



UNIVERSITY OF  
**ILLINOIS**  
URBANA-CHAMPAIGN

# **Division of Public Safety**

University of Illinois Police Department

Policy Manual



Current as of  
January 3, 2024

# University of Illinois Division of Public Safety

## Policy Manual

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### **MISSION & VISION STATEMENT**

**Mission** - Our mission is to promote a safe and secure campus environment where education, research and public service can flourish.

**Vision**- Our vision is to continue to be a leader in policing and public service to strengthen our position as an integral part of the university and community at-large.

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### **PREFACE AND APPLICABILITY**

The University of Illinois Department of Public Safety Policy Manual is the result of countless hours of research, consultation, and review of modern police procedures, evolving law and emerging best practices. It is a living document; additions, changes, and deletions will inevitably be required, almost from the date of its publication. Nonetheless, issuing this manual is necessary to provide guidelines for our personnel and to give insight to the communities we serve into how we do our jobs and what they can expect from us.

Each of us has an obligation to become familiar with the manual, to abide by its policies, and to ensure that our comportment reflects the Department's Core Values and Mission Statement and the Law Enforcement Code of Ethics, all of which are incorporated into the Policy Manual.

Some of the policies in this manual, or portions of them, apply only to sworn police officers, while other policies apply to all members of the department. Employees with questions or concerns as to a policy's application, should contact their immediate supervisor, or if not available and the need for clarification is urgent, may contact any command officer.

The policies contained in this manual control University of Illinois Department of Public Safety operations to the extent that the policies are not inconsistent with applicable federal law, state law, State University Civil Service System rules, University of Illinois Campus Administrative Manual and relevant collective bargaining agreements.

Alice K. Cary

Executive Director of Public Safety

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### CORE VALUES

Our core values are based on the ideal of community-based public safety:

**Justice** -We are committed to the administration of law and order based on the constitutional idea of justice, where every person will be treated with dignity and fairness. We value our duty in safeguarding constitutional rights in serving and protecting our community.

**Respect** - We value human life, safety, and dignity. We are firmly committed to treating all persons with the utmost respect, compassion, and concern. As a foundation of our Division, we embrace an attitude of respect, the protection of worth, dignity, and the rights of those we serve.

**Trust**- We seek to enhance our community's confidence in us as public safety resource providers, and we value the community's feedback on everything that we do. We build this trust by cultivating genuine relationships with the people we serve and through our unwavering commitment to transparency.

**Integrity** - We value candor, honesty, and ethical behavior in our members and the trust of our community, holding ourselves accountable to the highest degree.

**Inclusion** - We seek opportunities to engage with individuals who have varied experiences, ideas, and viewpoints, and we incorporate diverse perspectives into our philosophies as they make us stronger as an organization and as public servants.



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### **LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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## **Chapter 1 - Law Enforcement Role and Authority**



# Law Enforcement Authority

## 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the University of Illinois Division of Public Safety to perform their functions based on established legal authority.

## 100.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

### 100.2.1 DEFINITIONS

**Jurisdiction of UIPD** – Officers have jurisdiction in counties wherein the University and any of its branches or properties are located when such is required for the protection of university properties and interests, and its students and personnel, and otherwise, within such counties when requested by appropriate state or local law enforcement officials (110 ILCS 305/7).

## 100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

### 100.3.1 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE UNIVERSITY OF ILLINOIS DIVISION OF PUBLIC SAFETY

The authority of officers outside the University of Illinois Division of Public Safety, police district includes the ability to conduct temporary questioning or make an arrest (725 ILCS 5/107-4):

- (a) If the officer is engaged in the investigation of criminal activity that occurred in the officer's jurisdiction and the temporary questioning or arrest is in furtherance of that investigation.
- (b) If the officer, while on-duty as an officer, becomes aware of the immediate commission of a felony or a misdemeanor violation of the laws of this state.
- (c) If the officer, while on-duty as an officer, is requested by an appropriate state or local law enforcement official to render aid or assistance to the requesting law enforcement agency that is outside the University of Illinois Division of Public Safety jurisdiction.

While outside the jurisdiction of the University of Illinois Division of Public Safety, an officer shall make prompt notification to the local law enforcement agency of the county or municipality where any of the above occurs, and shall notify the officer's immediate on-duty supervisor as soon as practicable (725 ILCS 5/107-4).

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#### 100.3.2 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE UNIVERSITY OF ILLINOIS DIVISION OF PUBLIC SAFETY

An officer may arrest a person when (725 ILCS 5/107-2):

- (a) There are reasonable grounds to believe that an arrest warrant exists.
  - 1. Notifications and waiver requests for the execution of warrants for those in need of emergency medical assistance and sexual assault victims shall be made in compliance with 725 ILCS 5/107-2.
  - 2. When the warrant charges a violation of the ILCS in another county, the arresting officer shall take steps to have the arrestee delivered before a judicial officer within the jurisdiction of the University of Illinois Division of Public Safety as soon as practicable (625 ILCS 5/16-103; 725 ILCS 5/109-2).
- (b) There are reasonable grounds to believe that the person is committing or has committed an offense.

#### 100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other adjoining states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Indiana, Iowa, Wisconsin or Missouri in fresh pursuit of a person who is in the immediate and continuous flight from the commission of a felony, and in Missouri the crime of driving while intoxicated or driving with excessive blood alcohol content (I.C. § 35-33-3-1 (Indiana); Iowa Code § 806.1 (Iowa); Wis. Stat. § 976.04 (Wisconsin); § 544.155, RSMo (Missouri)).

Whenever an officer makes an arrest in Indiana, Iowa, Wisconsin or Missouri, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (I.C. § 35-33-3-2; Iowa Code § 806.2; Wis. Stat. § 976.04; § 544.155, RSMo).

#### 100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Illinois constitutions.

#### 100.6 CIVIL PROCESS

Sworn officers of the University Police Department shall not serve or execute civil process.

#### 100.7 ALTERNATIVES TO ARREST AND INCARCERATION

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

- (a) State of Illinois Notice to Appear are encouraged to be used for misdemeanor offenses to divert from detention of arrestee who pose little risk to public safety and are likely to appear for their court date.

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- (b) Traffic citations are generally used for misdemeanor and petty violations of the Illinois Vehicle Code.
- (c) Written warnings are generally used for minor traffic and ordinance violations. Officers are reminded that voluntary compliance is the goal of minor enforcement actions. Warnings should not be used for major violations or those violations specifically addressed in a written directive.
- (d) City Notice to Appear are used for city ordinance violations.
- (e) Civil Law Violation Citations are used for violations of criminal law related to the possession of cannabis or drug paraphernalia on University property.
- (f) Referral is the practice of directing a matter to another Department component, University department, governmental agency or social service organization (ie: Dean of Student's Office).
- (g) Informal resolution is the practice of resolving problems without arrest, citation or referral. Problem solving is a significant measure of an officer and the department's ability to maintain order. Informal resolution is a method to deal with minor violations, simple disputes or disagreements, or where the investigating officer determines that inadequate probable cause does not exist.

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

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

# Chief Executive Officer

## **101.1 PURPOSE AND SCOPE**

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

### **101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS**

Any Chief Executive Officer and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).

## **101.2 CHIEF EXECUTIVE OFFICER AUTHORITY**

The Executive Director of Public Safety/Chief of Police of the University Division of Public Safety derives authority and responsibility for the management, direction, and control of the operations and administration of the Division through the authority granted by the Board of Trustees of the University of Illinois

# Oath of Office

## 102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

## 102.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

## 102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

"I do solemnly swear (affirm) that I will support the Constitution of the United States, the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of (state title) to the best of my ability."

If a member is opposed to taking an oath, the member shall be permitted to substitute the word "affirm" for the word "swear."

## 102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (110 ILCS 305/7).

## 102.5 REFERENCES

See attachment: [Oath of Office.pdf](#)

# Policy Manual

## 103.1 PURPOSE AND SCOPE

The manual of the University of Illinois Division of Public Safety is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

## 103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the University of Illinois Division of Public Safety and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the University of Illinois, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The University of Illinois Division of Public Safety reserves the right to revise any policy content, in whole or in part.

## 103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be rescinded or permanently incorporated into the manual.

## 103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**CFR** - Code of Federal Regulations.

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**Non-sworn** - Employees and volunteers who are not sworn peace officers.

**Department/UIPD** - The University of Illinois Division of Public Safety.

**Employee/personnel** - Any person employed by the Department.

**ILETSB** - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

**Juvenile** - Any person under the age of 18 years.

**Law enforcement officer** - Any officer of a law enforcement agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof (50 ILCS 705/2).

**Manual** - The University of Illinois Division of Public Safety Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person who is employed or appointed by the University of Illinois Division of Public Safety, including:

- Full- and part-time employees.
- Sworn peace officers.
- Reserve, auxiliary officers.
- Non-sworn employees.
- Volunteers.

**Officer** - Those employees, regardless of rank, who are sworn employees of the University of Illinois Division of Public Safety.

**On-duty** - A member's status during the period when the member is actually engaged in the performance of assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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The term "supervisor" may also include any person (e.g., officer-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

**USC** - United States Code.

### **103.5 ISSUING THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

### **103.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

### **103.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Supervisor will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Supervisor, who will consider the recommendations and forward them to the command staff as appropriate.



## Contracted Law Enforcement Services

### 104.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for entering into contracts for the University of Illinois Division of Public Safety to provide paid primary law enforcement services to another jurisdiction, including an incorporated town within the University of Illinois Division of Public Safety's jurisdiction.

This policy does not apply to the provision of security for special events and limited services on an extra-duty basis (see the Outside Employment Policy for additional guidance).

### 104.2 POLICY

It is the policy of the Department to have a written contract consistent with applicable state and local laws if providing paid primary law enforcement services to another jurisdiction.

### 104.3 REQUIREMENTS

Prior to providing primary law enforcement services to another jurisdiction, a written contract with the jurisdiction receiving the services shall be established. The contract should include:

- (a) A detailed description of the specific services to be provided.
- (b) Financial terms.
- (c) Records to be maintained by the University of Illinois Division of Public Safety.
- (d) Duration, modification, and termination of the contract.
- (e) Liability issues.
- (f) A stipulation that supervision and control of members will remain with the University of Illinois Division of Public Safety.
- (g) Arrangements for the use of University of Illinois Division of Public Safety equipment and facilities.
- (h) Insurance and indemnity requirements.

## **Chapter 2 - Organization and Administration**

# Organizational Structure and Responsibility

## 200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

## 200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the University of Illinois Division of Public Safety. There are four divisions in the Police Department as follows:

- Office of the Chief
- Administrative Services Division
- Emergency Management
- Patrol Operations Division

### 200.2.1 OFFICE OF THE CHIEF

The Office of the Chief is commanded by the Chief of Police, whose primary responsibility is to provide general management direction and control of the Division of Public Safety.

### 200.2.2 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by an Assistant Chief, whose primary responsibility is to provide general management direction and control for the Administrative Services Division, the Detective Division and coordination of special events.

The Administrative Services Assistant Chief is responsible for the internal affairs function and shall report directly to the Chief of Police for all matters related to internal affairs investigations.

### 200.2.3 EMERGENCY MANAGEMENT

The Emergency Management Division is commanded by the Executive Director of Emergency Management, whose primary responsibility is to provide general management direction and control for the Emergency Management Division.

### 200.2.4 PATROL OPERATIONS

The Patrol Operations Division is commanded by an Assistant Chief, whose primary responsibility is to provide general management, direction and control for the Patrol Division, and the COAST/REACH teams.

## 200.3 COMMAND PROTOCOL

### 200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate an officer in charge to serve as the acting Chief of Police. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

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#### *Organizational Structure and Responsibility*

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- (a) Deputy Chief
- (b) Patrol Operations Assistant Chief
- (c) Administrative Services Assistant Chief
- (d) Lieutenant
- (e) Shift Supervisor

#### 200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

#### 200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

#### **200.4 PLANNING AND RESEARCH**

The Division of Public Safety's Mission statement is the primary and guiding document for the Division. The planning and research function assists in fulfilling the Division's mission.

The Division of Public Safety's planning and research function is the responsibility of each member of the Executive Leadership Team.

The Executive Leadership Team's responsibilities of planning and research include, but are not limited to, the following:

- (a) Formulate Division's goals and objectives
- (a) Gather, organize and present information for Division planning purposes
- (a) Formulate directives and policies
- (a) Direct and coordinate activities necessary to achieve and retain accredited status for the Police Department
- (a) Coordinate the budget planning process
- (a) Maintain and coordinate the development of the Division's strategic plan
- (a) Prepare other such reports or recommendations as directed by the Executive Director of Public Safety/Chief of Police
- (a) Evaluate Division's achievements directed toward goals and objectives

## Department Orders

### 201.1 PURPOSE AND SCOPE

Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with personnel rules and applicable guidelines. General Orders will immediately modify or supersede sections of this manual to which they pertain.

#### 201.1.1 GENERAL ORDERS PROTOCOL

General Orders will be incorporated into the manual as required upon approval of the Chief of Police. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual. General Orders not incorporated into the manual, will automatically expire one-year from the date of issuance, unless expressly extended by the Chief of Police for an additional period, with a maximum of 12-month increments.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

#### 201.1.2 PERSONNEL ORDERS PROTOCOL

Personnel Orders establish an interdepartmental communication that may be issued by the Chief of Police or designee, to make immediate changes to personnel status including, but not limited to work assignments, promotions, collateral duties, new hires, terminations, light duty assignments and extended leaves. Personnel Orders will immediately modify or change and supersede personnel assignments or status within the department.

#### 201.1.3 SPECIAL ORDERS PROTOCOL

Special Orders establish an interdepartmental or external communication issued by the Chief of Police to make official proclamations of a public or official announcement, especially one dealing with a matter of great importance.

- (a) Special Orders may include honoring service retirements, honorable commendations, acts of valor, bravery, heroism, life-saving, citizen commendations or any other important ceremonial announcement at the direction of the Chief of Police.
- (b) The Chief of Police is the only authority to issue Special Orders.

### 201.2 RESPONSIBILITIES

The Assistant Chief of Administrative Services or designee shall review and recommend General Orders for incorporation as revisions to the Policy Manual.

### 201.3 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge the receipt and review of any new General Order. Electronic acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Coordinator.

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#### **201.4 DEPARTMENT ORDERS FORMATTING**

General Orders, Personnel Orders, and Special Orders shall be numbered consecutively starting with the last two digits of the year followed by the number "01". Example: GO 20-01, PO 20-01, SO 20-01

# Emergency Operations Plan

## **202.1 PURPOSE AND SCOPE**

The University has prepared an Emergency Operations Plan manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by University stakeholders and assigns specific responsibilities in the event the plan is activated.

## **202.2 ACTIVATING THE EMERGENCY PLAN**

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency.

### **202.2.1 RECALL OF PERSONNEL**

In the event that the Emergency Operations Plan is activated, all employees of the University of Illinois Division of Public Safety are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

## **202.3 LOCATION OF MANUALS**

Manuals are available in Administrative Services, the Telecommunication Room, and via PowerDMS.

## **202.4 BUILDING EVACUATION PLAN**

In the event of a disaster or emergency which requires evacuation of the Public Safety Building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

## **202.5 UPDATING OF MANUALS**

The Chief of Police or designee shall review and update, if necessary, the Emergency Operations Plan Manual at least once every year to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Illinois Campus Security Enhancement Act.

# Training

## 203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

## 203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Illinois Law Enforcement Training and Standards Board (ILETSB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

## 203.3 TRAINING COORDINATOR

The Chief of Police shall designate a Training Coordinator who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Coordinator should review the training plan annually.

## 203.4 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with ILETSB rules and regulations concerning law enforcement training.

## 203.5 TRAINING PLAN

It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

The plan will address all required training.

### 203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:



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1. National Incident Management System (NIMS) training
- (b) State-mandated training:
  1. Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).
    - (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
    - (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
      1. Legal updates.
      2. Emergency medical response training and certification.
      3. Crisis intervention training.
      4. Officer wellness and mental health.
      5. Firearms Restraining Order Act.
      6. Use of force (must include scenario-based or similar training in accordance with ILETSB mandates).
    - (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
      1. Constitutional and proper use of law enforcement authority.
      2. Procedural justice.
      3. Civil rights.
      4. Human rights.
      5. Mandatory child abuse reporting.
      6. Cultural competency.
      7. Mental health awareness and response.
      8. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
      9. ILETSB-approved use of force training, including policies and laws related to stops and searches and officer safety techniques.
      10. Scenario-based role-playing (six hours de-escalation and six hours high-risk traffic stops) in accordance with ILETSB mandates.
  - (d) State-mandated training requirements every four years include:
    1. Homicide investigator training for investigators (50 ILCS 705/10.11).
  - (e) State-mandated training requirements every five years include:

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1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

#### 203.5.2 PROBATIONARY TRAINING

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

#### 203.5.3 NON-SWORN ORIENTATION

All non-sworn members of the Department shall receive information regarding:

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

#### 203.5.4 SKILLS DEVELOPMENT TRAINING

Members who are assigned to new functions or promotions shall receive training in their new assignments.

#### **203.6 TRAINING COMMITTEE**

The Assistant Chief of Administrative Services shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

- (a) The training committee will be comprised of the chairperson and members designated by the Deputy Chief of Police or designee every two years. The Chief of Police, Deputy Chief of Police, Patrol Operations Lieutenant and Detective Lieutenant shall serve as ex-officio members of the committee comprised of the following members:
  1. Assistant Chief of Administrative Services (Chairperson)
  2. Training Coordinator
  3. Administrative Lieutenant
  4. Field Training Coordinator
  5. Control Tactics Coordinator
  6. Strategy and Tactics Coordinator
  7. Firearms Coordinator
  8. Patrol Officer
  9. Detective
  10. C.O.A.S.T. Representative
  11. Emergency Management Representative

The Training Committee Chairperson may remove or replace members of the committee at his/her discretion.

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The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of a member..
- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Coordinator to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Coordinator shall be submitted to the command staff for review.

#### **203.7 TRAINING ATTENDANCE**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
  - 1. Court appearances.
  - 2. Previously approved vacation or time off.
  - 3. Illness or medical leave.
  - 4. Physical limitations preventing the member's participation.
  - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
  - 1. The supervisor shall promptly notify the Training Coordinator of the cancellation or absence.
  - 2. Make arrangements through the member's supervisor or the Training Coordinator to attend the required training on an alternate date.

#### **203.8 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the University of Illinois Division of Public Safety Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Coordinator.

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Members assigned to participate in DTBs shall only use login credentials assigned to them by the Training Coordinator. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

#### **203.9 TRAINING RECORDS**

The Training Coordinator is responsible for the creation, filing, and storage of all training records (50 ILCS 705/8.1). Training records shall be retained in accordance with the established records retention schedule.

## Electronic Mail

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., Illinois Freedom of Information Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

### 204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. In accordance with policy FO-07 of the Campus Administrative Manual the University reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any University system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

### 204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited, will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure should minimize the misuse of an individual's email, name and/or password by others.

### 204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Illinois Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

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The Freedom of Information Officer or Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

# Administrative Communications

## **205.1 PURPOSE AND SCOPE**

Administrative communications of this department are governed by the following policies.

## **205.2 PERSONNEL ORDERS**

Personnel Orders may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

## **205.3 CORRESPONDENCE**

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence should be on Department letterhead. Personnel should use Department letterhead only for official business.

## **205.4 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Chief of Police or Deputy Chief.

## Supervisory Staffing Levels

### **206.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

### **206.2 MINIMUM STAFFING LEVELS**

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible.

#### **206.2.1 SUPERVISOR DEPLOYMENTS**

With authorization from the Patrol Lieutenant, in order to accommodate an unforeseen circumstance, a qualified officer may be used as a field supervisor in place of a field sergeant for a limited amount of time.



## Retiree Concealed Firearms

### 207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of University of Illinois Division of Public Safety Retiree Officer Concealed Carry identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

### 207.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to provide identification cards to qualified former or retired officers as provided in this policy.

### 207.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

#### 207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

#### 207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
  - 1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).
  - 2. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

#### **207.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS**

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

#### **207.5 FORMER OFFICERS RESPONSIBILITIES**

A former officer with a card issued under this policy shall immediately notify the Shift Sergeant of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

##### **207.5.1 RESPONSIBILITIES UNDER LEOSA**

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

#### **207.6 DENIAL, SUSPENSION OR REVOCATION**

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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##### **207.7 FIREARM QUALIFICATIONS**

The Firearms Cadre may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Firearms Cadre will maintain a record of the qualifications and type of weapon(s) used.

The Firearms Cadre shall ensure that any such certification program complies with 20 Ill. Adm. Code 1720.280.

##### **207.8 REFERENCES**

[See attachment: Retiree Concealed Carry Application.pdf](#)

## **Chapter 3 - General Operations**

## Use of Force

### 300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

**Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

**Totality of the circumstances** - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

### 300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

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##### **300.2.1 DUTY TO INTERCEDE AND REPORT**

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

Officers shall submit a written report directly to the Deputy Chief within five days of the incident (720 ILCS 5/7-16) (See form in Attachments section).

##### **300.2.2 PERSPECTIVE**

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

#### **300.3 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

##### **300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION**

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce

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the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

#### 300.3.2 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which he/she reasonably believes to be necessary, under the totality of the circumstances, to effect an arrest, or to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

#### 300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

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##### **300.3.4 PAIN COMPLIANCE TECHNIQUES**

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

##### **300.3.5 CAROTID CONTROL HOLD**

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck. Due to the potential for injury, the use of the carotid control hold is prohibited unless deadly force is authorized.

##### **300.3.6 RESPIRATORY RESTRAINTS**

A member shall not apply direct pressure to the throat, windpipe, or airway of a person unless deadly force is justified (720 ILCS 5/7-5.5). A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

##### **300.3.7 USE OF FORCE TO SEIZE EVIDENCE**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers shall not use force solely to prevent a person from swallowing evidence or contraband.

#### **300.4 DEADLY FORCE APPLICATIONS**

Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify himself or herself as a peace officer and to warn that deadly force may be used, unless the officer has reasonable grounds to believe that the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and (720 ILCS 5/7-5):



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1. The officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person (except to the subject him/herself) if the individual is not immediately apprehended.
2. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to immediately use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to immediately do so (720 ILCS 5/7-5).

