the State of Illinois and are subject to good faith and fair dealing implied in all Illinois contracts. The parties agree that the proper venue for this Agreement shall be the Circuit Court of the 23rd Circuit, Kendall County, Illinois. If any provision of this Agreement shall be declared or found invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall, to the extent possible, be modified by the court in such manner as to be valid, legal, and enforceable so as to most nearly retain the intent of the parties, and, if such modification is not possible, such provision shall be severed from the Agreement, and in either case the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.
- 12) Any notice required or permitted to be given pursuant to this Agreement, with the exception of invoicing, shall be duly given if sent by email or fax and certified mail or courier service and proof of service is received. In the case of notice to the Circuit Clerk send to, 807 West John St., Yorkville, IL 60560, fax (630)553-4964, email ringemunson@co.kendall.il.us; and, in the case of notice to the City of Yorkville send to Yorkville Police Department, Attention Chief of Police, 804 Game Farm Road, Yorkville, IL 60560, fax - (630)553-1141, email jjensen@yorkville.il.us. Notice shall be effective upon receipt by the other party.
- 13) This Agreement supersedes any other prior oral agreements between the parties regarding the matters set forth in this Agreement.
- 14) Nothing contained in this Agreement, nor any act of the parties pursuant to this Agreement, shall be deemed or constructed to create any joint employer relationship.
- 15) This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized officers on the below date.

Kendall County Circuit Clerk

Yorkville Police Department, Illinois

Name: Robyn Ingemunson

Name: James Jensen

Title: Kendall County Circuit Clerk

Title: Chief of Police

Date:

Date:

Signature:

Signature:

The City of Yorkville, Illinois

Name:

Title:

Date:

Signature:

Exhibit A

Brazos eCitation software is described herein as:

The Brazos eCitation solution is an end-to-end, electronic citation solution which provides tremendous flexibility, a high level of data security and integrity, and scalability for the future. Brazos provides the ticket Writers/printers (can be any portable device or fixed MDT) and peripheral devices for the officers (for electronic citations, accident reports, parking, signature capture, fingerprint capture, etc.); the back-end software for central review, reporting, and administrative functions; and court-specific features for standardizing all citation processing using a web-based server. Brazos is completely device-independent. The software may be run on handhelds, laptops/MDCs, cell phones, and more – any device with a Windows, Android, or IOS operating system can run the Brazos solution.

Brazos is a complete eCitation solution which includes a very robust backend capability that is not found with other solutions. Some examples of those capabilities are:

- Complete control over every drop-down in the applications from the website (i.e. locations, offenses, officers, etc.).
- Full administrative control over all users and devices to control which users can view or modify all data fields.
- Citation Detail Reports which look exactly like the violator copy and can optionally print with the photographs, fingerprints, signatures, video and/or audio notes.
- Complete control over the citation numbers including complete audit reports to account for all citation numbers.
- Web-based Citation Entry Screen for entry of any paper tickets. This will allow all reports to be complete as well as retaining all electronic interfaces for 'paper' tickets.
- Detailed statistical reporting for the officers such as count reports, location reports, selective traffic enforcement reports, racial profiling reports and many others.
- Complete history of each device including number of tickets, who was logged in, last sync dates, and any errors or activities performed on those devices.
- Detailed workflow for citations that can include approvals, rejections, and current status of each record with regards to each export.
- Interfaces to back-end systems (Court and Police Records) to automate and increase efficiencies within multiple departments.

The Brazos eCitation software and integration with existing Tyler software in place and use by both KenCom and YPD will allow for a complete electronic transfer of data from the issuing deputy to the clerk's office seamlessly.



KenCom Public Safety Dispatch

1100 Cornell Lane, Yorkville, Illinois 60560

Phone (630) 553-0911

Fax (630) 553-9411

Request for Additional Tyler/New World Product(s)

The United City of Yorkville (Yorkville) agrees to reimburse KenCom within (60) days of purchase for any additional software, equipment, professional services, travel expenses and maintenance fees for new services procured from Tyler/New World by KenCom on behalf of Yorkville listed in Exhibit A – Sales Quotation #2019-64893-5, described as Brazos eCitation, Code Enforcement, Tow Task, Local Court – (Primary). Ongoing annual maintenance costs and hosting fees for the additional software will be invoiced according to Yorkville's existing Tyler/New World Licensing and Maintenance Fees Intergovernmental Agreement with KenCom, unless maintenance fees and hosting fees are due upon receipt of the product. Should KenCom receive an invoice for additional project costs not listed on the Sales Quotation such as travel expenses and/or additional training or professional services, KenCom will invoice Yorkville upon receipt for those additional costs.

Procurement of product will not occur until this request form is completed by the agency head.

Kendall County Emergency Phone Service and
Communications Board

United City of Yorkville, Illinois

Name: _____

Name: _____

Title: Chairman, KenCom Executive Board _____

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____