#### **300.4.1 MOVING VEHICLES**

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or its occupants, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

#### **300.5 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the supervisor reviewing the incident report shall complete a Use of Force Cover Sheet.

#### **300.5.1 NOTIFICATIONS TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.

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- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

#### **300.6 MEDICAL CONSIDERATIONS**

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (720 ILCS 5/7-15).

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

#### **300.7 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
  - 1. The content of the interview should not be summarized or included in any related criminal charges.
  - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
  - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
  - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
  - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation by completing a Use of Force Cover Sheet.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

#### **300.8 TRAINING**

Officers will be issued copies of and receive training on this policy before being authorized to carry a firearm or any less lethal weapons.

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

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##### **300.8.1 ADDITIONAL TRAINING REQUIREMENTS**

At a minimum, officers shall receive training every calendar year in the use of force.

##### **300.9 USE OF FORCE ANALYSIS**

At least annually, the Deputy Chief should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

##### **300.10 ATTACHMENTS**

[See attachment: Duty to Intervene Report.pdf](#)

[See attachment: Use of Force Cover Sheet.pdf](#)

## Use of Force Review Boards

### 301.1 PURPOSE AND SCOPE

This policy establishes a process for the University of Illinois Division of Public Safety to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

### 301.2 POLICY

The University of Illinois Division of Public Safety will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

### 301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

### 301.4 REVIEW BOARD

The Use of Force Review Board shall investigate the circumstances surrounding all use of force incidents, including those resulting in very serious injury or death to another (730 ILCS 210/3-5).

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police or designee will convene the Use of Force Review Board as necessary, but at least on an annual basis. It will be the responsibility of the supervisor of the involved employee to complete a Use of Force cover sheet for incidents requiring board review and forward it to the Chief of Police or designee through the chain of command. The involved employee's supervisor will also ensure that all relevant reports, documents, and materials are available for consideration and review by the board.

#### 301.4.1 COMPOSITION OF THE BOARD

The Deputy Chief should select Use of Force Review Board members from the following, as appropriate:

- Operations Assistant Chief or designated representative
- Administrative Services Assistance Chief or designated representative
- Detective Bureau Lieutenant or designated representative

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- Representative from the Control Tactics group
- Representative from the Firearms Training group
- Representative of the Crisis Intervention Team group
- A Peer Officer

#### 301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's Assistant Chief of Police for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

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The committee shall meet at least annually or as requested by the Chief of Police to review/analyze facts of each referred use of force situation to:

1. Ensure that reports accurately and properly document the use of force;
2. analyze date and time of incidents;
3. analyze types of encounters resulting in use of force;
4. identify trends or patterns related to race, age, or gender of subjects involved;
5. identify trends or patterns resulting to any injury to any person including employees;
6. identify areas of individual and organizational training needs and initiate training programs to address these training needs;
7. evaluate policy, strategies, tactics, and equipment issues;
8. identify other trends and issues with regard to the use of force; and
9. provide the Chief of Police with a report of the committee's review and recommendations based upon these factors.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police or designee.

# Handcuffing and Restraints

## 302.1 PURPOSE AND SCOPE

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

## 302.2 POLICY

The University of Illinois Division of Public Safety authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

## 302.3 USE OF RESTRAINTS

Only members who have successfully completed University of Illinois Division of Public Safety-approved training on the use of restraint devices described in this policy are authorized to use these devices.

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

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

### 302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

### 302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances. Officers should seek prior supervisor authorization when



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possible and the supervisor should make an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

#### **302.3.3 RESTRAINT OF JUVENILES**

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

#### **302.3.4 NOTIFICATIONS**

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

#### **302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS**

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

#### **302.5 APPLICATION OF SPIT HOODS**

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or

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distorting that person's vision. Officers should avoid commingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

#### **302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES**

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

#### **302.7 APPLICATION OF LEG RESTRAINT DEVICES**

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

##### **302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS**

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

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- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

#### **302.8 REQUIRED DOCUMENTATION**

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

#### **302.9 TRAINING**

Subject to available resources, the Training Coordinator should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

## Control Devices and Techniques

### 303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

### 303.2 POLICY

In order to control subjects who are violent, physically resisting, or who demonstrate the intent to be violent, or physically resistant, the University of Illinois Division of Public Safety authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

### 303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers shall avoid impacts to the head, pelvis, and back. Frontal impact areas should be chosen which minimize injuries and unintentional targets.

### 303.4 RESPONSIBILITIES

#### 303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The shift supervisor may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

#### 303.4.2 INVENTORY RESPONSIBILITIES

A Patrol Lieutenant or designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Firearms Coordinator or the designated instructor for a particular control device. The inspection shall be documented.

#### 303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Patrol Lieutenant or designee for disposition. Damage to department property shall be documented as outlined in the Department Owned and Personal Property policy.

#### **303.5 BATON GUIDELINES**

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt or an approved outer vest carrier. Uniformed personnel who carry a Taser may choose not to carry a baton. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

#### **303.6 TEAR GAS GUIDELINES**

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the shift supervisor, Incident Commander, METRO Commander, or Mobile Field Force Commander, may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

#### **303.7 OLEORESIN CAPSICUM (OC) GUIDELINES**

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or have demonstrated, by words or action, an intention to be violent or to physically resist, or reasonably appears to present the potential to harm officers, him/herself, or others. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

##### **303.7.1 OC SPRAY**

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt or approved outer vest carrier. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

##### **303.7.2 PEPPER PROJECTILE SYSTEMS**

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on

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impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

#### **303.7.3 TREATMENT FOR OC SPRAY EXPOSURE**

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

#### **303.7.4 ANNOUNCEMENTS PRIOR TO THE USE OF ALL CHEMICAL AGENTS OR IRRITANTS**

In situations involving the use of chemical irritants, to include the use of OC spray, for crowd control an order to disperse shall be given in a sufficient manner to ensure the order is heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order, unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm(720 ILCS 5/7-5.5) (See announcement language in the attachments section)

In situations involving the use of chemical irritants, to include the use of OC spray, on a single individual an order to stop the illegal activity shall be given in a sufficient manner to ensure the order is heard, and repeated, if necessary, to allow compliance with the order, unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm.(720 ILCS 5/7-5.5)

#### **303.8 POST-APPLICATION NOTICE**

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports. (See Chemical Exposure Form in the references section)

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### **303.9 KINETIC ENERGY PROJECTILE GUIDELINES**

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

#### **303.9.1 DEPLOYMENT AND USE**

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

#### **303.9.2 DEPLOYMENT CONSIDERATIONS**

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to

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manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. Officers shall not target the head, neck, groin, anterior pelvis or back. (720 ILCS 5/7-5.5)

#### **303.9.3 SAFETY PROCEDURES**

Officers will inspect the weapon and projectiles at the beginning of each shift to ensure that the weapon is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the weapon will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile weapon, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the weapon.

#### **303.10 TRAINING FOR CONTROL DEVICES**

The Training Coordinator shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this department's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this department's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.
- (d) Training shall include the issuance and training of this policy and the Use of Force Policy.
- (e) Refresher training shall occur at least once every two calendar years.

#### **303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES**

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

#### **303.12 REFERENCES**

[See attachment: Announcement Prior to the Use of All Chemical Agents or Irritants.pdf](#)

[See attachment: Chemical Exposure Notice.pdf](#)



# Conducted Energy Device

## 304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

## 304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

## 304.3 ISSUANCE AND CARRYING CEDS

Only members who have been issued a copy of and trained on this policy and successfully completed department-approved training may be issued and may carry the CED.

The supervisor in charge of CED's should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

### 304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

At a minimum, CED batteries shall be charged every three months in order to upload device data and update internal functions.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to a supervisor for disposition. Officers shall submit documentation stating the reason

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for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

#### **304.4 VERBAL AND VISUAL WARNINGS**

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

#### **304.5 USE OF THE CED**

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

##### **304.5.1 APPLICATION OF THE CED**

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a subject who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

##### **304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS**

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would

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present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

#### 304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

#### 304.5.4 MULTIPLE APPLICATIONS OF THE CED

Officers should apply the CED for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the CED against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the CED appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the CED, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one CED at a time against a single subject.

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##### **304.5.5 ACTIONS FOLLOWING DEPLOYMENTS**

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should be submitted into evidence (including confetti tags (AFID's), when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

##### **304.5.6 DANGEROUS ANIMALS**

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

##### **304.5.7 OFF-DUTY CONSIDERATIONS**

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

#### **304.6 DOCUMENTATION**

Officers shall document all CED discharges in the related arrest/crime reports and the TASER Deployment Report Form. Photographs should be taken of any obvious probe impact or drive-stun application sites and submitted as evidence. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the TASER Display Report Form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

##### **304.6.1 POLICE REPORT**

As applicable based on the device type, items that shall be included in the police report are:

- (a) The brand, model, and serial number of the CED and any cartridge/magazine.
- (b) Date, time, and location of the incident.
- (c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.
- (d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the CED was used.
- (f) The type of mode used (e.g., probe deployment, drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went.

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- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any officers sustained any injuries.

The Patrol Lieutenant or designee should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Patrol Lieutenant or designee should also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public upon request.

See TASER Display form and TASER Deployment form in the attachments section.

#### **304.6.2 REPORTS**

The officer should include the following in the arrest/crime report:

- (a) Identification of all personnel firing CEDs
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication, or other medical problems

#### **304.7 MEDICAL TREATMENT**

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Only trained medical personnel should remove probes from sensitive areas (e.g. groin, female breast, head, face, neck). Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

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Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

#### **304.8 SUPERVISOR RESPONSIBILITIES**

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was deployed.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

#### **304.9 TRAINING**

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Coordinator. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Coordinator is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Coordinator should include the following training:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.

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- (c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
- (e) Scenario-based training, including virtual reality training when available.
- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
- (j) Proper tactics and techniques related to multiple applications of CEDs.

#### **304.10 ATTACHMENTS**

[TASER Deployment Report Form](#)

[TASER Display Form](#)

# Officer-Involved Shootings and Deaths

## 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30; 730 ILCS 210/3-1).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

### 305.1.1 DEFINITIONS

Definitions related to this policy include:

**Officer-involved death** - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5).

## 305.2 POLICY

The policy of the University of Illinois Division of Public Safety is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

## 305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

## 305.4 CONTROL OF INVESTIGATIONS

The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

### 305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the University of Illinois Division of



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Public Safety would control the investigation if the suspect's crime occurred on or within University of Illinois property or buildings.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

#### **305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS**

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

#### **305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION**

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

An officer-involved death of an individual in custody that may have been caused by the officer's use of force shall be investigated pursuant to the Reporting of Deaths in Custody Act (730 ILCS 210/3-5).

### **305.5 INVESTIGATION PROCESS**

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

#### **305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES**

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved UIPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

#### **305.5.2 SUPERVISOR RESPONSIBILITIES**

Upon arrival at the scene, the first uninvolved UIPD supervisor should ensure completion of the duties as outlined above, plus:

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- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
  1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any UIPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
  1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
  2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Shift Supervisor and METCAD. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional UIPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) A Companion Officer of the involved officer(s)' choosing, who was not involved in the incident, may be assigned to provide emotional support. The involved officer(s) should not discuss the details of the incident with this officer. Any conversation the involved officer(s) has/have with fellow officers is not protected and could be subject to the discovery process.
- (f) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
  1. Each involved UIPD officer should be given an administrative order not to discuss the incident with other involved officers or UIPD members pending further direction from a supervisor.
  2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

#### 305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police or designee. All outside inquiries about the incident shall be directed to the Public Information Officer.

#### 305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief of Police
- Assistant Chiefs

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- Champaign County Multi-Jurisdictional Investigative Team rollout team
- Outside agency investigators (if appropriate)
- Detective Bureau supervisor
- Psychological/Peer support personnel
- Chaplain
- Coroner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

#### 305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
  - 1. Involved UIPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
  - 2. Requests from involved non-UIPD officers should be referred to their employing agencies.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved UIPD officer. A licensed psychotherapist may also be provided to any other affected UIPD members, upon request.
  - 1. Interviews with a licensed psychotherapist will be considered privileged.
  - 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
  - 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Communications between the involved officer and a peer support member is addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

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Each involved UIPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Sergeant to make schedule adjustments to accommodate such leave.

#### **305.5.6 COMMUNICATION WITH FAMILY AND NEXT-OF-KIN**

When a death has resulted from an officer's use of force or while in the custody of the Department or a department officer, notification to next-of-kin, family, or another emergency contact shall be made as soon as practicable. The information provided should include the facts surrounding the incident that are reasonably known to the member at that time and that are appropriate to provide under the circumstances given any pending investigations and in accordance with state and federal law (730 ILCS 210/3-5).

The Chief of Police shall designate an officer as the Family Liaison Officer to handle ongoing communication with the decedent's family or next-of-kin. Responsibilities of this position include but are not limited to communicating investigation developments, practical support, and, if requested, arranging for a chaplain or suitable staff member to address matters related to faith (730 ILCS 210/3-5).

#### **305.6 CRIMINAL INVESTIGATION**

The State Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the State Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) UIPD supervisors and Detective Bureau personnel should not participate directly in any voluntary interview of UIPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

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- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

##### 305.6.1 OFFICER-INVOLVED DEATH INVESTIGATIONS

The Chief of Police should ensure that the University of Illinois Division of Public Safety enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the UIPD by appropriately trained outside investigators as required by the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.). The agreement should establish any compensation arrangement for participation in investigations and establish responsibilities for expeditiously providing a complete report to the State's Attorney and a public report if no charge or indictment is brought against the officer.

##### 305.6.2 REPORTS BY INVOLVED UIPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved UIPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved UIPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved UIPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

##### 305.6.3 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
  - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

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2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
  1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

#### **305.6.4 INVESTIGATIVE PERSONNEL**

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective Bureau supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators may be assigned to work with investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Bureau supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the Chief of Police or designee.

#### **305.7 ADMINISTRATIVE INVESTIGATION**

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved UIPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Detective Bureau and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
  1. A sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).

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- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
  - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
  - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
  - 2. The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview shall be of reasonable duration and allow for reasonable periods of rest and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).
  - 3. The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
  - 4. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the UIPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS 725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
  - 5. A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.
  - 6. The officer shall be informed in writing of the nature of the investigation, the interviewers, and all persons who will be present on behalf of the UIPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).

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7. The Detective Bureau shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
  8. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
  9. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- (d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

#### **305.8 CIVIL LIABILITY RESPONSE**

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

#### **305.9 AUDIO AND VIDEO RECORDINGS**

Any officer involved in or witness to an officer-involved shooting, use of deadly force or a use of force incident resulting in great bodily harm may be permitted to review available Mobile Audio/Video (MAV) or other video or audio recordings, but not body-worn camera footage, prior to providing a recorded statement or completing reports (see the Portable Audio/Video Recorders Policy) (50 ILCS 706/10-20).

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or University Counsel's Office, as appropriate.

#### **305.10 DEBRIEFING**

Following an officer-involved shooting or death, the University of Illinois Division of Public Safety should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings



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##### **305.10.1 TACTICAL DEBRIEFING**

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

##### **305.11 MEDIA RELATIONS**

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Detective Bureau Lieutenant and Public Information Officer in the event of inquiries from the media.

No involved UIPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

##### **305.12 REPORTING**

The Assistant Chiefs will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

The Chief of Police or designee shall submit a written report to the Illinois Criminal Justice Information Authority whenever there is an officer-involved death of an individual in custody or that may have been caused by an officer's use of force as required by the Reporting of Deaths in Custody Act (730 ILCS 210/3-5). There shall be a good faith effort to include all known relevant facts and circumstances in the report, and the report shall be submitted within 30 days on the required standardized form (730 ILCS 210/3-5).

## Firearms

### 306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

### 306.2 POLICY

The University of Illinois Division of Public Safety will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

### 306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by a department armorer. Firearms shall not be carried by non-sworn members while on-duty or while in any University-owned vehicle except those authorized to carry under the Law Enforcement Officers Safety Act (LEOSA). Except in an emergency or as directed by a supervisor, no firearm shall be carried on duty by a member who has not qualified with that firearm.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Chief of Police. This exclusion does not apply to the carrying of a pocketknife multi-tool or small fixed blade knife that is not otherwise prohibited by law.

#### 306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 17 9mm, or Glock Model 19 9mm. Other compact or subcompact Glock handguns may be authorized for department issue for select assignments. The University of Illinois Police Department authorizes sworn members to carry personally owned handguns outlined in the Personally Owned Duty Firearms section of the Firearms policy. Only handguns chambered in .38 caliber revolver, 9mm semi-automatic, .40 S&W semi-automatic, 45 ACP semi-automatic and .380 may be carried in a duty, back-up or off-duty weapon capacity.

#### 306.3.2 PATROL RIFLES

The authorized department-issued patrol rifle is the Rock River AR-15 .223. The department may issue alternate rifles to members of the METRO SWAT team for specific needs based on

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their position. The University of Illinois Police Department authorizes sworn members to carry personally owned rifles outlined in the Personally Owned Duty Firearms section of the Firearms policy. Sworn staff may be exempted from carrying a patrol rifle at the discretion of the Chief of Police or designee.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When transferring the rifle between storage and patrol vehicles, the rifle shall be kept in an appropriate case. When not deployed, the patrol rifle shall be properly secured consistent with department training in a patrol vehicle.

#### 306.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive approval from the Firearms Coordinator. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the department list of approved firearms.
- (b) The firearm shall be inspected by a department armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Coordinator.
- (e) All personally owned rifles and handguns must be of semi-automatic configuration, designed to fire one shot by each manipulation of the trigger.
- (f) The trigger of each handgun must have a minimum resistance of 5 pounds or must be fitted with a manual safety.

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- (g) The minimum capacity of any weapon carried on duty is 5 rounds.
- (h) Personally owned rifles must be equipped with a sling approved during annual inspection.

#### 306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the department list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the department armorers prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Members shall only carry department-authorized ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number, and caliber of the firearm to the Firearms Coordinator for review.
- (i) Officers assigned to plain clothes assignments may elect to be issued both a Glock 17 and Glock 19 provided by the department.

#### 306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.
- (b) Prior to carrying any off-duty firearm, the member shall demonstrate to the firearms instructor that he/she is proficient in handling and firing this type of firearm and that it will be carried in a safe manner.
- (c) Members shall only carry department-authorized ammunition.
- (d) When armed, officers shall carry their badges and University of Illinois Division of Public Safety identification cards under circumstances requiring possession of such identification.

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##### **306.3.6 AMMUNITION**

Members shall carry only department-authorized ammunition as listed on the Authorized Ammunition attachment. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms at intervals directed by the Firearms Coordinator. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Firearms Coordinator or designee when needed, in accordance with established policy.

The department will issue duty ammunition for duty weapons and one personally owned backup weapon or weapon carried off duty at intervals directed by the Firearms Coordinator. Officers working in plainclothes are required to carry a minimum of ten rounds of department-approved ammunition.

The maximum magazine capacity for all patrol rifles is thirty rounds. Officers carrying patrol rifles will be issued ninety rounds of department-issued ammunition.

##### **306.4 EQUIPMENT**

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

###### **306.4.1 REPAIRS OR MODIFICATIONS**

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Firearms Coordinator.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm.

Department armorers may provide an examination of safe functioning and wear of personally owned firearms. The department may require inspection of personally owned weapons by the manufacturer at the owner's expense.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense. Officers shall provide documentation of repair or inspection of personally owned handguns to the Firearms Coordinator if such work is not performed by department armorers.

Modifications of a non-cosmetic nature, such as the installation of an aftermarket handguard or mounting of a flashlight should be inspected by an armorer but they will not affect qualification requirements.

User-level maintenance (cleaning) will be the responsibility of the individual officer.

###### **306.4.2 HOLSTERS**

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. Officers carrying handguns are required to secure their handguns in holsters in all circumstances, both on and off duty. Officers seeking to use a duty holster other than the similar model of the department's initial issue must make a request to the Firearms Coordinator.

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- (a) Holsters must cover the trigger guard area sufficiently to prevent access to the trigger are of the handgun.
- (b) Holsters must be of a design that assure the firearm is safely secured and prevents the weapon from becoming dislodged accidentally.
- (c) Uniform duty holster must be a minimum level two security type.
- (d) Weapons with mounted lights or optics must be designed to secure the weapon with the modification.

#### **306.4.3 TACTICAL LIGHTS**

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Coordinator or designee.

#### **306.4.4 OPTICS**

Optics may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Coordinator. Any approved sight shall only be installed in strict accordance with manufacturer specifications by a department armorer. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Officers adding an optic to a handgun or rifle or transitioning to a personally owned firearms with a slide mounted/rail mounted optic, must complete an internal training course involving nomenclature and function of optical devices.

#### **306.5 SAFE HANDLING, INSPECTION AND STORAGE**

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the firearms instructors.
- (c) Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.
- (d) Members shall not clean, repair, load, or unload a firearm anywhere in the Department, except where safe to do so.
- (e) Rifles removed from vehicles shall be loaded and unloaded in a safe direction.
- (f) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked.
- (g) No one shall carry firearms into the detention area or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the detention area to persons from outside agencies are responsible for ensuring firearms are not brought into the detention area.

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- (h) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (i) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to a Department Armorer or an Armorer approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Armorer will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.
- (j) Rifles stored in the patrol vehicle during the tour of duty shall not have a round chambered until the weapon is deployed on scene. Rifles should not have ammunition chambered during travel.

#### **306.5.1 INSPECTION AND STORAGE**

Handguns shall be inspected regularly and upon access or possession by another person. Rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction.

Firearms may be safely stored in lockers at the end of the shift. Handguns may remain loaded if they are secured in an appropriate holster. Rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage area.

#### **306.5.2 STORAGE AT HOME**

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so.

Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)). The department will make available to each of its officers a cable-locking device to be used for securing their firearms. A personally owned safe/gun locker that meets Illinois statutes is an acceptable alternative to using the cable lock.

#### **306.5.3 ALCOHOL AND DRUGS**

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

#### **306.6 FIREARMS TRAINING AND QUALIFICATIONS**

All members who carry a firearm while on-duty shall be issued and trained on this policy and are required to successfully complete training with their duty firearms before being authorized to carry a firearm. In addition to semi-annual training, all members will qualify at least annually with their duty firearms (50 ILCS 710/0.01 et seq.).

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All sworn officers shall receive department-mandated firearms training at least twice a year. The training will be determined by the Firearms Training Unit to include one or more of the following: on-duty weapons, backup weapons, or rifles. The department may not use simulation or simunition training to replace live fire training, except when circumstances prevent live-fire training.

The department will provide training for officers initially issued rifles as schedules allow. A rifle training course shall be conducted for new issue officers consisting of rifle nomenclature and gun handling skills. The training course shall be a minimum of two training days. The department may elect to send officers to an approved training course during the basic academy.

A recommended course of fire for each qualification will be developed by the Firearms Training Unit. At a minimum, the course of fire shall meet the State of Illinois firearms qualification standards. Qualifications will address both accuracy and weapon handling proficiency.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

Officers attending training or proficiency testing will be under the direct supervision of department firearms instructors without regard to normal rank structure. Firearms instructors have authority to maintain range safety by ordering officers who refuse to comply with directions or range rules to leave the range and report to their direct supervisor for correction or disciplinary action.

Officers with approved optical devices on handguns will complete the annual qualification with the optical device. Officers with approved optical devices on rifles must confirm zero with iron sights and complete the qualification with the optical device during annual qualifications, unless the weapon is designed for special use, such as a METRO bolt-action rifle

#### 306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall notify his/her immediate supervisor and the Firearms Coordinator prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to correction or disciplinary action

#### 306.6.2 REQUIREMENTS PRIOR TO CARRYING

Prior to an officer carrying a firearm, the officer shall be issued copies of this policy and the Use of Force Policy, and successfully complete department-approved training on both.



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### **306.7 FIREARM DISCHARGE**

Except during training, action as a member of the United States Military, or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

#### **306.7.1 DESTRUCTION OF ANIMALS**

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

#### **306.7.2 INJURED ANIMALS**

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

#### **306.7.4 WARNING AND OTHER SHOTS**

Warning shots are prohibited.

### **306.8 FIREARMS COORDINATOR AND FIREARMS INSTRUCTOR DUTIES**

#### **306.8.1 RANGE RESPONSIBILITIES**

The University of Illinois Police Department does not operate its own range. Any firearms range rented or in use by the University of Illinois Police Department for training purposes shall be the responsibility of the firearms instructor on site. Scheduling, training requirements and overall program management shall be the of the Firearms Cadre Coordinator. The coordinator may designate duties of the program to members of the Firearms Training Cadre.

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Any range in use by the University of Illinois Police Department will be under the exclusive control of the firearms instructor assigned. All members attending will follow the directions of the firearms instructor on site. The Firearms Coordinator will maintain a roster of all members attending the training and will submit the roster to the Training Coordinator after each range date. Department members assigned to training who do not participate will be recorded and forwarded to the Firearms Coordinator for rescheduling, retraining or corrective action.

#### **306.8.2 FIREARMS INSPECTIONS**

The Firearms Coordinator has the responsibility for conducting yearly inspection of all duty weapons carried by members of this department to verify proper operation. The Firearms Coordinator has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Firearms Coordinator.

#### **306.8.3 FIREARMS QUALIFICATIONS**

The Firearms Coordinator has the responsibility for ensuring each member meets the minimum requirements during training shoots and, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Firearms Coordinator shall complete and submit to the Training Coordinator documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, a list of each member who completes the training. In coordination with the Training Coordinator, the Firearms Coordinator should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records

#### **306.8.4 FIREARMS INVENTORY**

The Firearms Coordinator shall be responsible for accurate record keeping of all department owned or personally owned handguns/rifles used in a duty or backup capacity. The Firearms Coordinator shall maintain a list of assigned location, make, model, serial number, caliber and modifications to such weapons.

#### **306.9 FLYING WHILE ARMED**

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their University of Illinois Division of Public Safety identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the

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Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

- (c) The University of Illinois Division of Public Safety must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the University of Illinois Division of Public Safety an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

#### **306.10 CARRYING FIREARMS OUT OF STATE**

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her University of Illinois Division of Public Safety identification card whenever carrying such firearm.
- (b) The officer is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

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Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

#### **306.11 ARMORY**

- (a) A designated armory, maintained by the Firearms Unit, is located within the building for the exclusive purpose of storage and control of all Department-owned firearms.
  - 1. All firearms, other than issued handguns and rifles, will be stored in the department armory when not in actual use for field operations, firearms training, or out for repair.
  - 2. No weapon, other than those issued to officers or deployed for field operations, will be stored permanently or temporarily in any location other than the armory without the approval of the Chief of Police. At no time shall any department-owned weapon be outside the direct physical control of an officer unless it is properly secured/stored as outlined in this directive.
  - 3. Weapons seized or controlled as items of evidence or safekeeping shall be stored in the department evidence vault and shall not be stored with department-owned, serviceable weapons.
  - 4. The exterior armory door will be locked at all times when not in use.
  - 5. All firearms belonging to the Department, not under the immediate control of the officer, will be secured in such a manner as to restrict access by persons not authorized to possess such weapon.

#### **306.12 REFERENCES**

See attachment: [Authorized Ammunition.pdf](#)

## Vehicle Pursuits

### 307.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related crashes. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

#### 307.1.1 VEHICLE PURSUIT DEFINED

An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator, who is attempting to avoid apprehension through evasive tactics.

### 307.2 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver slows as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public

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safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a crash, the driver of any pursuit vehicle shall reduce the vehicle's speed so as to avoid a crash with another vehicle or pedestrian.

Officers should make every reasonable effort to ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers are discouraged from passing other units involved in a pursuit unless the passing officer receives specific permission from the primary unit.

#### 307.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle, and if allowed to escape, presents a danger to human life or has caused great bodily harm to another.

Officers will not initiate or become involved in pursuits for traffic offenses, property crimes, whether felony or misdemeanor or when the suspect flees for unknown reasons except as outlined above.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).
- (d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.

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- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources such as helicopter assistance.
- (l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) or an individual who is not a sworn police officer in the police vehicle.

#### 307.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

The factors listed in the previous subsection are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

In addition to the factors listed in the previous subsection the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) If any of the emergency equipment on the vehicle should fail to operate, the officer must terminate involvement in the pursuit.
- (e) Pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are prohibited.
- (f) Hazards to uninvolved bystanders or motorists.
- (g) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (h) Directed by a supervisor.

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##### **307.2.3 SPEED LIMITS**

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

##### **307.3 PURSUIT UNITS**

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at a reduced speed and taking additional cautions in their driving response.

##### **307.3.1 MOTORCYCLE OFFICERS**

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

##### **307.3.2 SEMI-MARKED AND UNMARKED VEHICLES**

Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor. A semi-marked police vehicle is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.

Unmarked or other departmental vehicles, except for marked, semi-marked and motorcycle units, may not initiate a pursuit without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect. An unmarked police vehicle has no distinctive identifiable marking but may have portable emergency warning lights.

##### **307.3.3 PRIMARY UNIT RESPONSIBILITIES**

The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which peace officers and others



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are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

The Primary Unit will notify METCAD that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of known occupants.
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

#### 307.3.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) The officer in the secondary unit should immediately notify the METCAD telecommunicator and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- (c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.
- (d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
- (e) If so requested by the Primary Unit or if directed by a supervisor to do so, the Secondary Unit may assume Primary Unit responsibilities. Otherwise, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.

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- (f) Secondary Unit personnel are responsible for serving as a backup to the Primary Unit. As such, they will respond to directions from the Primary Unit personnel unless otherwise directed by a supervisor or circumstances do not allow.

#### 307.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
  - 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
  - 2. Pursuing units should exercise due caution when proceeding through controlled intersections.
- (c) Police officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible. In the event the pursued vehicle does so, the following tactics should be considered:
  - 1. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
  - 2. Requesting other units to observe exits available to the suspect(s).
- (d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

#### 307.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, at a reduced speed taking additional caution in their driving response.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

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##### **307.3.7 PURSUIT TRAILING**

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

##### **307.3.8 AIRCRAFT ASSISTANCE**

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

#### **307.4 SUPERVISORY CONTROL AND RESPONSIBILITY**

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
- (b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.
- (c) Upon being notified of a pursuit, the supervisor shall verify the following:
  - 1. That no more than the required or necessary number of units are involved in the pursuit.
  - 2. That the proper radio frequency is being used.
  - 3. That other agencies are notified as necessary and appropriate.

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- (d) The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.
- (e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.
- (f) The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.
- (g) The supervisor should order a pursuit terminated whenever the weather, road, or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.
- (h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
- (i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:
  - 1. Directing pursuit or support units into or out of the pursuit.
  - 2. The assignment of a Secondary Unit to the pursuit.
  - 3. The re-designation of Primary, Secondary, or other support units as necessary.
  - 4. The approval, disapproval, and coordination of pursuit tactics.
  - 5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
  - 6. Ensure compliance with inter-jurisdictional pursuit agreements.
- (j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:
  - 1. The nature of the offense for which the pursuit was initiated.
  - 2. The number of suspects and any known propensity for violence.
  - 3. The number of peace officers in the pursuit vehicles.
  - 4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.
  - 5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
  - 6. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the Primary and Secondary Units to a pursuit.

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- (k) When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on scene supervisor or designee to monitor the arrest and transportation procedures.
- (l) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.

#### **307.4.1 SHIFT SERGEANT RESPONSIBILITY**

Upon becoming aware that a pursuit has been initiated, the Shift Sergeant should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Sergeant has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Sergeant shall review all pertinent reports for content and forward to the Patrol Lieutenant.

#### **307.5 COMMUNICATIONS**

If the pursuit is confined within the Champaign County limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or METCAD Telecommunicator. If the pursuit leaves Champaign County or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units, such as ISPERN.

#### **307.5.1 METCAD RESPONSIBILITIES**

- (a) Upon notification that a pursuit has been initiated, METCAD will:
  - 1. Give priority to the Primary Unit.
  - 2. Notify other units of pursuit, including location, direction of travel, and vehicle description.
  - 3. Keep the channel clear.
  - 4. Notify the Shift Sergeant and/or patrol supervisor if feasible.
  - 5. Receive and records all incoming information on pursuit.
  - 6. Keep Shift Sergeant and/or the patrol supervisor apprised of progress of pursuit.
  - 7. Request status when the pursuing peace officer fails to make frequent contact.
  - 8. Notify neighboring jurisdictions of the pursuit approaching their boundaries.
  - 9. Perform relevant records and motor vehicle checks.
  - 10. Coordinate and dispatch backup assistance and air support units under the direction of the supervisor.
- (b) Radio frequency management:
  - 1. Pursuit communication will be handled on the frequency designated by the pursuing agency unless one or more of the following conditions exist:

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- (a) The pursuit has or may extend into other jurisdictions.
  - (b) The supervisor directs a switch to ISPERN.
- 2. Upon using the ISPERN frequency, the Primary Unit shall conform to ISPERN guidelines.

#### 307.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

#### 307.6 INTER-JURISDICTIONAL PURSUITS

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by University of Illinois Division of Public Safety officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

- (a) The primary unit will advise METCAD that the pursuit is leaving this jurisdiction.
- (b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.
- (c) As soon as practicable METCAD will notify the involved jurisdiction.
- (d) If two units from the other agency are actively involved in the pursuit, UIPD officers will not engage in the pursuit unless directed to do so by a supervisor.

#### 307.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the University of Illinois Division of Public Safety is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and ISP units, a request for ISP assistance can be made for ISP to assume responsibilities for the pursuit. For the same reasons, a request for assistance from the ISP should include confirmation that the ISP will relinquish control.

#### 307.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose

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peace officers are in pursuit, and the pursuit would be authorized as outlined in the section titled, "WHEN TO INITIATE A PURSUIT" above.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances serious enough to continue the pursuit.
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing peace officers.

As soon as practical, a supervisor or the Shift Sergeant should review a request for assistance from another agency. The Shift Sergeant or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the Champaign County limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

### **307.7 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or roadblock procedures.

#### **307.7.1 WHEN USE AUTHORIZED**

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

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##### 307.7.2 DEFINITIONS

**Boxing-in/Rolling Roadblock** - The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in/rolling roadblocks are mobile stop techniques.

**Heading Off** - An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.

**Roadblocks** - A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

**Spikes or Tack Strips** - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

**Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT))** - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

##### 307.7.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

##### 307.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

- (a) Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or



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great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, an officer should obtain authorization from a supervisor before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

- (b) Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity. Where feasible, an officer should obtain authorization from a supervisor before implementing mobile stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (c) At low speeds the use of forcible stop techniques is permitted when there is legal justification for the use of force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (d) At high speeds the use of forcible stop techniques is permitted only when there is legal justification for the use of deadly force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

#### **307.7.5 CAPTURE OF SUSPECTS**

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Until relieved by a supervisor or another responding officer, the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

#### **307.8 REPORTING REQUIREMENTS**

Officers shall complete an appropriate report of the pursuit incident and assign a case reporting number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

- (a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.

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- (b) A report shall be completed summarizing the pursuit to his/her supervisor. This report should minimally contain the following information:
  - 1. Date and time of pursuit.
  - 2. Length of pursuit.
  - 3. Involved units and officers.
  - 4. Initial reason for pursuit.
  - 5. Starting and termination points.
  - 6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
  - 7. Injuries and/or property damage.
  - 8. Medical treatment.
  - 9. Name of supervisor at scene.
  - 10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.
- (c) The "UIPD Pursuit Driving Cover Sheet" shall be completed by the reviewing supervisor. The "UIPD Pursuit Driving Cover Sheet" should be submitted through the chain of command for internal evaluation and review to determine:
  - 1. Guideline compliance.
  - 2. Operational needs.
  - 3. Future training needs.
- (d) The "ILETSB Pursuit Driving Report" will be completed by the primary pursuing officer. The report shall be attached to the police report and submitted to the Illinois Law Enforcement Training Standards Board, 4500 South Sixth Street, Room 173, Springfield, Illinois 62703-6617, by each agency involved in a pursuit.

#### 307.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

All sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

#### 307.8.2 POLICY REVIEW

All department officers shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

#### 307.8.3 ANNUAL PURSUIT REVIEW

On an annual basis, the Patrol Operations Bureau Lieutenant shall review and analyze all pursuits to determine if there are any trends, requiring additional training, or directive changes. The analysis will be submitted to the Deputy Chief of Police for review, and forwarded to the Chief of Police.

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### **307.9 APPLICATION OF VEHICLE PURSUIT POLICY**

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

### **307.10 REFERENCES**

[See attachment: UIPD Pursuit Driving Cover Sheet.pdf](#)

[See attachment: ILETSB Pursuit\\_Driving\\_Form.pdf](#)

## Officer Response to Calls

### 308.1 PURPOSE AND SCOPE

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

### 308.2 RESPONSE TO CALLS

Officers responding using emergency lights and siren shall consider the call an emergency response and proceed immediately. Officers responding using emergency lights and siren shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

The driver of an authorized emergency vehicle may (625 ILCS 5/11-205):

- (a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation.
- (c) Exceed the maximum speed limits so long as he/she does not endanger life or property.
- (d) Disregard regulations governing direction of movement or turning in specified directions.

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Officers should only respond using emergency lights and siren when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond using emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

### 308.3 REQUESTING EMERGENCY ASSISTANCE

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

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

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

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##### **308.4 RESPONSIBILITIES OF RESPONDING OFFICER(S)**

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. An officer shall also discontinue the emergency response when directed by a supervisor.

##### **308.5 SUPERVISORY RESPONSIBILITIES**

Upon being notified that an emergency response has been initiated, the Shift Sergeant or the field supervisor shall verify the following:

- (a) No more than those units reasonably necessary under the circumstances are involved in the response.
- (b) Affected outside jurisdictions are being notified as practical.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to terminate an emergency response, the Shift Sergeant or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

##### **308.6 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and respond accordingly.

# Canines

## 309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services to the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

## 309.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

## 309.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division. They may be assigned by the Shift Supervisor to other functions, such as routine calls for service, based on the current operational needs.

## 309.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Operations Assistant Chief or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
  - 1. Ensure all department vehicles used to transport canines are equipped with a heat sensor monitoring device that meets the requirements of 510 ILCS 83/15.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

## 309.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine.

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##### **309.5.1 OUTSIDE AGENCY REQUEST**

Requests for future canine assistance from outside agencies must be approved by the Canine Coordinator.

Requests for canine assistance in response to crimes in progress or active investigations requiring an immediate response must be approved by a supervisor.

All requests for canine assistance from outside agencies are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (d) It shall be the responsibility of the canine handler to complete all necessary reports unless directed otherwise.

##### **309.5.2 PUBLIC DEMONSTRATION**

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

#### **309.6 APPREHENSION GUIDELINES**

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

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Use of a canine to locate a suspect wanted for a lesser criminal offense than those identified above should seek approval from a supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

#### 309.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

#### 309.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine



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momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

#### **309.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES**

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified. The injured person shall be promptly treated by Emergency Medical Services (EMS) personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should be documented in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in a report. If the incident occurred during off-duty hours, the department who has jurisdiction at the incident location will be notified, and a subsequent report must be made.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements (510 ILCS 5/13(b)). The canine shall be under observation for 10 days following any bite. The observation shall consist of the canine being locked in a kennel, performing its official duties in a law enforcement vehicle or remaining under the constant supervision of its handler.

#### **309.7 NON-APPREHENSION GUIDELINES**

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that presents an immediate threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

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- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should secure the canine as soon as reasonably practicable.

#### 309.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

#### 309.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags and other articles or areas.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

#### 309.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

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When possible, the explosives canine team should be accompanied by another officer or "spotter" during searches.

#### **309.8 HANDLER SELECTION**

The minimum qualifications for the assignment of canine handler include:

- (a) An officer who is currently off probation.
- (b) Residing in a single-family residence of suitable size for the canine and required equipment.
  - 1. The handler's spouse and other members of the family who share the residence must approve
- (c) Agreeing to be assigned to the position for a minimum of five years.
- (d) Agreeing to be assigned to a specific shift and/or rotation that best serves the department needs.
- (e) Possess acceptable performance evaluations within the last two years prior to application.
- (f) Good physical condition.
- (g) Demonstrated public speaking abilities and the ability to organize and deliver presentations and demonstrations.
- (h) Display pride and self-confidence.

#### **309.9 HANDLER RESPONSIBILITIES**

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
  - 1. Canine handlers are responsible for scheduling routine vehicle maintenance and needed service of their assigned take-home vehicles as outlined in the Take Home Vehicle Use Policy.
- (c) When a handler is off-duty for an extended number of days, the assigned canine vehicle can be stored at the University of Illinois Division of Public Safety facility.
- (d) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

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- (e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (f) When off-duty, the canine shall be in a kennel provided by the University at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (g) The canine may be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler, if the canine's temperament and behavior warrants such socialization.
- (h) The handler shall make every reasonable effort to prevent unintended bites and unauthorized access to their canine while off-duty and to protect the area where the canine is housed.
- (i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator.
- (j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or another supervisor.
- (k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.
- (l) The handler shall ensure the canine receives an annual medical examination by a licensed veterinarian (510 ILCS 83/10).

#### **309.9.1 CANINE IN PUBLIC AREAS**

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

#### **309.10 HANDLER COMPENSATION**

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the collective bargaining agreement (29 USC § 207).

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#### **309.11 CANINE INJURY AND MEDICAL CARE**

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or shift supervisor as soon as practicable and appropriately documented. If the shift supervisor is notified, they should immediately notify the canine coordinator.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

#### **309.12 TRAINING**

Before assignment in the field, each narcotic detection canine team shall be trained and certified to meet current requirements established by the Illinois Law Enforcement Training and Standards Board (ILETSB) (50 ILCS 705/10.12). Cross-trained canine teams or those canine teams trained exclusively for the detection of explosives also should be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members to familiarize them with how to conduct themselves in the presence of department canines. The canine coordinator shall also be responsible for scheduling periodic training for all canine handlers in the recognition and treatment of a canine's exposure to dangerous substances such as opioids.

All canine training should be conducted while on-duty unless otherwise approved by the canine coordinator.

##### **309.12.1 CONTINUED TRAINING**

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine handlers are required to engage in additional training as directed by the canine coordinator.
- (b) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by this department.

##### **309.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING**

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

##### **309.12.3 TRAINING RECORDS**

All canine training records shall be maintained in the canine handler's and the canine's training file.

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##### 309.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the University of Illinois Division of Public Safety may work with outside trainers with the applicable licenses or permits.

##### 309.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f); 720 ILCS 570/302).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the University of Illinois Division of Public Safety to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

##### 309.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples should be inspected and weighed annually. The results of the inspection shall be recorded and maintained by the canine coordinator.
- (e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

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- (g) Any unusable controlled substance training samples shall be returned to the Evidence Custodian or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

#### **309.12.7 EXPLOSIVE TRAINING AIDS**

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 225 ILCS 210/2001).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids may be employed when desired or necessary. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials in a locked container approved by the Illinois Department of Natural Resources.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.
- (d) Only members of the canine team shall have access to the explosive training aids.
- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

#### **309.13 CANINE RETIREMENT**

When the Operations Assistant Chief determines a canine is no longer fit for duty it shall be offered to the handler assigned to the animal during its service. If the handler does not wish to keep the dog, the Operations Assistant Chief should offer the canine to another employee of the University of Illinois Division of Public Safety, or to a nonprofit organization or no-kill shelter that may facilitate the dog's adoption (510 ILCS 82/5).

Upon transfer, the Department will assume no liability for any future actions or incidents involving the canine.

# Domestic Violence

## 310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

### 310.1.1 DEFINITIONS

Definitions related to this policy include:

**Court order** - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

**Primary Aggressor** - That person primarily responsible for the pattern of abuse or battering in the relationship. When determining the primary aggressor, officers will consider: prior complaints of domestic violence; relative severity of injuries inflicted on each person; likelihood of future injury to each person; the use of any weapon to inflict injury or to intimidate or threaten the victim; the relative fearfulness and excited utterances of each person; the demeanor of each person as the primary aggressor is oftentimes very calm while the victim is very emotional or hysterical; and the context of violent acts by assessing: the intent of the person who displayed violence; the meaning of the violent act to the victim; and the effect of the violent act on the victim's behavior.

## 310.2 POLICY

The University of Illinois Division of Public Safety's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

## 310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

## 310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.



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- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Bureau in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (725 ILCS 5/112A-30).
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred (725 ILCS 5/112A-30). Factors that should not be used as sole justification for declining to take enforcement action include:
  - 1. Whether the suspect lives on the premises with the victim.
  - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
  - 3. The potential financial or child custody consequences of arrest.
  - 4. The physical or emotional state of either party.
  - 5. Use of drugs or alcohol by either party.
  - 6. Denial that the abuse occurred where evidence indicates otherwise.
  - 7. A request by the victim not to arrest the suspect.
  - 8. Location of the incident (public/private).
  - 9. Speculation that the complainant may not follow through with the prosecution.

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10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

#### **310.4.1 IF A SUSPECT IS ARRESTED**

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to ensure no contact with the victim upon the suspect's release from jail.

#### **310.4.2 IF NO ARREST IS MADE**

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
  1. Voluntary separation of the parties.
  2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

#### **310.4.3 ELECTRONIC SURVEILLANCE ALERTS**

Certain individuals released after a violation of an order of protection may be subject to electronic surveillance by GPS as a condition of release, probation, or conditional discharge (725 ILCS 5/110-5; 730 ILCS 5/5-8A-7).

Upon being dispatched in response to an electronic surveillance alert, officers should make a reasonable attempt to locate the domestic violence victim who is being protected and assist in providing for the victim's safety. A reasonable attempt to locate the offender should also be made.

If the offender is located within a prohibited location of the victim, an officer should consider whether an arrest for a violation of the conditional discharge, a condition of pretrial release, supervision, or order of protection is appropriate.

Each response to an electronic surveillance alert shall be documented in an incident or arrest report.

#### **310.5 VICTIM ASSISTANCE**

Victims may be traumatized or confused. Officers should (725 ILCS 5/112A-30):

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the department's Illinois Domestic Violence Act Information and the UIPD Violent Crime Victim's Rights and Resources handouts, even if the incident may not rise to the level of a crime.

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- (c) Alert the victim to any available victim advocates, shelters, and community resources.
- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate.

#### **310.6 DISPATCH ASSISTANCE**

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

#### **310.7 FOREIGN COURT ORDERS**

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

#### **310.8 VERIFICATION OF COURT ORDERS**

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

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Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

### **310.9 LEGAL MANDATES AND RELEVANT LAWS**

Illinois law provides for the following:

#### **310.9.1 STANDARDS FOR ARRESTS**

- (a) Officers shall attempt to determine the predominate physical aggressor.
- (b) Whenever an officer has reason to believe that a person has been the victim of domestic abuse, the officer shall immediately use all reasonable means to prevent further abuse including arresting the abusing, neglecting, and exploiting party, where appropriate (725 ILCS 5/112A-30).
- (c) Officers investigating reports of domestic violence should consider the appropriate charges, including Domestic Battery, Aggravated Domestic Battery, and Interfering with the Reporting of Domestic Violence (720 ILCS 5/12-3.2; 720 ILCS 5/12-3.3; 720 ILCS 5/12-3.5).
- (d) Officers investigating a domestic violence incident who encounter an individual on pretrial release for a domestic violence charge should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of pretrial release, for example by making contact or communicating with the victim, or by entering or remaining at the victim's residence within 72 hours following the defendant's release (725 ILCS 5/110-10(d)).

#### **310.9.2 REPORTS AND RECORDS**

The University of Illinois Division of Public Safety is required to record, compile and report to the Illinois State Police information regarding domestic crimes.

- (a) Officers shall include in their reports the victim's statements as to the frequency and severity of prior incidents of domestic violence by the person and the number of prior calls for law enforcement assistance to prevent domestic violence (750 ILCS 60/303; 725 ILCS 5/112A-29).
- (b) Reports must also include information regarding the victim, suspect, date and time of the incident, any injury inflicted, any weapons involved, and the relationship between the victim and the suspect so that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

#### **310.9.3 SPECIFIC VICTIM ISSUES**

Officers should:

- (a) Provide or arrange for accessible transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to a medical facility for treatment of injuries or to a nearby place of shelter or safety (750 ILCS 60/304).
- (b) Provide the victim with one referral to an accessible service agency (750 ILCS 60/304).

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##### **310.9.4 SERVICE OF COURT ORDERS**

University of Illinois Department of Public Safety officers are prohibited by law from serving orders of protection or the short form notification but shall coordinate with another law enforcement agency to serve the court orders. Before serving an order the officer should conduct an inquiry to determine whether the respondent has been issued a concealed carry license (CCL) or a Firearm Owner's Identification (FOID) card. If the respondent is found to be in possession of a CCL, the officer shall seize the CCL and forward the notification of the order and license to the Illinois State Police within seven days of the date the order was served (430 ILCS 66/70). If the respondent is found to be in possession of a FOID card, then the officer should instruct the respondent if the order of protection requires compliance with section 9.5 of the FOID Card Act (725 ILCS 5/112A-14; 430 ILCS 65/9.5).

If the University of Illinois Division of Public Safety receives a copy of an ex parte protective order issued to a person who is in custody, an officer shall make reasonable efforts to notify the appropriate law enforcement agency to serve the protective order or a short form notification on the person before the person is released from custody (725 ILCS 5/112A-22).

##### **310.9.5 COURT ORDER RELATED TO PEACE OFFICERS**

If the respondent in an order of protection is a peace officer, the investigating officer shall determine if the order prohibits the peace officer from possessing any firearms or a FOID card during the duration of the order (725 ILCS 5/112A-14(b)(14.5)).

If the respondent officer is employed by the University of Illinois Division of Public Safety, the investigating officer shall take any necessary enforcement actions, promptly submit the appropriate report, and notify the Chief of Police of the incident through the chain of command.

If the respondent officer is not a member of the University of Illinois Division of Public Safety, the investigating officer shall promptly notify the investigating officer's supervisor. The supervisor shall ensure prompt notification to the respondent officer's department.

#### **310.10 DEPARTMENT EMPLOYEE INVOLVEMENT IN A DOMESTIC VIOLENCE INCIDENT**

- (a) All employees, other than the victim of the alleged offense, will immediately notify their supervisor when they have direct knowledge an employee has committed or made threats of domestic violence, or is under investigation for criminal conduct.
- (b) Officers coming upon or responding to the scene of a domestic incident involving a University Police employee accused of domestic violence will immediately notify the on-duty supervisor.
- (c) Employees who learn they have been named in a complaint of domestic violence or as a respondent to a civil or criminal OP, or who have been implicated in a domestic call for police assistance will:
  - 1. Immediately notify their supervisor of the incident and of any injunction or order including the names of protected persons and remedies listed therein; and
  - 2. Provide a copy of any order to their supervisor without unnecessary delay but within 24 hours of receipt of the order.

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- (d) Complaints of domestic violence include any reports made to other investigating agencies such as the Illinois Departments of Human Services, Children and Family Services, or Aging, and complaints made to other law enforcement agencies or courts by the alleged victim or others.
- (e) Supervisors will act to promote the safety of University Police employees who are victims of domestic violence.

# Workplace Violence

## 311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for responding to incidents involving workplace violence.

### 311.1.1 DEFINITIONS

Definitions related to this policy include:

**Workplace violence** - The commission or threatened commission of an act of violence, harassment or stalking as defined under the Illinois Criminal Code of 2012 against a person at his/her place of work. Place of work means any property that is owned or leased by the employer and at which the official business of the employer is conducted, as defined by the Workplace Violence Prevention Act (820 ILCS 275/10).

## 311.2 POLICY

It is the policy of this department to investigate workplace violence as a serious crime and to facilitate employer and victim access to appropriate civil remedies and community resources whenever feasible.

## 311.3 INVESTIGATIONS

The following guidelines should be followed by officers when investigating workplace violence cases:

- (a) Calls of reported, threatened, imminent or ongoing workplace violence may also involve incidents of domestic violence. Members should consider whether a related domestic violence investigation should also be conducted, as provided in the Domestic Violence Policy.
- (b) Members should take reasonable steps to prevent any further workplace violence, including making an arrest where appropriate.
- (c) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (d) Officers should advise the employer and victim about seeking medical attention and preserving evidence (specifically including photographs of injury or damage).
- (e) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (f) All responses to calls of workplace violence should be documented in an appropriate report.

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- (g) When investigating a workplace violence incident, members should ensure compliance with the Campus Threat Assessment policy as outlined in the University of Illinois Campus Administrative Manual.

#### **311.4 EMPLOYER AND VICTIM ASSISTANCE**

Officers should:

- (a) If a suspect is arrested, advise the employer and victim that there is no guarantee the suspect will remain in custody.
  - 1. Members should also provide the employer's and victim's contact information to the jail staff to enable a no-contact order to be issued if appropriate.
- (b) If no arrest is made, inform the victim of the victim's right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the State's Attorney's office, a warrant officer or other official in accordance with local procedure.
- (c) Provide the victim with the department's Illinois Domestic Violence Act Information and the UIPD Violent Crime Victim's Rights and Resources handouts, if appropriate.
- (d) Advise the parties of available resources, such as victim advocates, shelters or other community resources.
- (e) Accompany the victim to his/her place of residence for a reasonable period of time to remove essential items of personal property if appropriate.
- (f) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (i) Assist the employer and victim in obtaining an emergency order if appropriate.
  - 1. Victims may require assistance with transportation to apply for an emergency order of protection.
  - 2. Employers may apply for workplace protection orders if any act of violence, harassment or stalking has been carried out or threatened to be carried out at the workplace (820 ILCS 275/15).
- (j) Officers who are investigating a workplace violence incident and encounter a workplace violence suspect who is on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of bond or bail, for example by making contact or communicating with a domestic violence victim within 72 hours of release (725 ILCS 5/110-10(d)).



# Search and Seizure

## 312.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for University of Illinois Division of Public Safety personnel to consider when dealing with search and seizure issues.

## 312.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

## 312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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##### **312.4 SEARCH PROTOCOL**

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
  1. Another officer or a supervisor should witness the search.
  2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

##### **312.5 DOCUMENTATION**

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

# Temporary Custody of Juveniles

## 313.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the University of Illinois Division of Public Safety (34 USC § 11133).

### 313.1.1 DEFINITIONS

Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

**Juvenile offender** - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

**Non-secure custody** - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Safety checks** - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

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- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

**Sight and sound separation** - Located or arranged to prevent physical, visual, or auditory contact.

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

### **313.2 POLICY**

The University of Illinois Division of Public Safety is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the University of Illinois Division of Public Safety. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release. Agency personnel are committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

#### **313.2.1 ADDITIONAL CONSIDERATIONS**

It is also the policy of the Department that all members be committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

### **313.3 JUVENILES WHO SHOULD NOT BE HELD**

Juveniles who exhibit certain behaviors or conditions should not be held at the University of Illinois Division of Public Safety. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).
  - 1. If the officer taking custody of a juvenile believes that the juvenile may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

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Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation.

These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

#### **313.4 CUSTODY OF JUVENILES**

Officers should take custody of a juvenile and temporarily hold the juvenile at the Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the University of Illinois Division of Public Safety without authorization of a supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility, or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the University of Illinois Division of Public Safety (34 USC § 11133; 20 Ill. Adm. Code 720.30).

##### **313.4.1 CUSTODY OF JUVENILE NON-OFFENDERS**

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the University of Illinois Division of Public Safety. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410; 705 ILCS 405/2-6).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

##### **313.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS**

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

##### **313.4.3 CUSTODY OF JUVENILE OFFENDERS**

Juvenile offenders should be held in non-secure custody while at the University of Illinois Division of Public Safety unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

- (a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.

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- (b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.
- (c) An officer reasonably believes the juvenile has violated court-ordered conditions of probation or supervision.

The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the shift supervisor.

#### **313.4.4 ALTERNATIVES TO TEMPORARY CUSTODY**

Officers handling juvenile offenders should use reasonable alternatives to arrest, when applicable, including:

- (a) Release with no further action. Officers should use discretion to determine if release with a warning is appropriate for minor petty offenses.
- (b) Referral to juvenile court.

#### **313.5 ADVISEMENTS**

An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

#### **313.6 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the University of Illinois Division of Public Safety (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

#### **313.7 TEMPORARY CUSTODY REQUIREMENTS**

Members and supervisors assigned to monitor or process any juvenile at the University of Illinois Division of Public Safety shall ensure:

- (a) The shift supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the supervisor to ensure no juvenile is held at the Department more than six hours.
- (b) Safety checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
  - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

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2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (i) There is privacy during family, guardian, and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of the individual.
1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody (see the Temporary Custody of Adults Policy).
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

#### **313.8 USE OF RESTRAINT DEVICES**

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the University of Illinois Division of Public Safety when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the shift supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

##### **313.8.1 PREGNANT JUVENILES**

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

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##### **313.9 RELIGIOUS ACCOMMODATION**

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

##### **313.10 PERSONAL PROPERTY**

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

##### **313.11 SECURE CUSTODY**

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Supervisor approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

##### **313.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY**

The Patrol Assistant Chief will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the University of Illinois Division of Public Safety. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate
- (b) Immediate notification of the on-duty supervisor, the Chief of Police and the Detective Bureau Supervisor.
- (c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile
- (d) Notification of the appropriate prosecutor
- (e) Notification of the University Counsel
- (f) Notification of the Coroner
- (g) Notification of the juvenile court
- (h) Evidence preservation
- (i) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130)



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##### **313.13 INTERVIEWING OR INTERROGATING**

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written, or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

- (a) Do you want to have a lawyer?
- (b) Do you want to talk to me?

##### **313.13.1 INVESTIGATIONS ON SCHOOL PROPERTY**

Before detaining and questioning a juvenile student during regular hours on school grounds, an officer should make a reasonable effort to notify and have the juvenile's parent or guardian present during questioning unless the officer reasonably believes that urgent and immediate action is necessary to do any of the following (105 ILCS 5/22-88):

- (a) Prevent bodily harm or injury to a person
- (b) Apprehend an armed or fleeing suspect
- (c) Prevent the destruction of evidence
- (d) Address an emergency or other dangerous situation

The officer should document the time and manner by which the attempted notification or notification of the juvenile's parent or guardian was made.

If the juvenile's parent or guardian is not in attendance during questioning, the officer should have a guidance counselor, nurse, social worker, and/or mental health professional of the school present. If practicable, an officer trained or certified in juvenile investigations should be present or conduct the questioning of the juvenile (105 ILCS 5/22-88).

##### **313.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING**

Juveniles over the age of 10 will be fingerprinted and photographed on all offenses that would be a felony if committed by an adult and serious traffic-related offenses as described in 20 ILCS 2630/5. Fingerprints and photographs may be obtained from juveniles for all other offenses (705 ILCS 405/1-7(B)).

Fingerprints, photographs, and other required information of juveniles will be transmitted to the Department of State Police as described in 705 ILCS 405/1-7(B) and 20 ILCS 2630/5.

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No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

#### **313.15 TRAINING**

Department members should be trained on and familiar with this policy and any supplemental procedures.

## Adult Abuse

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for University of Illinois Division of Public Safety members as required by law.

#### 314.1.1 DEFINITIONS

Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

### 314.2 POLICY

The University of Illinois Division of Public Safety will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

### 314.3 MANDATORY NOTIFICATION

- (a) Members of the University of Illinois Division of Public Safety shall notify the Illinois Department on Aging or other designated social services agency within 24 hours when there is reason to believe that an eligible adult who is unable to seek assistance for themselves because of a disability or other condition or impairment has, within the previous 12 months, been subjected to abuse, neglect, or financial exploitation (320 ILCS 20/4).
- (b) Members of the University of Illinois Division of Public Safety shall notify the Illinois Department on Aging or other designated social services agency when there is reason to believe that an eligible adult has died as the result of suspected abuse or neglect (320 ILCS 20/4).
- (c) For purpose of this notification, an eligible adult means either:
  - 1. An adult 18 through 59 years old whose disability impairs their ability to seek or to obtain protection from abuse, neglect, or exploitation.
  - 2. A person 60 years of age or older who resides in a domestic living situation.
- (d) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).
- (e) The University of Illinois Division of Public Safety shall also notify the Illinois Department on Aging whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

### 314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

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- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

#### **314.5 INVESTIGATIONS AND REPORTING**

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (j) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750

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ILCS 60/201). Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

#### **314.6 PROTECTIVE CUSTODY**

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to the Illinois Department on Aging or other designated social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

#### **314.7 INTERVIEWS**

##### **314.7.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

##### **314.7.2 DETAINING VICTIMS FOR INTERVIEWS**

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:

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1. A reasonable belief that medical issues of the adult need to be addressed immediately.
  2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
  3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

#### **314.8 MEDICAL EXAMINATIONS**

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

#### **314.9 DRUG-ENDANGERED VICTIMS**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

##### **314.9.1 SUPERVISOR RESPONSIBILITIES**

The Detective Bureau supervisor should:

- (a) Work with professionals from the appropriate agencies, including Illinois Department on Aging or other social services agency designated to investigate adult abuse, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Detective Bureau supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

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##### **314.9.2 OFFICER RESPONSIBILITIES**

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detective Bureau supervisor so an interagency response can begin.

##### **314.10 STATE MANDATES AND OTHER RELEVANT LAWS**

###### **314.10.1 RECORDS SECTION RESPONSIBILITIES**

The Records Section is responsible for:

- (a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

###### **314.10.2 RELEASE OF REPORTS**

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (320 ILCS 20/8).

###### **314.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS**

This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

##### **314.11 TRAINING**

This department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

# **Discriminatory Harassment**

## **315.1 PURPOSE AND SCOPE**

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

## **315.2 POLICY**

The University of Illinois Division of Public Safety is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

## **315.3 DEFINITIONS**

Definitions related to this policy include:

### **315.3.1 DISCRIMINATION**

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (775 ILCS 5/1-103; 775 ILCS 5/2-102; 820 ILCS 180/30).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.



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##### 315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated (820 ILCS 180/20; 820 ILCS 180/30).

##### 315.3.3 HARASSMENT

Harassment is any unwelcome conduct based on a classification or status protected by law that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, either within or outside of the physical area the individual is assigned to work (775 ILCS 5/2-101).

Harassment, including sexual harassment, against non-employees in the workplace or while on-duty (including contractors and consultants conducting business with the Department) is prohibited (775 ILCS 5/2-102).

##### 315.3.4 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment (775 ILCS 5/2–102). It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

##### 315.3.5 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Illinois Department of Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with University or departmental rules or regulations, or any other appropriate work-related communication between supervisor and member.

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##### **315.4 RESPONSIBILITIES**

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Department, or the Office for Access and Equity.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

##### **315.4.1 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Department, or the Office for Access and Equity for further information, direction, or clarification.

##### **315.4.2 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police, the Human Resources Department, or the Office for Access and Equity in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation as soon as practicable but no later than the end of their work day.

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##### 315.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

##### **315.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

The Chief of Police shall assign a sworn member of the command staff to investigate any complaint of discrimination, retaliation or harassment.

##### 315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### 315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

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Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Department, or the Office for Access and Equity.

#### **315.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### **315.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, Office for Access and Equity, or the Director of Human Resources, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

#### **315.6.1 NOTIFICATION OF DISPOSITION**

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

#### **315.6 TRAINING**

All new members shall be provided with access to this policy as part of their orientation. The member shall certify by electronically signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the University of Illinois Division of Public Safety.

All members shall receive annual training on the requirements of this policy and shall certify by electronically signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### **315.6.1 STATE-REQUIRED TRAINING**

All members should also participate annually in harassment and discrimination prevention training (5 ILCS 430/5-10.5).

The University should develop a training program that meets the requirements for harassment and discrimination training in 5 ILCS 430/5-10.5 and that includes sexual harassment prevention training consistent with the model sexual harassment prevention program created by the Illinois Department of Human Rights (775 ILCS 5/2-109).

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##### 315.6.2 NOTICE

A notice of member rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the University of Illinois Division of Public Safety or in an employee handbook (775 ILCS 5/2-102(K)(1)).

## Child Abuse

### 316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when University of Illinois Division of Public Safety members are required to notify the Illinois Department of Children and Family Services (DCFS) of suspected child abuse.

#### 316.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

### 316.2 POLICY

The University of Illinois Division of Public Safety will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

### 316.3 MANDATORY NOTIFICATION

Members of the University of Illinois Division of Public Safety shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

#### 316.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

- (a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide toll-free telephone number, in person, by telephone through the nearest DCFS office or via online reporting at <https://dcfsonlinereporting.dcf.illinois.gov/> (325 ILCS 5/7.6; 89 Ill. Adm. Code 300.30).
- (b) Notification, when possible, shall include:
  1. The name and address of the child and his/her parents or other persons having custody.

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2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.
  3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- (c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Coroner (325 ILCS 5/4.1).

#### **316.4 QUALIFIED INVESTIGATORS**

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

#### **316.5 INVESTIGATIONS AND REPORTING**

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.

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- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the University of Illinois Division of Public Safety follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

#### **316.6 PROTECTIVE CUSTODY**

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

- (a) A court has ordered the removal of the child.
- (b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

##### **316.6.1 PROCEDURE**

A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

- (a) Make every reasonable effort to notify the person responsible for the child's welfare.



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- (b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Abandoned Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

### **316.7 INTERVIEWS**

#### **316.7.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

#### **316.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW**

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
  - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
  - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

### **316.8 MEDICAL EXAMINATIONS**

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

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### **316.9 DRUG-ENDANGERED CHILDREN**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

#### **316.9.1 SUPERVISOR RESPONSIBILITIES**

The Detective Bureau Supervisor should:

- (a) Work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Detective Bureau Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

#### **316.9.2 OFFICER RESPONSIBILITIES**

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social, and other conditions of the child in a police report, using photography as appropriate.
- (b) Notify the Detective Bureau Supervisor so an interagency response can begin.

### **316.10 STATE MANDATES AND OTHER RELEVANT LAWS**

Illinois requires or permits the following:

#### **316.10.1 RELEASE OF REPORTS**

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (325 ILCS 5/11).

#### **316.10.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL**

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

#### **316.10.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY**

The Administrative Services supervisor shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form

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prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

#### **316.10.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS**

Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the person being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Shift Sergeant to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

#### **316.10.5 SEXUAL ABUSE INVOLVING SCHOOL PERSONNEL**

In all reported incidents of sexual abuse of a child involving school personnel, including vendors or volunteers, the Detective Bureau supervisor or authorized designee shall notify the relevant school when the investigation has been suspended or completed, as well as the outcome of the investigation (105 ILCS 5/22-85).

#### **316.11 TRAINING**

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

##### **316.11.1 TRAINING RECORDS**

In addition to providing copies of completed mandated reporter training records to the Training Coordinator as required in the Personnel Records Policy, members should maintain records of their completed training and forward copies to their licensing or certification board (325 ILCS 5/4).

# Missing Persons

## 317.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

### 317.1.1 DEFINITIONS

Definitions related to this policy include:

**High-risk missing person** - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include but are not limited to any of the following (50 ILCS 722/10(a)(1)):

- (a) The person is missing as a result of a stranger abduction.
- (b) The person is missing under suspicious circumstances.
- (c) The person is missing under unknown circumstances.
- (d) The person is missing under known dangerous circumstances.
- (e) The person is missing more than 30 days.
- (f) The person has already been designated as a high-risk missing person by another law enforcement agency.
- (g) There is evidence that the person is at risk because:
  - 1. The person is in need of medical attention, including persons with dementia-like symptoms, or in need of prescription medication.
  - 2. The person does not have a pattern of running away or disappearing.
  - 3. The person may have been abducted by a non-custodial parent.
  - 4. The person is mentally impaired, or is developmentally or intellectually disabled.
  - 5. The person is under the age of 21.
  - 6. The person has been the subject of past threats or acts of violence.
  - 7. The person has eloped from a nursing home.
  - 8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to his/her service.
- (h) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

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**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and LEADS (20 Ill. Adm. Code 1291.40).

#### **317.2 POLICY**

The University of Illinois Division of Public Safety does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The University of Illinois Division of Public Safety gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

#### **317.3 REQUIRED FORMS AND DNA COLLECTION KITS**

The Detective Bureau supervisor shall ensure the following forms and kits are developed and available:

- Missing Person Report Form (50 ILCS 722/5(c))
- Missing Person Investigation Checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing Person School Notification Form
- Medical Records Release Form
- DNA collection kits

#### **317.4 ACCEPTANCE OF REPORTS**

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a)).

##### **317.4.1 REPORTS OF MISSING CHILDREN**

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

- (a) The 24-hour toll-free telephone numbers for:
  - 1. The National Center for Missing and Exploited Children® (NCMEC).
  - 2. The National Runaway Safeline.
- (b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

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##### **317.5 INITIAL INVESTIGATION**

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast an alert if the person is under 18 years of age or there is evidence that the missing person is high-risk. If the missing person is under 18, the alert should be broadcast immediately or as soon as practicable, but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).
- (e) Ensure that entries are made into the appropriate missing person networks, as follows:
  - 1. Immediately when the missing person is high-risk.
  - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
  - 1. A photograph and fingerprint card of the missing person, if available.
  - 2. A voluntarily provided DNA sample of the missing person, if available (e.g., toothbrush, hairbrush).
  - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
  - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (j) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)).

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- (k) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department (325 ILCS 40/7(b)).

#### **317.5.1 MISSING UNIVERSITY OF ILLINOIS STUDENT**

If a member of the University community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts will be made to locate the student to determine his/her state of health and well-being through collaborative efforts of the UIPD and the Office of Student Affairs.

- (a) In coordination with the Office of Student Affairs, notification of the family will be made within at least 24 hours of receiving the initial report to determine if the family can assist in establishing the whereabouts of the missing student.
  - 1. If the missing student is under 18 years of age, and not an emancipated individual, immediate contact will be made to the custodial parent or legal guardian of such student in coordination with the Officer of Student Affairs.
  - 2. In addition, students have the option to identify confidentially an individual to be contacted in the event the student is determined to be missing for more than 24 hours. In coordination with the Office of Student Affairs, if a student has identified such an individual, that individual will be notified no later than 24 hours after the student is determined to be missing.
- (b) The UIPD shall notify the local police agencies within 24 hours of the determination that a student living on-campus student housing is missing.

#### **317.6 REPORT PROCEDURES AND ROUTING**

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

#### **317.6.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of the supervisor shall include but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
  - 1. The reports should be promptly sent to the Records Section.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
  - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.
- (g) Initiating a search of the area if applicable. Steps to initiate a search may include:

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1. Arrange for a search team of department members or volunteers.
2. Determine the locations to be searched.
3. Establish a search pattern.
4. Arrange for other resources as needed (e.g., divers, air support, canines).

#### **317.6.2 RECORDS SECTION RESPONSIBILITIES**

The responsibilities of the Records Section, in conjunction with the Detective Bureau supervisor, shall include but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Detective Bureau.
- (e) Coordinating with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

#### **317.7 DETECTIVE BUREAU FOLLOW-UP**

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
  1. The notice shall be in writing and should also include a photograph.
  2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- (c) In cases involving a person missing for more than 30 days but less than 60 days, may generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs) and, if not previously received, obtain the following (50 ILCS 722/5(d)):
  1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including but not limited to the Local DNA



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Index System (LDIS), State DNA Index System (SDIS), National DNA Index System (NDIS), and NamUs partner laboratories.

2. An authorization to release dental or skeletal X-rays of the missing person.
3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
  - (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
4. Dental information and X-rays.
5. Fingerprints.
- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (e) Shall verify and update LEADS, the NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and NCMEC if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the Coroner.
- (i) Should obtain and forward medical and dental records.
- (j) Should consider making appropriate entries and searches in NamUs.
  1. If a DNA sample is obtained, it should be submitted to a NamUs partner laboratory or other local, state, or national DNA system resource within 60 days (50 ILCS 722/5).
- (k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record, or any other information concerning a missing child has been made (325 ILCS 55/6).
- (l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

#### 317.7.1 NOTIFICATION TO REPORTING PERSON

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

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- (a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
- (b) That the person should promptly contact the University of Illinois Division of Public Safety in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.
- (c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- (d) That, dependent upon the missing person's age, NCMEC and NamUs may be contacted.

#### **317.8 WHEN A MISSING PERSON IS FOUND**

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Supervisor, in conjunction with the Detective Bureau supervisor, shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Illinois State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a missing person is high-risk, the fact that the person has been found shall be reported within 24 hours to the Illinois State Police.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

##### **317.8.1 UNIDENTIFIED PERSONS**

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

#### **317.9 CASE CLOSURE**

The Detective Bureau supervisor may authorize the closure of a missing person case after considering the following:

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- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) When this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

#### **317.10 TRAINING**

Subject to available resources, the Training Coordinator should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
  - 1. Assessments and interviews
  - 2. Use of current resources, such as Mobile Audio/Video (MAV)
  - 3. Confirming missing status and custody status of minors
  - 4. Evaluating the need for a heightened response
  - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile, catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., internet use, cell phone use).
- (n) Media relations.

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#### **317.11 REFERENCES**

##### Forms:

- [See attachment: Missing Person Investigative Checklist for First Responders.pdf](#)
- [See attachment: Missing Person School Notification Form.pdf](#)
- [See attachment: Missing Persons Report Form.pdf](#)

##### Links to Medical Release Forms:

- [O.S.F. Health Care](#)
  - [Forms](#)
- [McKinley Health Center](#)
  - [Forms](#)
- [Carle](#)
  - [Forms](#)

## Public Alerts

### 318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

### 318.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria. See the Jeanne Clery Campus Security Act policy for alert criteria related to CLERY.

### 318.3 RESPONSIBILITIES

#### 318.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the University of Illinois Division of Public Safety should notify their supervisor, Shift Sergeant or Detective Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

#### 318.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Assistant Chief of Police and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the appropriate Assistant Chief of Police

### 318.4 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

#### 318.4.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

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- (a) A confirmed abduction.
- (b) The child must be under the age of 16 or have a proven mental or physical disability.
- (c) The agency has a belief the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

#### 318.4.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

- (a) Complete the Amber Alert Notification Plan form, notify the Illinois State Police Communication Center (SCC) (217) 786-6677, and fax the AMBER Fax Packet (217) 786-7191.
- (b) Include detailed information which could be helpful to the public in identifying the child.
- (c) Designate a department contact for the Illinois State Police (ISP) SCC (include a name and telephone number).
- (d) Designate a secondary number Public Information Officer (PIO) for media contacts.
- (e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.
- (f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).
- (g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager ([ISPmissing@illinois.gov](mailto:ISPmissing@illinois.gov)).
- (h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
  - 1. Federal Bureau of Investigation (FBI Local Office).
  - 2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
  - 3. National Center for Missing and Exploited Children (800) 843-5678 or [ojdp.ojp.gov/programs/national-center-missing-and-exploited-children](http://ojdp.ojp.gov/programs/national-center-missing-and-exploited-children).
- (i) The Detective Bureau investigator or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.
- (j) The Detective Bureau investigator or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

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### **318.5 ENDANGERED MISSING PERSON ADVISORY**

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

#### **318.5.1 CRITERIA**

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

#### **318.5.2 PROCEDURE**

Upon receipt of a missing person report and using the above criteria, the Detective Bureau investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

- (a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.
- (b) Complete the Endangered Missing Person Advisory Packet available at [silversearchillinois.org](http://silversearchillinois.org) and fax the completed form to the ISP Communications Center, (217) 786-7191.
- (c) If appropriate, coordinate an ISPERN message through the ISP District of occurrence.
- (d) Upload DNA profiles as determined by the ISP into the State DNA Index System and the National DNA Index System.
- (e) Submit relevant information to the FBI Violent Criminal Apprehension Program (ViCAP).
- (f) Notify department members to be on the lookout for the high-risk missing person and/or suspected abductor.
- (g) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation, and follow up investigation.
- (h) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

### **318.6 CRIMES AGAINST POLICE OFFICERS ADVISORY**

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

#### **318.6.1 CRITERIA**

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

- (a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:

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1. First degree murder
  2. Second degree murder
  3. Involuntary manslaughter
  4. Reckless homicide
  5. Concealment of a homicidal death
- (b) The Department believes that the suspect may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

#### 318.6.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).



# Victim and Witness Assistance

## 319.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

## 319.2 POLICY

The University of Illinois Division of Public Safety is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the University of Illinois Division of Public Safety will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

## 319.3 CRIME VICTIMS

Officers shall provide all victims with the applicable victim information handouts (We Care pamphlet and the Victim Rights and Resources form), to include the phone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct the victim to the proper written department material or available victim resources.

### 319.3.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Officers who are not able to provide a victim with victim information handouts shall ensure that the forms are provided to the victims within 48 hours of the initial contact.

Officers shall also provide a victim with an acknowledgement form for the victim to sign and date to verify receipt of the information, as required by 725 ILCS 120/4.

Officers should, when feasible, schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness, to include at the option of the Department (unless required by law) providing transportation.

### 319.3.2 VICTIMS OF SEXUAL ASSAULT

At the time of first contact with the victim of a sexual assault, officers shall provide him/her with the appropriate victim information handouts, offer to arrange transportation to a hospital for treatment or evidence collection, and offer to arrange transportation to apply for an emergency civil no contact order or order of protection. If the sexual assault report is taken through a third-party representative, that representative shall be given the handouts and asked to deliver them to the victim (725 ILCS 203/25).

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Officers shall also provide the appropriate handout to a victim of a sexual assault who has undergone a forensic examination at a hospital but who has not yet consented to release the evidence for testing (725 ILCS 203/30).

#### **319.5 VICTIM INFORMATION**

The Administrative Services Assistant Chief of Police shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims including domestic violence and sexual assault victims.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (e) A clear explanation of relevant court orders and how they can be obtained.
- (f) Information regarding available compensation for qualifying victims of crime.
- (g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (h) Notice regarding U-Visa and T-Visa application processes.
- (i) Resources available for victims of identity theft.
- (j) A place for the officer's name, badge number, and any applicable case or incident number.
- (k) A written statement from the Illinois Attorney General about crime victim compensation and an explanation of victim's rights as required by 725 ILCS 120/4 and 725 ILCS 120/4.5, which includes the rights afforded victims under Article I, Section 8.1(a) of the Illinois Constitution.
- (l) Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.
- (m) Specific contact information for the Illinois Attorney General's Office regarding compensation and victim assistance resources.
- (n) Information regarding the Illinois Automated Victim Notification system, including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and register for automatic notification when a person is released from jail.

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- (o) Information regarding the Gang Crime Witness Protection Program Fund (725 ILCS 173/10).
- (p) Information and state forms for sexual assault victims prepared by the Illinois Attorney General and notice for victims who may be the subject of an outstanding arrest warrant regarding waiver requests (725 ILCS 5/107-2; 725 ILCS 203/25).
- (q) Information for those sexual assault victims who have undergone a forensic examination at a hospital but who have not yet consented to release the evidence for testing as provided by 725 ILCS 203/30.

Many of these resources may be provided by the Champaign County States Attorney's Office.

### **319.5 WITNESSES**

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

### **319.7 WITNESS INFORMATION**

The Administrative Services Assistant Chief of Police shall ensure that witness information handouts are available and current. Handouts should include information regarding:

- (a) A telephone number that the witness may call to report additional information about the case or to receive information about the status of the case.
- (b) The Violent Crime Witness Protection Program Fund (725 ILCS 173/10).
- (c) Witness rights, which include (725 ILCS 120/5):
  - 1. Notification of all court dates where the witness will be required.
  - 2. Access to employer intercession services.
  - 3. Availability of a secure waiting area during trial.
  - 4. Availability of translation or sign language services as necessary.
  - 5. The right to submit a written request to receive notice of post-conviction relief sought, discharge information involving the accused, and notification of any escape, parole, or other supervised release.

Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.

### **319.7 ACCOMMODATION OF VICTIMS AND WITNESSES**

When feasible, line-ups, interviews, and other required victim/witness appearances should be scheduled at the convenience of the victim/witness, to include providing transportation if required.

# Hate Crimes

## 320.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

## 320.2 DEFINITIONS

Definitions related to this policy include:

**Hate crime** - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes creed, ancestry, citizenship, and immigration status (720 ILCS 5/12-7.1).

## 320.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Accessing assistance by community and victim groups when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

## 320.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) It is the supervisor's responsibility to ensure that the elements of the offense are clearly met and articulated, before classifying the report as a hate crime.
- (d) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.
- (e) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

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- (f) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.
- (g) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift.
- (h) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the State's Attorney or University Counsel).

#### **320.4.1 DETECTIVE BUREAU RESPONSIBILITY**

If a case is assigned to the Detective Bureau, the assigned detective will be responsible for following up on the reported hate crime as follows:

- (a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).
- (b) Maintain contact with the victim and other involved individuals as needed.
- (c) Ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

#### **320.5 TRAINING**

All members of this department should receive training on hate crimes recognition and investigation.

# Standards of Conduct

## 321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the University of Illinois Division of Public Safety and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

## 321.2 POLICY

The continued employment or appointment of every member of the University of Illinois Division of Public Safety shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

## 321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

### 321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

#### **321.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

#### **321.4 GENERAL STANDARDS**

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

#### **321.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

##### **321.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering, or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or University of Illinois manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules, or regulations.

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##### 321.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the University of Illinois Division of Public Safety in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

##### 321.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

##### 321.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of one's official capacity.
- (b) Engaging in on duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.



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##### 321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

##### 321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing active or protected investigation information to any unauthorized person.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

##### 321.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Illinois Human Resources of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.

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##### 321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises.
  - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
  - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
  - (a) Unauthorized attendance while on-duty at official legislative or political sessions.
  - (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by University policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by University policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

##### 321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

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enforcement agency that may result in criminal prosecution or discipline under this policy.

- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful, or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful, or discriminatory treatment of any member of the public or any member of this department or the University.
- (g) Use of obscene, indecent, profane, or derogatory language while on duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency, or morale, or tends to reflect unfavorably upon this department or its members.

#### 321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic crash.

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- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

#### 321.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

# Information Technology Use

## 322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems. In addition to this policy, the Campus Administrative Manual Policy FO-07 – Appropriate Use of Computers and Network Systems governs the use of all University computing systems and network usage.

### 322.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the University of Illinois that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the University or University funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, tablets, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

## 322.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

## 322.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department shall not request, require or coerce a member to provide a username, password or other related account information, or require or coerce a member to invite other members to join a group affiliated with any personal account of the member or to join a member's list of contacts in order to gain access to the member's account or profile on a personal online account (820 ILCS 55/10).

#### *Information Technology Use*

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#### **322.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **322.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department or University approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

##### **322.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

##### **322.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain

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exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

#### **322.4.4 OFF-DUTY USE**

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

#### **322.5 PROTECTION OF AGENCY SYSTEMS AND FILES**

All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

## Report Preparation

### 323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

### 323.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

### 323.3 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if the member deems it necessary or as directed by a supervisor.

#### 323.3.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests.
- (b) All felony crimes.
- (c) Non-felony incidents involving threats or stalking behavior.
- (d) Situations covered by separate policy. These include:
  - 1. Use of Force Policy.
  - 2. Domestic Violence Policy.
  - 3. Child Abuse Policy.
  - 4. Adult Abuse Policy.
  - 5. Hate Crimes Policy.
  - 6. Suspicious Activity Reporting Policy.
- (e) All misdemeanor crimes that have one or more of the following:
  - 1. Witnesses
  - 2. Physical evidence recovered
  - 3. Ability to identify a suspect



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4. Ability to identify a suspect's vehicle
5. Impact on the community
6. Investigative leads

#### 323.3.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) All protective custody and welfare detentions.
- (c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.
- (f) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (g) Any firearm discharge (see the Firearms Policy).
- (h) Any time an officer points a firearm at any person.
- (i) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

#### 323.3.3 DEATHS

Death investigations require specific investigation methods, depending on circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- (a) Unattended deaths (no physician or qualified hospice care in the 20 days preceding death)
- (b) Sudden, accidental, or suspicious deaths
- (c) Suicides
- (d) Homicide or suspected homicide
- (e) Found dead bodies or body parts

#### 323.3.4 DEPARTMENT PERSONNEL OR PROPERTY

Incidents involving Department personnel or property shall require a report when:

- An injury occurs as the result of an act of a Department employee or on Department property.

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- There is damage to Department property or equipment.

#### **323.3.5 MISCELLANEOUS INJURIES**

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) There is an attempted suicide.
- (c) The injury is major or serious, and potentially fatal.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

#### **323.3.6 ALTERNATE REPORTING FOR VICTIMS**

Reports that may be submitted by the public via online or other self-completed reporting processes include:

- (a) Lost or mislaid property.
- (b) Misdemeanor thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.
  1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
- (c) Misdemeanor vandalism of non-university property with no suspect information and no hate crime implications.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

#### **323.3.7 STOLEN VEHICLE REPORTS**

All incidents involving the theft or recovery of any stolen or converted vehicle shall be reported as soon as practicable to the Illinois State Police as provided in 625 ILCS 5/4-107.

### **323.4 REVIEW AND CORRECTIONS**

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor will notify the reporting officer of the needed changes and the reason for those changes.

The original report should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

#### **323.4.1 CHANGES AND ALTERATIONS**

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed

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reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

#### **323.5 EXPEDITIOUS REPORTING**

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

#### **323.6 REPORT PREPARATION**

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

##### **323.6.1 HANDWRITTEN OR TYPED REPORTS**

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed.

Members who generate reports on computers are subject to all requirements of this policy.

## Media Relations

### 324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

### 324.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Assistant Chiefs, and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

#### 324.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated Public Information Officer, or if unavailable, to the first available Assistant Chief. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from the Chief of Police, an Assistant Chief, Public Information Officer
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

### 324.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.
  - 2. Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor

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should consider requesting a Temporary Flight Restriction (TFR). All requests for TFR should be routed through the incident commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the Willard Airport control tower. If the control tower is not known or available, the Federal Aviation Administration should be contacted (14 CFR 91.137).

- (c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

#### **324.3.1 PROVIDING ADVANCE INFORMATION**

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

#### **324.4 SCOPE OF INFORMATION SUBJECT TO RELEASE**

The Department will maintain an information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Public Information Officer. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

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- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the University of Illinois System Office for University Relations. . Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.) and applicable University of Illinois System procedures on the release of public information..

#### 324.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and Peace Officer Personnel Files policies) (5 ILCS 140/1, et seq). When in doubt, authorized and available legal counsel should be obtained.

## Subpoenas and Court Appearances

### 325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the University of Illinois Division of Public Safety to cover any related work absences and keep the Department informed about relevant legal matters.

### 325.2 POLICY

University of Illinois Division of Public Safety members will respond appropriately to all subpoenas and any other court-ordered appearances.

### 325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Service of a subpoena shall not be accepted unless witness fees are tendered as allowed by law (705 ILCS 35/4.3).

#### 325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the University Counsel or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the University or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the University of Illinois Division of Public Safety.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the University of Illinois Division of Public Safety.

The supervisor will then notify the Chief of Police through the chain of command and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

#### 325.3.1 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

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#### *Subpoenas and Court Appearances*

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##### **325.3.1 CIVIL SUBPOENA**

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by any current collective bargaining agreement or University personnel rules.

The Department may seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

##### **325.4 FAILURE TO APPEAR**

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

##### **325.5 STANDBY**

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

##### **325.6 COURTROOM PROTOCOL**

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

##### **325.6.1 TESTIMONY**

Before the date of testifying, the subpoenaed member shall obtain a copy of relevant reports and become familiar with the content in order to be prepared for court.

##### **325.7 OVERTIME APPEARANCES**

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with any current collective bargaining agreement or University personnel rules.



## Remote Restraint Device

### 326.1 PURPOSE AND SCOPE

The purpose of this General Order is to provide University of Illinois Police Department officers with guidelines in the proper deployment and use of a Remote Restraint Device (RRD), such as the BolaWrap device and any significantly similar devices/products acquired by the department in the future, to minimize injury to suspects, subjects, and officers.

### 326.2 POLICY

It is the policy of the University of Illinois Police Department to use objectively reasonable force to control or overcome the resistance put forth by individuals who are violent, exhibiting potentially violent behavior, or physically resisting arrest or detention, while minimizing the risk of serious injuries to both the individuals and officers. The RRD is intended to be used to temporarily immobilize and temporarily control resistive/non-compliant persons and persons with known or suspected mental health issues.

### 326.3 ISSUANCE AND CARRYING OF REMOTE RESTRAINT DEVICES

The following guidelines shall be adhered to:

- (a) Only a department approved RRD that has been issued by the Department shall be utilized by personnel.
- (b) Only full-time sworn University of Illinois Police Department personnel who have successfully completed department approved RRD training may be issued and carry the RRD.
- (c) All RRDs will be clearly and distinctly different from the duty firearm and any other device.
- (d) RRDs should be made available for RRD-trained personnel in their patrol vehicles or on their person and are to be readily available for situations where there is a potential for a RRD deployment.
- (e) Officers shall be responsible for ensuring that the RRD that they have available to them for deployment purposes is properly maintained and in good working order.
- (f) Officers should not hold any other weapon, firearm, or control device and the RRD device at the same time.

### 326.4 USE OF THE REMOTE RESTRAINT DEVICE

The RRD has limitations and restrictions requiring consideration before its use. The device should only be used when its operator can safely approach the subject within the operational range of the device. Although the RRD device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and should be prepared with other options. An officer using the RRD should have a second officer present to serve as a cover officer, if practicable.

#### *Remote Restraint Device*

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### **326.5 APPLICATION OF THE REMOTE RESTRAINT DEVICE**

The RRD may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- (a) A subject needing to be detained or controlled indicates through words or action that they will resist arrest or will not voluntarily comply with lawful orders.
- (b) A subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself, or others.

It is important for officers to understand that mere flight from an officer, or lack of a lawful reason to detain, without other known circumstances or factors, is not an articulable purpose to restrain an individual with an RRD.

### **326.6 VERBAL AND VISUAL WARNINGS**

A verbal warning of the intended use of the restraint device should precede its application unless it would otherwise endanger the safety of officer(s) or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the RRD may be deployed.

The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given, or the reasons why it was not given, shall be documented by the officer deploying the RRD in the related incident report.

### **326.7 SPECIAL DEPLOYMENT CONSIDERATIONS**

The use of the RRD on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and that the officer reasonably believes that the need to control the individual outweighs the risk of using the device. Scenarios of this nature include:

- (a) Individuals in danger of falling or becoming entangled in machinery or heavy equipment, which could result in death or serious bodily injury.
- (b) Individuals near any body of water that may present a drowning risk.
- (c) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles, etc.).
- (d) Individuals who are pregnant.
- (e) Individuals who are naked.

RRDs shall not be used to psychologically torment, elicit statements, or to punish any individual.

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### **326.8 TARGETING CONSIDERATIONS**

Reasonable efforts should be made to target lower extremities or lower arms. Generally, a deployment aimed at the abdomen will cover the lower arms and a deployment aimed just below the knee will cover the lower legs. The head, neck, chest/upper arms, and groin should be avoided. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the RRD to a precise target area, officers should monitor the condition of the subject if components of the RRD tether strike the head, neck, or groin until the subject is examined by paramedics or other medical personnel.

### **326.9 MULTIPLE APPLICATIONS OF THE REMOTE RESTRAINT DEVICE**

If the first application of the RRD appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the device, including:

- (a) Whether the Kevlar cord or barbs are making proper contact.
- (b) Whether the individual has the ability to comply and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options, or tactics, may be more effective.

### **326.10 ACTIONS FOLLOWING DEPLOYMENTS**

Following the use of the RRD:

- (a) Personnel shall request a supervisor respond to the scene.
- (b) Personnel shall request a medical response, or the person shall be transported to a medical facility, for examination if any of the following occur:
  - 1. The subject requests medical attention, or there is an obvious need for medical attention,
  - 2. The subject is hit in a sensitive area (e.g., eye, face, head, breasts, genitals),
  - 3. The officer has difficulty removing the probes,
  - 4. The subject does not appear to recover in a reasonable period of time after being restrained, as determined by the officer following training guidelines.
- (c) If medical personnel are summoned, then they shall determine whether transporting the person to a medical facility is necessary to remove the barbs from a sensitive area.
- (d) If the supervisor or deploying officer determines that removal of the Kevlar cord is appropriate at the scene, the supervisor or officer shall remove the Kevlar cord using a cutting device, such as trauma sheers or knife.
- (e) Once removed, the barbs and cord shall be placed in a sharps container/tube and sealed with biohazard tape.
- (f) The expended cartridge shall also be retained and prepared as evidence.
- (g) Once all the items are sealed and labeled, then they will be submitted into evidence.

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#### *Remote Restraint Device*

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##### **326.11 REPORTING/DOCUMENTING THE USE OF A REMOTE RESTRAINT DEVICE**

Officers shall document all RRD discharges in the related incident report, as well as a RRD Deployment Form. Officers shall also properly flag/tag body worn camera video. A supervisor shall be notified in order to conduct a cursory review of the incident to ensure that there was compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, and laser activation will also be documented.

The following information should be included in the appropriate incident/arrest report:

- (a) Identification of all personnel firing RRDs.
- (b) Identification of all witnesses.
- (c) Medical care provided to the subject.
- (d) Observations of the subject's physical and physiological actions.
- (e) Any known or suspected drug use, intoxication, or other medical problems.

##### **326.12 REMOTE RESTRAINT DEVICE DEPLOYMENT FORM**

Separate from the incident report, an officer who deploys a RRD will be required to complete an additional report that may be shared with the RRD manufacturer for research and improvement purposes. Informational items that shall be included in the RRD Deployment Form are:

- (a) The RRD device and cartridge serial numbers.
- (b) Date, time, and location of the incident.
- (c) Whether any display or laser deterred a subject and gained compliance.
- (d) The number of RRD activations and the time duration between activations (as best as can be determined).
- (e) The range at which the RRD was used.
- (f) The location(s) on the subject's body that the Kevlar tether contacted on any RRD deployments.
- (g) Description of where any missed deployments went.
- (h) Whether medical care was provided to the subject.
- (i) Whether the subject sustained any injuries.
- (j) Whether any officers sustained any injuries.

The assigned supervisor of the RRD Program should periodically review and analyze the report forms and other applicable information to identify trends, including deterrence and effectiveness, and any need for revisions of policy and/or training.

##### **326.13 MEDICAL TREATMENT**

Absent extenuating circumstances, only officers trained in the removal of probes or appropriate medical personnel should remove RRD barbs from a persons body. Only medical personnel should remove probes from sensitive areas such as the groin or female breasts.

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All arrested persons who have been struck by RRD barbs shall be asked prior to conducting the booking process whether they want to be medically assessed.

If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports.

If a recording is made of the contact or an interview with the individual, any refusal should be included, if possible, and the video appropriately tagged for retention purposes.

The transporting officer shall inform any person providing medical care or receiving custody of the individual that the individual has been subjected to the application of the RRD device.

#### **326.14 SUPERVISOR RESPONSIBILITIES**

When possible, supervisors should respond to calls when they reasonably believe there is likelihood the RRD device may be used. Absent extenuating circumstances, a supervisor should respond to all incidents where the RRD device was activated.

A supervisor shall review each incident where a person has been exposed to an activation of the RRD. Photographs should be taken, including if the skin is penetrated by the barbs, and witnesses interviewed.

#### **326.15 TRAINING**

Personnel will be authorized to carry and utilize RRDs only after successfully completing the department-approved training from a RRD certified instructor, and by demonstrating proficiency to the instructor. Any previously certified personnel who have not had access to RRDs as a part of their assignment for a period of one-year or more shall be recertified by a certified instructor prior to carrying or using an RRD.

Proficiency training for personnel who are authorized to use and have access to, or have been issued, RRDs should occur annually by a certified instructor. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by a supervisor. All training and proficiency for the RRD will be documented in the officer's training file. Any officer who fails to demonstrate proficiency with the device will receive remedial training and will not be allowed to carry a RRD until proficiency is demonstrated.

Command staff, supervisors, and investigators should receive RRD training, as appropriate, for the investigations they conduct and review.

Officers who do not carry RRDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The supervisor assigned to RRD training, or designee, is responsible for ensuring that all members who carry RRDs have received initial and annual proficiency training. Periodic audits should be used for verification.

The supervisor of the RRD Program should ensure that all training (initial and annual) includes:

- (a) A review of this policy.

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- (b) A review of the Use of Force/Response to Resistance policy.
- (c) The most current training curriculum for the current RRD in use at the time.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of barbs near the head, neck, chest, and groin.
- (e) Handcuffing a subject in conjunction with the application of the RRD, as well as, transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the RRD.

#### **326.16 AUTHORIZATION**

Authorization to use or carry a RRD may be suspended by the officer's on-duty sergeant at any time. In the event of any suspension, the involved sergeant shall provide notification to the Chief of Police, through the chain of command, as to the circumstances for the suspension.

#### **326.17 ATTACHMENTS**

[Bolawrap Deployment Form](#)

## Community Service Officers

### 327.1 PURPOSE AND SCOPE

The University of Illinois Division of Public Safety Community Service Officers (CSO's) Unit was established to assist regular sworn police officers in their duties. This unit provides professional, CSO's who can augment patrol officers and assist with calls for service.

#### 327.1.1 DEFINITIONS

Definitions related to this policy include:

**Community Service Officer** – A non-sworn employee of the University of Illinois Urbana-Champaign Police Department and is designated as a civilian position. CSO's provide customer service to citizens, provide community outreach and respond to non-criminal calls for service and other non-criminal police related duties. CSO's do not perform tasks legally restricted to sworn peace officers, they do not carry firearms and have no powers of arrest.

### 327.2 SELECTION AND APPOINTMENT OF COMMUNITY SERVICE OFFICERS

The University of Illinois Division of Public Safety shall endeavor to recruit and appoint to the Community Service Officers Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

CSO's shall receive a course of training in the law enforcement procedures appropriate for the exercise of the powers conferred upon them before entering upon any of their duties. The specific training and course of study shall be determined and provided by the Chief of Police or designee.

#### 327.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

#### 327.2.2 APPOINTMENT

Applicants who are selected for appointment to the Community Service Office Unit shall, after meeting the requirements set forth above in this policy, and on the recommendation of the Chief of Police, take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

#### 327.2.3 COMPENSATION FOR COMMUNITY SERVICE OFFICERS

Compensation for Community Service Officers is provided as follows:

Community Service Officer appointees shall be compensated as prescribed in the applicable collective bargaining agreement. CSO's are issued uniforms and all designated attire and safety equipment for the performance of their job. All property issued to the CSO shall be returned to the Department upon termination or resignation. CSO's shall receive a pro-rata yearly uniform allowance as indicated in the collective bargaining agreement.

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#### **327.3 DUTIES OF COMMUNITY SERVICE OFFICERS**

Community Service Officers will usually be assigned to augment the Patrol Division. CSO's may be assigned to other areas within the Department as needed.

##### **327.3.1 POLICY COMPLIANCE**

Community Service Officers shall be required to adhere to all departmental policies and procedures. An electronic copy of the policies and procedures will be made available to each CSO upon appointment and he/she shall become thoroughly familiar with these policies.

##### **327.3.2 COMMUNITY SERVICE OFFICER ASSIGNMENTS**

All community service officers will be assigned to duties by the Community Service Officer Coordinator or his/her designee.

##### **327.3.3 COMMUNITY SERVICE OFFICER COORDINATOR**

The Chief of Police shall delegate the responsibility for administering the Community Service Officer Program to Community Service Officer Coordinator.

The Community Service Officer Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of community service officer personnel.
- (b) Conducting community service officer meetings.
- (c) Establishing and maintaining an community service officer call-out roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring individual community service officer performance.
- (f) Monitoring overall Community Service Officer Program.
- (g)

#### **327.4 FIELD TRAINING**

Field training is intended to provide the necessary and mandated instruction and practice for community service officers to properly and safely perform their assigned duties.

##### **327.4.1 TRAINING OFFICERS**

Officers of this department, who demonstrate a desire and ability may train the CSO's subject to supervisor approval.

##### **327.4.2 PRIMARY TRAINING OFFICER**

Upon completion of the orientation training, the community service officer will be assigned to a primary training officer. The primary training officer will be selected by the FTO coordinator in conjunction with the Community Service Officer Coordinator. The CSO will be assigned to work with his/her primary training officer during the first ten days of training. This time shall be known as the Trainee Observation Phase.



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##### 327.4.3 FIELD TRAINING MANUAL

Each new CSO will be issued a Field Training Manual at the beginning of his/her Trainee Observation Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as CSO with the University of Illinois Division of Public Safety. The CSO shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

##### 327.4.4 COMPLETION OF THE PRIMARY TRAINING PHASE

At the completion of the Training Observation Phase (Phase I) the primary training officer will meet with the Community Service Officer Coordinator. The purpose of this meeting is to discuss the progress of the CSO in training.

If the CSO has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Community Service Officer Coordinator will determine the appropriate action to be taken.

##### 327.4.5 SECONDARY TRAINING PHASE

The Secondary Training Phase (Phase II) shall consist of 10 days of additional on-duty training. The CSO will no longer be required to ride with his/her primary training officer. The CSO may now ride with any officer designated by the shift supervisor.

During Phase II of training, as with Phase I, the CSO's performance will be closely monitored. In addition, rapid progress should continue towards the completion of the CSO's Field Training Manual. At the completion of Phase II of training, the CSO will return to his/her primary training officer for Phase III of the training.

##### 327.4.6 THIRD TRAINING PHASE

Phase III of training shall consist of 5 days of additional on-duty training. For this training phase, the CSO will return to his/her original primary training officer. During this phase, the training officer will evaluate the CSO for suitability to graduate from the formal training program.

##### 327.4.7 COMPLETION OF THE FORMAL TRAINING PROCESS

At the completion of Phase IV training, the primary training officer will meet with the Community Service Officer Coordinator. Based upon the CSO's evaluations, plus input from the primary training officer, the Community Service Officer Coordinator shall decide if the CSO has satisfactorily completed his/ her formal training. If the CSO has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Community Service Officer Coordinator will decide upon the appropriate action to be taken.

When an CSO has satisfactorily completed all four phases of formal training, he/she will have had a minimum of 25 days of on-duty training. He/she will no longer be required to ride with a training officer. The CSO may now be assigned to solo duties as directed by the Community Service Officer Coordinator.

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#### **327.5 SUPERVISION OF COMMUNITY SERVICE OFFICERS**

All CSO's shall be under the supervision of Community Service Officer Coordinator.. When the Community Service Officer Coordinator is not working, the shift supervisor will provide general supervision duties.

##### **327.5.1 COMMUNITY SERVICE OFFICER MEETINGS**

All CSO meetings will be scheduled and conducted by the Community Service Officer Coordinator. All CSO's are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Community Service Officer Coordinator.

##### **327.5.2 IDENTIFICATION AND UNIFORM OF COMMUNITY SERVICE OFFICERS**

CSO's shall be issued University of Illinois Division of Public Safety uniforms, and identification cards. The uniforms will be the distinctly different than those worn by sworn police officers.

CSO's shall conform to all regulations and standards described in the Uniform Regulations and Personal Appearance Standards policies.

##### **327.5.3 INVESTIGATIONS AND COMPLAINTS**

If a CSO has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Community Service Officer Coordinator, at the discretion of the Chief of Police.

Any disciplinary action that may have to be administered to a CSO shall be accomplished as outlined in the Policy Manual and the collective bargaining agreement.

##### **327.5.3 COMMUNITY SERVICE OFFICER EVALUATIONS**

While in training, CSO's will be continuously evaluated using standardized daily and weekly observation reports. The CSO will be considered a trainee until all of the training phases have been completed. CSO's having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that CSO.

#### **327.6 CALLS FOR SERVICE**

##### **327.6.1 ALLOWED CALLS FOR SERVICE**

A Community Service Officer may be assigned the following duties within the Department

- (a) Aiding or directing traffic at accident scenes or special events
- (b) Aiding in control of natural or man-made disasters
- (c) Property crimes involving limited suspect information and are not in progress
- (d) Animal welfare calls
- (e) Disabled vehicles
- (f) Building/office unlocks
- (g) Parking issues
- (h) Loud music calls

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- (i) Live scan fingerprinting
- (j) Community relations events
- (k) Moving MDS Signs
- (l) Reports of lost or found property
- (m) Reviewing video
- (n) Responding to E-Phone calls for service
- (o) Other calls for service of a non-emergency nature as directed by a supervisor
- (p) Other administrative duties such as, but not limited to: assisting the quartermaster, assisting the Fleet Manager and Crime Scene duties

#### **327.6.2 PROHIBITED CALLS FOR SERVICE**

Under no circumstances should a Community Service Officer respond to the following types of calls for service:

- (a) Crimes in progress
- (b) Fights in progress
- (c) Calls where there is a potential for an on-scene arrest
- (d) Any call for service which may involve the use of force
- (e) Alarm calls
- (f) Traffic Stops
- (g) Domestic Disturbances
- (h) Suspicious person or vehicles
- (i) Any type of call where a supervisor determines that a CSO should not respond

A CSO shall immediately calls for a sworn officer to take over an assignment he/she is handling, if circumstances indicate a sworn officer is needed.

#### **327.7 EMERGENCY DRIVING**

The CSO shall obey all traffic laws while on duty and shall not drive with emergency equipment activated. The emergency lights will be used to give warning when assisting in traffic control.

#### **327.8 EMERGENCY CALL-OUT FOR COMMUNITY SERVICE OFFICER PERSONNEL**

The Community Service Officer Coordinator shall develop a plan outlining an emergency call-out procedure for CSO personnel.

## Outside Agency Assistance

### 328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

### 328.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

### 328.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to a supervisor for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the shift supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees and probation violators may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only with supervisor approval, will department members provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

#### 328.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the University of Illinois Division of Public Safety shall notify their supervisor and METCAD when practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

### 328.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

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##### **328.5 REPORTING REQUIREMENTS**

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in an Assist Other Agency report or as directed by a supervisor.

##### **328.6 MANDATORY SHARING**

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be shared according to the applicable Memorandum of Understanding.

## Registered Offender Information

### 329.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the University of Illinois Division of Public Safety will address issues associated with certain offenders who are students or employed with the University of Illinois and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

### 329.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to identify registered offenders who are students or employed with the University of Illinois and to take reasonable steps to address the risks those persons may pose.

### 329.3 INSTITUTE OF HIGHER EDUCATION REGISTRATION

The Telecommunicator Supervisor shall establish a process to reasonably accommodate the Institute of Higher Education registration form for certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. Telecommunicators assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the telecommunicator shall ensure that the registration information is provided to the Illinois State Police (ISP) and to the Illinois Attorney General (730 ILCS 150/3(a-10); 730 ILCS 150/8; 730 ILCS 154/45).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

### 329.4 DISSEMINATION OF OFFENDER INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the [Illinois Sex Offender Information website](#).

The Records Supervisor shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

#### 329.4.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

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- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

#### 329.4.2 OFFENDER INFORMATION AVAILABLE VIA THE INTERNET

Information that may be posted on the department's website regarding registered offenders includes (730 ILCS 152/120; 730 ILCS 154/95):

- (a) The offender's name, address, and date of birth.
- (b) The offense for which the offender was convicted.
- (c) The offender's photograph or other such information that will help identify the sex offender or violent offender against youth.
- (d) Offender employment information.
- (e) For sex offenders, the following additional information may be posted on the department's website: adjudication as a sexually dangerous person, email addresses, instant messaging identities, chat room identities, and other internet communications identities, all Uniform Resource Locators (URLs) registered or used by the sex offender, and all blogs and other internet sites maintained by the sex offender or to which the sex offender has uploaded any content or posted any messages or information.

# Major Incident Notification

## 330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

## 330.2 POLICY

The University of Illinois Division of Public Safety recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

## 330.3 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Supervisor shall attempt to make the notifications as soon as practical.

### 330.3.1 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

## 330.4 NOTIFICATION

Notification shall be made under the following circumstances.

### 330.4.1 NOTIFICATION OF THE CHIEF OF POLICE

The following are circumstances that require notification of the Chief of Police, through the chain of command:

- (a) Death
- (b) Suicide or attempted suicide when the threat is occurring
- (c) Serious traffic crash with a potential of death
- (d) Violent Crimes
  - 1. Aggravated Kidnapping
  - 2. Aggravated Battery with a Firearm
  - 3. Aggravated Battery of a Child
  - 4. Home Invasion
  - 5. Sexual Assault
  - 6. Armed Robbery
  - 7. Aggravated Vehicular Hijacking
  - 8. Aggravated Arson



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- (e) Any crime involving gun violence
- (f) Airplane Crash at Willard Airport
- (g) Serious Use of Force Incident by an officer
- (h) Serious injury or death of on- or off-duty Division personnel
- (i) Division employee arrested or accused of a criminal offense
- (j) Arrest of a known University of Illinois student-athlete
- (k) Unplanned demonstration or protest
- (l) Incidents in the campus district that may result in heightened community or media interest

#### 330.4.2 NOTIFICATION OF THE LIEUTENANT ON-CALL

The following are circumstances that require notification of the on-duty Lieutenant or the Lieutenant on-call:

- (a) Any situation requiring notification of the Chief of Police
- (b) Incidents involving Class X felonies, weapons, or physical injury related to Class 1 felony
- (c) The following Clery Crime or attempted Clery Crime occurring inside or outside the campus core, when a timely warning or emergency notification is needed
  1. Murder and Non-negligent Manslaughter
  2. Manslaughter by Negligence
  3. Sexual Offenses (rape, fondling, incest, statutory rape)
  4. Robbery
  5. Aggravated Assault/Battery
  6. Burglary (when not an isolated incident)
  7. Motor Vehicle Theft (when not an isolated incident)
  8. Arson (when not an isolated incident or has minimal damage)

#### 330.4.3 NOTIFICATION OF THE DETECTIVE LIEUTENANT

The following are circumstances that require notification of the Detective Bureau Lieutenant or designee:

- (a) Murder or other non-vehicular homicide or attempt
- (b) Suspicious and suicidal deaths
- (c) Aggravated criminal sexual assault and criminal sexual assault
- (d) Armed Robbery
- (e) Home Invasion
- (f) Kidnapping

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- (g) Burglaries with more than \$10,000 property loss
- (h) Arson with structural damage
- (i) Serious traffic crash where death or potential death may result
- (j) Any other crime deemed appropriate by the shift supervisor

#### 330.4.4 NOTIFICATION OF EXECUTIVE DIRECTOR OF EMERGENCY MANAGEMENT

The following are circumstances that require notification of the Executive Director of Emergency Management or designee:

- (a) Any incident where a roadway is (or will be) blocked or impassable for more than one hour.
- (b) Priority incidents at Willard Airport.
- (c) Demonstrations or protests.
- (d) Working incidents on or near campus. Working incidents include working fires, building collapse, buildings or infrastructure struck by vehicles, technical rescues, or hazardous materials releases.
- (e) Any situation where a building is evacuated or where building occupants are sheltered-in-place.
- (f) EOD deployments greater than 2 hours.
- (g) METRO deployments greater than 2 hours.
- (h) Emergency Medical Incidents with:
  - 1. 3 or more patients
  - 2. a cardiac arrest on campus
  - 3. an AED is used on campus
  - 4. a tourniquet is applied by a DPS employee
  - 5. naloxone is administered by a DPS employee
- (i) Missing persons (unable to locate after 24 hours).
- (j) Other situations, at the discretion of the shift supervisor, where a larger response or more coordination of public safety or university resources may be required.

#### 330.4.5 NOTIFICATION OF HOUSING

The following are circumstances that require notification of on-call/on-duty Housing Professional Staff:

- (a) Suicide
- (b) Attempted Suicide
- (c) Suicidal Threats (only if transported)
- (d) Bomb Threat

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- (e) Arson
- (f) Aggravated Assault/Battery
- (g) Burglary
- (h) Sex Offense (which may pose an ongoing threat to residents)
- (i) Weapons (found and/or confiscated)
- (j) Domestic Violence
- (k) Significant Criminal Damage
- (l) Missing person (unable to locate after 24 hours or a mental illness is involved)
- (m) Injury
- (n) Any concern about the safety and welfare of children

#### 330.4.6 NOTIFICATION OF EMERGENCY DEAN

The following are circumstances that require notification of the Emergency Dean, when it involves a student:

- (a) Suicide Threats
- (b) Suicide Attempts
- (c) Suicide
- (d) Major injury or illness
- (e) Death
- (f) Transport to the hospital
- (g) Sexual Assault (no name, just that it occurred and only with the consent of the victim)

#### 330.4.7 INTERNAL ILLINI ALERTS

The following circumstances may require an Internal Illini Alert, that is not related to a mandatory CLERY notification.

- (a) Active Shooter
- (b) Airport Emergency
- (c) Bomb Threat
- (d) Civil Disturbance
- (e) Death – Student, Faculty, or Staff
- (f) Emergency Call Center Activation
- (g) EOD Activation
- (h) Evacuation
- (i) Explosion

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- (j) Fire
- (k) Flooding
- (l) Hazardous Material Spill
- (m) Hostage situation
- (n) I-CARD Office Response Request
- (o) Illini/EMS Response Request
- (p) Injury – Student, Faculty, or Staff
- (q) Strike Action Committee
- (r) Suicide – Attempt or Threatened
- (s) Tornado Warning
- (t) Utility Outage
- (u) Winter Weather

# Death Investigation

## 331.1 PURPOSE AND SCOPE

The investigation of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

## 331.2 INVESTIGATION CONSIDERATIONS

Death investigations require certain actions be taken. Paramedics shall be called in all suspected death cases unless the cause of death is obvious (e.g., when the subject has been decapitated or the body is decomposed). Officers are not authorized to pronounce death. A supervisor shall be notified in all death investigations. The Coroner should be notified in all deaths and shall be notified under those conditions listed below in this policy.

The responsible supervisor should determine whether follow-up investigation is required and ensure that a lead investigator is assigned when appropriate.

Only officers who have successfully completed the Illinois Law Enforcement Training and Standards Board (ILETSB) program in death and homicide investigations, or who have been granted a waiver by the board, shall be assigned as lead investigator on any death or homicide investigation (50 ILCS 705/10.11).

### 331.2.1 CORONER REQUEST

Every Coroner has the responsibility to investigate the following as soon as he/she knows or is informed that the dead body of any person is found, or lying within his/her county, whose death is suspected of being (55 ILCS 5/3-3013):

- (a) A sudden or violent death, whether apparently suicidal, homicidal, or accidental.
- (b) A death due to a sex crime.
- (c) A death where the circumstances are suspicious, obscure, mysterious, or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined.
- (d) A death where addiction to alcohol or to any drug may have been a contributory cause.
- (e) A death where the decedent was not attended by a licensed physician.

The body shall not be disturbed or moved from the position or place of death without permission of the Coroner.

### 331.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in 55 ILCS 5/3-3013. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card. If such a donor card is located, the Coroner or

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Deputy Coroner shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or Deputy Coroner; the investigating officer shall first obtain verbal consent from the Coroner or Deputy Coroner (55 ILCS 5/3-3019).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Deputy Coroner, a receipt shall be obtained. This receipt shall be attached to the death report.

#### **331.2.3 DEATH NOTIFICATION**

When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner or Medical Examiner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

#### **331.2.4 UNIDENTIFIED DEAD BODIES**

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

#### **331.2.5 DEATH INVESTIGATION REPORTING**

All incidents involving a death shall be documented on the appropriate form.

#### **331.2.6 SUSPECTED HOMICIDE**

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Investigations Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

### **331.3 SPECIMEN SUBMISSION**

As soon as possible, but no later than 30 days after receipt of any blood, buccal or tissue specimen from the Coroner, the Detective Bureau Lieutenant shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

### **331.4 UNUSED MEDICATIONS**

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

- (a) Document the number or amount of medication to be disposed of.

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- (b) If the medication is collected as evidence, photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.

# Identity Theft

## 332.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

## 332.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
  - 1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (c) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).
- (d) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

## 332.3 VICTIM ASSISTANCE

- (a) Officers should provide all victims of identity theft with the Attorney General's Identity Theft Hotline Guide.
- (b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).

## 332.4 REFERENCES

See attachment: [Identity Theft Hotline Brochure.pdf](#)



## Limited English Proficiency Services

### 333.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 333.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficient (LEP)** - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the University of Illinois Division of Public Safety, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 333.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

### 333.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Administrative Services Assistant Chief or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

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- (a) Coordinating and implementing all aspects of the University of Illinois Division of Public Safety's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Sergeant and Communications Supervisor. The list should include information regarding the following:
  - 1. Languages spoken
  - 2. Contact information
  - 3. Availability
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

#### **333.4 FOUR-FACTOR ANALYSIS**

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

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- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

#### **333.5 TYPES OF LEP ASSISTANCE AVAILABLE**

University of Illinois Division of Public Safety members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

#### **333.6 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

#### **333.7 AUDIO RECORDINGS**

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

#### **333.8 QUALIFIED BILINGUAL MEMBERS**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other University departments, such as the Program in Translating and Interpretation Studies who have been identified by the Department as having the requisite skills and competence, may be requested.

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### **333.9 AUTHORIZED INTERPRETERS**

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

#### **333.9.1 SOURCES OF AUTHORIZED INTERPRETERS**

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other University departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

#### **333.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

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Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

#### **333.10 CONTACT AND REPORTING**

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

#### **333.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

The University of Illinois Division of Public Safety will take reasonable steps and will work with the Illinois Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### **333.12 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

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#### **333.13 INVESTIGATIVE FIELD INTERVIEWS**

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

#### **333.14 CUSTODIAL INTERROGATIONS**

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

#### **333.15 COMPLAINTS**

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

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##### **333.16 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

##### **333.17 TRAINING**

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Coordinator shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

###### **333.17.1 TRAINING FOR AUTHORIZED INTERPRETERS**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

# Communications with Persons with Disabilities

## 334.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

### 334.1.1 DEFINITIONS

Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

## 334.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

## 334.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The University shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107), who works out of the Office for Access and Equity.

## 334.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:



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- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

#### **334.5 INITIAL AND IMMEDIATE CONSIDERATIONS**

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

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If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the University of Illinois Division of Public Safety, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

#### **334.6 TYPES OF ASSISTANCE AVAILABLE**

University of Illinois Division of Public Safety members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

#### **334.7 AUDIO RECORDINGS AND ENLARGED PRINT**

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

#### **334.8 QUALIFIED INTERPRETERS**

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an

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interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

#### **334.9 TTY AND RELAY SERVICES**

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD), which may be accomplished by transporting the individual to a facility that has TTY equipment. Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department, through METCAD, will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

#### **334.10 COMMUNITY VOLUNTEERS**

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE.

Where qualified interpreters are unavailable to assist community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

#### **334.11 FAMILY AND FRIENDS**

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

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##### **334.12 REPORTING**

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

##### **334.13 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

##### **334.13.1 FIELD RESOURCES**

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speech read by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

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- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

#### **334.14 CUSTODIAL INTERROGATIONS**

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

#### **334.15 ARRESTS**

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

#### **334.16 COMPLAINTS**

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

#### **334.17 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

#### **334.18 TRAINING**

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department may provide periodic training that should include:

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- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

# Chaplains

## **335.1 PURPOSE AND SCOPE**

This policy establishes the guidelines for University of Illinois Division of Public Safety chaplains to provide counseling and emotional support to members of the Department, their families and members of the public.

## **335.2 POLICY**

The University of Illinois Division of Public Safety shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

## **335.3 ELIGIBILITY**

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling experience.
- (f) Possession of a valid driver's license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

## **335.4 RECRUITMENT, SELECTION AND APPOINTMENT**

The University of Illinois Division of Public Safety shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as non-sworn department personnel before appointment.

### **335.4.1 RECRUITMENT**

Chaplains should be recruited on an as needed basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

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##### **335.4.2 SELECTION AND APPOINTMENT**

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chief of Police.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear their name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

##### **335.5 IDENTIFICATION AND UNIFORMS**

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued University of Illinois Division of Public Safety identification cards, which must be carried at all times while on-duty. The identification cards will be the standard University of Illinois Division of Public Safety identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

##### **335.6 DUTIES AND RESPONSIBILITIES**

Chaplains assist the Department, its members and the community, as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the Chief of Police or authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.



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Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the University of Illinois Division of Public Safety.

##### 335.6.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

##### 335.6.2 OPERATIONAL GUIDELINES

- (a) Chaplains shall be permitted to ride with officers during any shift and observe University of Illinois Division of Public Safety operations, provided the shift supervisor has been notified and has approved the activity.
- (b) Chaplains shall not be evaluators of members of the Department.
- (c) In responding to incidents, a chaplain shall never function as an officer.
- (d) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (e) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

##### 335.6.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

##### 335.6.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the supervisor aids in accomplishing the mission of the Department.

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- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Department.

#### **335.6.5 ASSISTING THE COMMUNITY**

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

#### **335.7 PRIVILEGED COMMUNICATIONS**

No person who provides chaplain services to members of the Department may work or volunteer for the University of Illinois Division of Public Safety in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any University of Illinois Division of Public Safety member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

#### **335.8 TRAINING**

The Department will establish training standards for department chaplains. The training, as approved by the Training Coordinator, may include:

- International Conference of Police Chaplains training and certification
- Stress management
- Death notifications

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- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

# Public Safety Security Camera System

## 336.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of a department public safety security camera system, as well as the storage and release of the captured images.

This policy only applies to overt, public safety security camera systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

## 336.2 POLICY

The University of Illinois Division of Public Safety operates a public safety video security camera system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the University to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist University officials in providing services to the community.

Security Camera use in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

In addition to this policy, the Campus Administrative Manual Policy FO-63 regulates the use of Security Cameras on campus.

## 336.3 OPERATIONAL GUIDELINES

Only University-approved security camera equipment shall be utilized. Members authorized to monitor security camera equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of security camera technology and should consult with and be guided by legal counsel as necessary in making such determinations.

### 336.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall security camera plan. As appropriate, the Chief of Police should confer with other affected University divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety security camera system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.

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- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images may be transmitted to monitors installed within the police department. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. Only designated department members are authorized to adjust the physical placement of the security cameras.

The Chief of Police may authorize video feeds from the public safety security camera system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

#### **336.3.2 CAMERA MARKINGS**

All public areas monitored by public safety security camera equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that security camera equipment is in use.

#### **336.3.3 INTEGRATION WITH OTHER TECHNOLOGY**

The Department may elect to integrate its public safety security camera system with other technology to enhance available information. Systems such as gunshot detection, crime analysis, license plate recognition, and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department may evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

#### **336.4 VIDEO SUPERVISION**

Supervisors should monitor security camera access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

##### **336.4.1 VIDEO LOG**

A log should be maintained at all locations where security camera monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been

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given access to view or monitor images provided by the security cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

#### **336.4.2 PROHIBITED ACTIVITY**

Public safety security camera systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety security camera equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Security camera equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

#### **336.5 STORAGE AND RETENTION OF MEDIA**

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of security camera technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and the University Campus Administrative Manual.

##### **336.5.1 EVIDENTIARY INTEGRITY**

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, may be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

#### **336.6 RELEASE OF VIDEO IMAGES**

All recorded video images gathered by the public safety security camera equipment are for the official use of the University of Illinois Division of Public Safety.

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Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies should be referred to a supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

#### **336.7 TRAINING**

All department members authorized to operate or access public security camera systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of security camera equipment and privacy.

## Child and Dependent Adult Safety

### 337.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

### 337.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The University of Illinois Division of Public Safety will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

### 337.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent



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or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

##### 337.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
  - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
  - (a) Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Illinois Department of Children and Family Services, if appropriate.
- (e) Notify the supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

##### 337.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

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If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

#### 337.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting employee will document the following information:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Special needs (e.g., medical, mental health)
  - 5. How, where and with whom or which agency the child was placed
  - 6. Identities and contact information for other potential caregivers
  - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee will document the following information:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Whether he/she reasonably appears able to care for him/herself
  - 5. Disposition or placement information if he/she is unable to care for him/herself

#### 337.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

#### **337.4 DEPENDENT WELFARE SERVICES**

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

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##### **337.5 TRAINING**

The Training Coordinator is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

## Service Animals

### 338.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

In addition to this policy, the Campus Administrative Manual Policy FO-53 governs the use of service animals on campus.

#### 338.1.1 DEFINITIONS

Definitions related to this policy include:

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

### 338.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

### 338.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.

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- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

#### **338.4 MEMBER RESPONSIBILITIES**

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the University of Illinois Division of Public Safety affords to all members of the public (28 CFR 35.136).

##### **338.4.1 INQUIRY**

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

##### **338.4.2 CONTACT**

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

##### **338.4.3 REMOVAL**

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor

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does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

#### 338.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

# Abandoned Newborn Infant Protection

## 339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper managing of incidents of newborn infant abandonment according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10).

## 339.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department (325 ILCS 2/20 (c)). The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect, or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

## 339.3 MEDICAL CONSIDERATIONS

After accepting a relinquished newborn infant, the officer will request paramedics for a medical evaluation and transportation to the nearest hospital (325 ILCS 2/20 (c)). If the infant is not being transported by the paramedics, the officer will see that transportation of the infant to the nearest hospital is accomplished as soon as transportation can be arranged. Newborn infants will not be transported in a department vehicle equipped with a prisoner screen or in any department vehicle without the appropriate child safety restraint and/or that does not allow for the proper placement of such child safety restraint.

## 339.4 NOTICE TO RELINQUISHING PERSON

When accepting a newborn infant, officers will offer the relinquishing person an information packet prepared and maintained by the Department for this purpose (325 ILCS 2/35). If possible, the employee will also inform the relinquishing person of the following:

- Acceptance of the information is completely voluntary.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- They will remain anonymous if they complete a Denial of Information Exchange.
- They have the option to provide medical information only and still remain anonymous.

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- By relinquishing the child anonymously, they will have to petition the court of jurisdiction if they desire to prevent the termination of parental rights and regain custody of the child.

##### **339.4.1 SUPERVISOR NOTIFICATION**

When accepting a newborn infant, officers will notify an on-duty supervisor as soon as practical.

##### **339.4.2 DOCUMENTATION**

When accepting a newborn infant, officers will generate a report and document all pertinent information.

##### **339.5 RIGHT OF PERSON OR PARENT TO RETURN**

If the relinquishing person or a parent of a relinquished newborn infant returns to reclaim the infant within 30 days after relinquishing the infant at the Department, an officer must inform that person of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

##### **339.6 INFORMATION DISCLOSURE**

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

##### **339.7 INVESTIGATIVE RESPONSIBILITIES**

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is suspected child abuse or neglect that is not based solely on the newborn infant's relinquishment, as mandated reporters under the Abused and Neglected Child Reporting Act, officers shall report their observations (325 ILCS 2/25(b)). In this instance, officers shall begin their criminal investigation.

##### **339.8 REQUIRED SIGNAGE**

The Administrative Services Assistant Chief will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).



# Volunteer Program

## 340.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

### 340.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

## 340.2 VOLUNTEER MANAGEMENT

### 340.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Chief of Police or designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination as appropriate of all necessary paperwork and information.
- (h) Administering discipline when warranted.
- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

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##### 340.2.2 RECRUITMENT

Volunteers should be recruited consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

##### 340.2.3 SCREENING

The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the Illinois Law Enforcement Agencies Data System (LEADS).
- (b) Employment
- (c) References

##### 340.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

##### 340.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

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Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

#### **340.2.6 FITNESS FOR DUTY**

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

#### **340.2.7 DRESS CODE**

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment.

Volunteers shall be required to return any department property at the termination of service.

#### **340.3 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.

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- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

#### **340.4 CONFIDENTIALITY**

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

#### **340.5 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn at all times while on-duty.

Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

##### **340.5.1 VEHICLE USE**

Volunteers shall not operate a University-owned vehicle.

##### **340.5.2 RADIO AND MDC USAGE**

Volunteers shall successfully complete LEADS and radio procedures training prior to using the police radio or MDC and comply with all related provisions. The Volunteer Coordinator should ensure that radio and LEADS training is provided for volunteers whenever necessary.

#### **340.6 DISCIPLINARY PROCEDURES/TERMINATION**

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

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##### **340.6.1 EXIT INTERVIEWS**

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

##### **340.7 EVALUATIONS**

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

##### **340.8 ATTACHMENTS**

[Student Volunteer Non-Disclosure Agreement](#)

## Off-Duty Law Enforcement Actions

### 341.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the University of Illinois Division of Public Safety with respect to taking law enforcement action while off-duty.

### 341.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

### 341.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

### 341.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.

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- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

#### **341.4.1 INTERVENTION PROCEDURE**

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an University of Illinois Division of Public Safety officer until acknowledged. Official identification should also be displayed.

#### **341.4.2 INCIDENTS OF PERSONAL INTEREST**

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

#### **341.4.3 NON-SWORN RESPONSIBILITIES**

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

#### **341.4.4 OTHER CONSIDERATIONS**

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

#### **341.5 REPORTING**

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Shift Sergeant as soon as practicable. The Shift Sergeant shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

## Department Use of Social Media

### 342.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

#### 342.1.1 DEFINITIONS

Definitions related to this policy include:

**Social media** - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

### 342.2 POLICY

The University of Illinois Division of Public Safety may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

### 342.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors. Those with access to official Department accounts are responsible for ensuring good account security practices, including the use of two-factor authentication whenever possible.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

The Senior Director of Strategic Communications shall facilitate removal and transfer of access to Department social media accounts in the event a designated employee leaves the Department or no longer meets the criteria for such access.



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#### **342.4 AUTHORIZED CONTENT**

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by the Senior Director of Strategic Communications prior to posting.

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.
- (i) General information about department policies and procedures, disseminated in the interest of transparency and education.

##### **342.4.1 INCIDENT-SPECIFIC USE**

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

#### **342.5 PROHIBITED CONTENT**

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could compromise or damage the mission, function, reputation, or professionalism of the University of Illinois Division of Public Safety or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

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- (h) Any content prohibited by policy APR-22 of the University of Illinois Urbana-Champaign Campus Administrative Manual.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

#### **342.5.1 BOOKING PHOTOGRAPHS**

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

#### **342.6 MONITORING CONTENT**

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

#### **342.7 RETENTION OF RECORDS**

The Senior Director of Strategic Communications should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

#### **342.8 TRAINING**

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

## Private Person's Arrest

### **343.1 PURPOSE AND SCOPE**

This policy provides guidance for the handling and acceptance of a private person's arrest.

### **343.2 POLICY**

It is the policy of the University of Illinois Division of Public Safety to accept a private person's arrest only when legal and appropriate.

### **343.3 ARRESTS BY PRIVATE PERSON**

A private person may arrest another when the person has probable cause to believe the other person has committed an offense other than an ordinance violation (725 ILCS 5/107-3).

### **343.4 OFFICER RESPONSIBILITIES**

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

- (a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
- (b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
- (c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

# Native American Graves Protection and Repatriation

## 344.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

### 344.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

**Funerary objects and associated funerary objects** - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

**Native American human remains** - The physical remains of the body of a person of Native American ancestry.

**Objects of cultural patrimony** - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

**Sacred objects** - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

## 344.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

## 344.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Coroner and the Illinois Department of Natural Resources (20 ILCS 3440/3)
- Tribal land - Responsible Indian tribal official
- University of Illinois Office of Native of American Graves Protection and Repatriation.

#### **344.4 EVIDENCE AND PROPERTY**

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

## Community Relations

### 345.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

### 345.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

### 345.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify METCAD of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform METCAD of their location and status during the foot patrol.

### 345.4 COMMUNITY RELATIONS COORDINATOR

The Coast Lieutenant or the authorized designee of the Chief of Police will serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.

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- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Evaluating the effectiveness of the department's community policing programs on an ongoing basis.
- (e) Working with community groups, department members and other community resources to:
  - 1. Identify and solve public safety problems within the community.
  - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (f) Working with the Patrol Lieutenants to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (g) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (h) Attending University and other community meetings to obtain information on community relations needs.
- (i) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (j) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

#### **345.5 SURVEYS**

The Chief of Police or designee should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department
- (e) Safety, security or other concerns
- (f) Recommendations and suggestions for improvement

A written summary of the compiled results of the survey should be provided to the Chief of Police.

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##### **345.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS**

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Police Activities League programming (e.g., events with Don Moyer's Boys and Girls Club).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events, blood drives, festivals).
- (c) Liaisons with Division of Intercollegiate Athletics programs, especially football and basketball.
- (d) Crime prevention programs and education.

##### **345.7 INFORMATION SHARING**

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

##### **345.8 LAW ENFORCEMENT OPERATIONS EDUCATION**

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Instruction in schools.
- (d) Department ride-alongs (see the Ride-Alongs Policy).
- (e) Scenario/Simulation exercises with community member participation.
- (f) Youth internships at the Department.
- (g) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make



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a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

#### **345.9 SAFETY AND OTHER CONSIDERATIONS**

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

The Community Relations Coordinator will complete the required Protection of Minors documentation to host programs that include minors.

#### **345.10 PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)**

The Chief of Police should establish a committee of volunteers consisting of University members, and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

- (a) Provide a public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures.

##### **345.10.1 LEGAL CONSIDERATIONS**

The Chief of Police and the community relations coordinator should work with the University Counsel as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

#### **345.11 TRANSPARENCY**

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case

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numbers. The Chief of Police or designee should work with the public safety advisory committee to identify information that may increase transparency regarding department operations.

#### **345.12 TRAINING**

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

# Firearms Restraining Orders

## 346.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, ammunition, firearm parts that could be assembled to make an operable firearm, any Firearm Owner's Identification card, and concealed carry licenses obtained pursuant to those orders.

### 346.1.1 DEFINITIONS

Definitions related to this policy include:

**Firearms Restraining Order** - A court order prohibiting and enjoining a named person from having in the person's custody or control, purchasing, possessing, or receiving any firearms, ammunition, or firearm parts that could be assembled to make an operable firearm (430 ILCS 67/5; 430 ILCS 67/35; 430 ILCS 67/40). The order requires the named person to surrender to local law enforcement any firearm, ammunition, and firearm parts that could be assembled to make an operable firearm in the respondent's possession for the duration of the order (430 ILCS 67/35; 430 ILCS 67/40).

## 346.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

## 346.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a firearms restraining order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the Department (430 ILCS 67/1 et seq.)
- (b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:
  - 1. Acceptance of voluntarily surrendered firearms, ammunition, firearm parts, any Firearm Owner's Identification card, and concealed carry license from a person who is the subject of the restraining order.
  - 2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service and the Operations Planning and Deconfliction policies.
  - 3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.

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4. Ensuring the Illinois State Police (ISP) Firearms Services Bureau has been notified to evaluate the status of the individual's Firearms Owner's Identification Card (FOID). This notification may occur by any of the following means:
  - (a) Law Enforcement Portal
  - (b) Email: [ISP.FSB.ENFORCEMENT@ILLINOIS.GOV](mailto:ISP.FSB.ENFORCEMENT@ILLINOIS.GOV)
  - (c) LEADS Administrative Message sent to ORI/IL0848600
5. Entering firearms restraining orders information into the Law Enforcement Agencies Data System (LEADS).
  - (c) Coordinating with the Training Coordinator to provide officers with appropriate training. Training should include determining when a petition is appropriate, the process for seeking a firearms restraining order, and the service of firearms restraining orders.
    1. The training shall be made available annually and approved by the Illinois Law Enforcement Training and Standards Board.
  - (d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.
  - (e) Developing and maintaining procedures for the filing of all required documents with the court after service of a firearm restraining order (e.g., the original firearms receipt, proofs of service).
  - (f) Making notifications to department members and witnesses regarding scheduled court proceedings.

#### **346.4 FIREARMS RESTRAINING ORDERS**

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

##### **346.4.1 STANDARDS**

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

##### **346.4.2 REQUIREMENTS OF PETITION**

A petition for a firearms restraining order should be prepared and served consistent with state law, court-approved forms, and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.). If known, the petition should identify existing or previous protective orders and clear and present danger reports involving the subject of the petition.

##### **346.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK**

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

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Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

- (a) The department's intention to petition the court for a firearms restraining order.
- (b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

#### **346.5 SERVICE**

University of Illinois Department of Public Safety officers are prohibited by law from serving Firearms Restraining Orders but shall coordinate with another law enforcement agency to serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430 ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

##### **346.5.1 SAFETY CONSIDERATIONS**

Upon receipt of a firearms restraining order, the operations director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service.

When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

##### **346.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE**

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms, ammunition, and firearm parts in the person's custody, control, or possession along with any Firearm Owner's Identification card and concealed carry license issued to the person. Officers shall take custody of any items surrendered (430 ILCS 67/35; 430 ILCS 67/40).

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#### **346.5.3 RECEIPT OF COURT-ORDERED ITEMS**

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure a copy of the receipt is forwarded to the Records Supervisor as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Section Policy.

#### **346.5.4 SEARCH WARRANTS**

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

#### **346.5.5 SEARCH WARRANT RETURN**

A return of a search warrant that was issued in relation to a firearm restraining order is required to be filed with the court within four days of issuance (430 ILCS 67/35; 430 ILCS 67/40).

#### **346.5.6 INFORMATION FOR RETAKING POSSESSION OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE**

An officer who takes custody of firearms, ammunition, firearm parts, a Firearm Owner's Identification card, and concealed carry license should inform the person who is the subject of the order of the process for retaking possession of those items after the period of safekeeping has ended.

#### **346.5.7 DATABASE CHECK OF SEIZED FIREARMS**

An officer who takes custody of firearms from the person who is the subject of the order should run the firearms through LEADS and the National Crime Information Center (NCIC) database.

#### **346.6 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE**

Any person requesting the release of any firearm, ammunition, firearm parts, Firearm Owner's Identification card, or license to carry a concealed weapon or firearm in department custody pursuant to a firearms restraining order should be referred to the Property and Evidence Section (430 ILCS 67/35; 430 ILCS 67/40).

#### **346.7 RENEWAL OF FIREARMS RESTRAINING ORDER**

The Detective Bureau supervisor is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45).

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##### **346.8 RECORDS SUPERVISOR RESPONSIBILITIES**

The Records Supervisor is responsible for sending required documents to the ISP in the manner prescribed or required by law (e.g., receipts of court-ordered items, Firearms Owners Identification cards, concealed carry licenses). This includes sending any received concealed carry licenses within seven days of receipt (430 ILCS 66/70).

##### **346.9 REPORTING CLEAR AND PRESENT DANGER TO ISP**

An officer encountering an individual, who based on known circumstances, would pose a clear and present danger to self or others (as defined by 430 ILCS 65/1.1), shall forward a report to the ISP in the approved format (430 ILCS 65/8.1). This requirement applies regardless of whether a petition for a firearms restraining order has been filed.

## Comfort Canine

### 347.1 PURPOSE

It is the purpose of this directive to provide guidelines for the management of the department's comfort canine units and the use of comfort canines assigned to the Community Outreach and Support Team (COAST).

### 347.2 DEFINITION

**Authorized Individual:** Immediate family members that live in the handler's household and approved department personnel.

**Canine Handler:** A police officer who has completed a canine training class and is assigned to duty with a canine.

**Canine Team (K-9):** One officer and one comfort canine assigned together as part of the canine unit.

**Canine Unit:** That component of the University Police Department encompassing canines, handlers, and their canine supervisor.

**C.O.A.S.T.:** That component of the University Police Department encompassing members assigned to the Community Outreach and Support Team.

**Comfort Canine:** A trained law enforcement therapy canine utilized by the Department and assigned to a handler, both of whom have been trained by a recognized training facility.

**Comfort Canine Supervisor:** A Sergeant or Lieutenant who is responsible for the day-to-day operations of the comfort canine program.

**Secondary Handler:** Officer approved by the Comfort Canine Supervisor and trained to a level adequate to allow the officer to deploy the comfort canine.

### 347.3 COMFORT CANINE UNIT OBJECTIVE

The purpose of the Department's comfort canine unit is to provide comfort and emotional support to members of the University community.

### 347.4 COMFORT CANINE UNIT SUPERVISION

- (a) The canine team will fall under the supervision of the comfort canine supervisor who will report to the Patrol Operations Assistant Chief.
- (b) The comfort canine supervisor will facilitate the following:
  - 1. Ensure field supervision and direction.
  - 2. Take part in evaluating the comfort canine program and procedures.
  - 3. Encourage and facilitate the acceptance and utilization of the comfort canine unit.
  - 4. Coordination of training.



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5. Maintenance of comfort canine unit records to include daily logs.
  6. Other duties as required.
- (c) Comfort canine teams assigned to Patrol Operations will function operationally as patrol officers under their respective shift supervisors.
- (d) Comfort canine teams assigned to specialty units will function as members of that unit.

#### **347.5 OWNERSHIP OF COMFORT CANINES**

- (a) All comfort canines assigned to the canine unit are the property of the University Police Department unless handler ownership of the comfort canine is authorized pursuant to a written agreement with the University. Expenses incurred in the care and feeding of the comfort canine are the responsibility of the Department. Proper care and maintenance of the canine are the responsibility of the handler.
- (b) Comfort canines will be purchased or donated through a reputable source as determined by the Chief of Police. The designated handler and comfort canine will be afforded a period of basic training in preparation for fulfilling the duties of a comfort canine team.
- (c) Comfort canines will not be used for any purpose other than official duties. Prohibited uses include, but are not limited to:
1. Entry in any canine show or exhibition, or registration with any society or organization without the authority of the Chief of Police.
  2. Using or permitting the use of police canines for stud/litter purposes.
- (d) The Department shall transfer ownership of a comfort canine to the last handler when it becomes necessary to retire a comfort canine from active duty and the handler wishes to keep the animal at the handler's own expense.
1. Upon transfer, the Department will assume no liability for any future actions or incidents involving the comfort canine.
  2. The handler will agree to keep the comfort canine as a pet.
  3. Should the last handler decline the comfort canine, the Chief of Police shall arrange for the disposition of the comfort canine.

#### **347.6 RESPONSIBILITIES OF COMFORT CANINE HANDLERS**

- (a) The canine handler will have the comfort canine secure on a leash or/or appropriate restraint including, but not limited to, a soft cloth martingale collar and/or easy walk harness. Comfort canines must be kept on a six foot or shorter leash and must be held only by the handler or a person designated by the handler or be in direct supervision of the handler. Retractable leashes are not permitted. The leash may not be hooked, or attached to handler's body, belt, chair, wall or another person.
- (b) The handler will be responsible for ensuring the comfort canine is wearing the appropriate visual aids to indicate that the comfort canine is currently working.

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- (c) While on duty the handler must always carry current identification acknowledging the status of the canine as a trained comfort canine.
- (d) The handler will be responsible for making sure the comfort canine is properly secured in the transport vehicle, either in a provided crate, seatbelt or other restraint device as provided by the department.
- (e) The handler must never leave their comfort canine alone with an unauthorized individual, without prior approval of the comfort canine supervisor.
- (f) The handler will ensure that no one feeds anything to the comfort canine without the handler's permission.
- (g) The canine handler is responsible for the care and maintenance of the comfort canine, vehicle and related equipment. For this purpose the Department will provide the necessary equipment, supplies, and one hour per every 8-hour/10-hour shift worked.
- (h) When not actively engaged in a situation requiring the use of a canine team, the canine handlers will be assigned normal patrol duties. Canine handlers will be expected to handle calls for service. The exception is command staff or officers, normally assigned administrative duties.
- (i) Canine handlers may be assigned to a specific shift and rotation at the discretion of the Patrol Operations Assistant Chief.

#### **347.7 REQUEST AND USE OF COMFORT CANINE**

- (a) The comfort canine team can help bridge the gap between a traumatic event and the connection to mental health support. A compassionate presence leveraging the human-canine bond can help restore a person's emotional and cognitive equilibrium. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective helping relationship and increase the person's receptiveness to further help.
- (b) The comfort canine team may be utilized to assist school officials, both on and off-campus, during times of mental health crisis, bereavement counseling or any other appropriate request from the local school districts.
- (c) Comfort canine teams may be deployed at times and locations that provide optimal response throughout the UIUC campus. Requests to deploy the comfort canine outside the university's jurisdiction should be coordinated through the comfort canine supervisor or respective shift supervisor as appropriate.
- (d) When the comfort canine has the vest on, it is working and should not be distracted. It will be the responsibility of the handler to educate the employees and public when they can or cannot interact with the comfort canine.
- (e) In order for the comfort canine team to be most effective, their use is designed for cases during times of mental health crisis, or during the immediate aftermath of a critical incident.
  - 1. The comfort canine team can be used to diffuse a mental health crisis by distracting and refocusing the affected person to a positive interaction.

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2. In situations of an active critical incident or immediate aftermath thereof, the comfort canine team would be responsible for creating a positive distraction as well as comforting survivors prior to mental health service involvement.
- (f) The comfort canine is not trained to defend itself. It will not be used as a less-lethal tool for the department. It shall not be asked to perform a task it is not trained to perform.
- (g) Prior to using the comfort canine, the location must be safe and secure for the canine team. Final approval for the deployment of the comfort canine team, including location and time, will rest with the comfort canine handler.

#### **347.8 COMFORT CANINE CARE**

- (a) The canine handler will be responsible for completing daily tasks for the care of the comfort canine, including but not limited to, walking, exercising, feeding, training, grooming, enrichment activities and cleaning the canine's kennel.
- (b) A canine handler will report to the comfort canine supervisor if their comfort canine is sick or injured. The canine handler will make the determination if the comfort canine needs to go to the veterinarian.
- (c) A veterinarian designated by the Department will provide services. Department canines shall be examined according to a schedule established by the veterinarian and the veterinarian will govern any treatment.
- (d) Notification will be made to a comfort canine supervisor when a comfort canine receives medical treatment, other than routine check-ups or when relieved from duty.
- (e) If the comfort canine is ill, the canine handler will determine if the comfort canine should work and will notify the shift supervisor. If the ill comfort canine is kenneled at the handler's home, the canine handler will work a 9-hour shift (7-hour shift if the handler is working five days per week). If the ill comfort canine is kenneled elsewhere, the handler will work a 10-hour shift (8-hour shift if the handler is working five days per week). The exception is command staff with administrative duties.
- (f) Canine veterinarian bills are to be forwarded to the Business Office for approval of payment.
- (g) Comfort canines will be maintained in a well-groomed condition.
- (h) Striking or kicking the comfort canine is strictly prohibited.
- (i) When the canine handler elects to spend their non-duty and/or personal vacation days away from their residence, the comfort canine should be properly boarded at an authorized kennel facility or may accompany the handler on vacation with the prior approval of the comfort canine supervisor or Chief of Police. If the comfort canine is under the care of the handler, 9 hours of leave will be used (7 hours if the handler works five days per week). If the comfort canine is not under the care of the handler, 10 hours of leave will be used (8 hours, if the handler works five days per week). The exception is command staff with administrative duties.
- (j) The canine handler will submit all requests for kenneling to the comfort canine supervisor.

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- (k) The kenneling agent will not release the comfort canine to anyone without the written authorization of the canine handler or the Deputy Chief of Police.

#### **347.9 TREATMENT OF COMFORT CANINE BY DEPARTMENT PERSONNEL**

- (a) Department personnel shall not pet, hug or lean closely toward the head of the comfort canine without the consent of the canine handler.
- (b) Under no circumstance will any department employees tease or harass a comfort canine unless performed as part of a training exercise.
- (c) Department comfort canines shall not be handled or given commands by anyone other than the assigned handler, authorized individual, or any individual authorized by the handler.

#### **347.10 COMFORT CANINE VEHICLES AND EQUIPMENT**

- (a) Each canine team will be assigned a vehicle. The exception is command staff or officers with administrative duties.
- (b) The vehicle will be equipped to facilitate the most efficient use of the comfort canine.
- (c) The vehicle should always be kept clean. The canine inserts should be disinfected once every two weeks and vacuumed weekly.
- (d) Only canine unit canines will be transported in canine vehicles. Transporting other animals in canine vehicles will increase the potential of the comfort canine contracting various diseases.
- (e) Leaving vehicles unattended
  - 1. In all cases where it is necessary to leave the comfort canine in the vehicle for any significant period, the handler will make periodic checks of the animal for the comfort canine's welfare.
  - 2. Canine unit vehicles will be left idling only when necessary to maintain the health and wellbeing of the comfort canine or when necessary due to an increased power load of associated equipment. When it is necessary to idle the vehicle in cold weather, the windows should be rolled down to allow the animal maximum ventilation and safeguard against carbon monoxide asphyxiation.
  - 3. In cases of temperature extremes, handlers will make every effort to relocate the animals to a more temperate environment.
- (f) Comfort canine equipment and supplies - The canine vehicle will contain, at a minimum, the following equipment:
  - 1. Canine insert (cage)
  - 2. The vehicle will be equipped with a heat sensor monitoring device as required by [510 ILCS 83/15](#).
  - 3. Duty and training leads of various lengths
  - 4. Duty and training harnesses
  - 5. Duty and training collars

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6. Training toys
7. Grooming equipment

#### **347.11 SELECTION OF COMFORT CANINE HANDLERS**

- (a) The position of comfort canine handler shall be open to all officers who have completed their probationary period.
- (b) Applicants must have acceptable performance evaluations within the last two years (if applicable) prior to application. Field training evaluations will be reviewed, if applicable.
- (c) Applicants must be willing to commit a minimum of five years to the position. This does not exclude the officer from pursuing a promotion; however, promotion may necessitate giving up the position of comfort canine handler.
- (d) The selection process will be in accordance with any applicable labor agreements, and include the following procedures:
  1. All applicants will make their desire known to the C.O.A.S.T. Lieutenant in writing.
  2. All applicants will participate in an interview process with the Canine Selection Committee. The committee will forward their recommendation to the Chief of Police, who has final authority in making the selection. The committee will be made up of at least the following:
    - (a) C.O.A.S.T. Lieutenant
    - (b) Comfort Canine Supervisor
    - (c) One police officer
    - (d) One canine handler
  3. Each applicant's home will be inspected, by the comfort canine supervisor, to determine whether there is sufficient area for the canine. Criteria used in the inspection will include, but not necessarily be limited to the following:
    - (a) Resides in a dwelling suitable for the required comfort canine equipment.
    - (b) Demonstrates stability in residence.
    - (c) If other canines are present in the residence, the officer must provide current documentation annually of all appropriate vaccinations.
    - (d) Willingness to have the Department inspect the area where the canine will be held without prior notification.
- (e) Criteria of canine handler will include, but not necessarily be limited to the following:
  1. Must be in good physical condition.
  2. Must have demonstrated public speaking abilities and the ability to organize and deliver presentations and demonstrations.
  3. Must be able to deal with stress effectively and be able to handle situations involving conflict.

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4. Must display pride and self-confidence.
  5. Must be approved by the handler's spouse or those sharing the residence.
- (f) In addition to the above criteria, the canine handler:
1. Must be willing to relinquish consideration for assignments to the Detective Bureau or other specialized duties while assigned as a canine handler.
  2. Must understand that the canine handler will be required to carry a cell phone for off-duty call-outs.

#### **347.12 REMOVAL FROM HANDLER POSITION**

- (a) Canine handlers serve at the discretion of the Chief of Police. He/She may remove an officer from the Canine Unit or take other remedial action for:
1. Failure to complete or pass initial certification.
  2. Poor performance based upon training evaluations conducted at the appropriate training agency.
  3. The inability of the comfort canine team to achieve recertification.
  4. Unacceptable training techniques, excessive absences from training, lack of interest, poor performance as a comfort canine officer, or unacceptable maintenance of comfort canine equipment.
  5. Improper care of the comfort canine, including failure to keep the home kennel or vehicle kennel clean.

#### **347.13 COMFORT CANINE TRAINING**

- (a) Initial training of the handler and comfort canine will be conducted under the supervision of a trainer skilled in the application of comfort canines to law enforcement. The length of training, times and location will be determined by the trainer and the comfort canine supervisor, with approval by the Chief of Police.
- (b) A canine team will not be used until it has been certified by the American Kennel Club or a law enforcement comfort canine training facility, having the approval of the Chief of Police.
- (c) In-service refresher training assignments will be made by the comfort canine supervisor. All training will be documented by using a computerized training log which will be forwarded to the canine unit supervisor.
- (d) Obedience training - it will be the responsibility of the handler to ensure that proper obedience training is done to keep the comfort canine proficient in all areas.
- (e) Comfort canine annual recertification.
1. Certification standards will be determined by the comfort canine supervisor based on the canine team's initial training or pre-existing standards from a recognized agency, training center, or a national police canine association.

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2. Failure to meet certification requirements will result in remedial training to correct the deficient areas.
3. Comfort canine teams may be placed on restricted duty should the deficiencies center on control aspects.
4. The canine team will be re-evaluated and removed from any restricted duty when the elements previously deemed deficient are corrected.
5. In the event that deficiencies are not rectified, the canine team will be removed from service until the requirements are met.

#### **347.14 PERSONS INJURED BY COMFORT CANINE**

- (a) In all instances where a person has been injured by a comfort canine either on or off duty, the canine handler will ensure the victim receives prompt medical attention.
- (b) All comfort canine bites will be reported immediately to the on-duty shift supervisor and a detailed information report submitted. If the incident occurred while the canine team was on-duty, the incident must be investigated by the on-duty shift supervisor. If the incident occurred during off-duty hours, the department that has jurisdiction at the incident location will be notified, and a subsequent report must be made. Recorded statements from any victim, suspects, and witnesses will be obtained. An in-car video camera or body-worn camera can suffice for the recorded statements.
- (c) Photographs will be taken of the injured areas along with an overall photo of the victim. If photographs are not possible, the supervisor shall document the reason photographs were not able to be taken.
- (d) Canines used by law enforcement agencies are generally exempt from impoundment and report requirements ([510 ILCS 5/13\(b\)](#)). The comfort canine shall be under observation for ten days following any bite. The observation shall consist of the comfort canine being locked in a kennel, performing its official duties in a law enforcement vehicle, or remaining under the constant supervision of its handler.

#### **347.15 RECORD KEEPING**

- (a) The canine handler will keep a computerized log listing each use of the comfort canine. The log will contain the following information:
  1. Date/Time
  2. Location
  3. Requesting Agency/Officer
  4. Disposition
  5. Case number (if applicable)
  6. Canine handler name/badge number
  7. Meetings and comfort canine visits
  8. Temperament, activities, and behavior of the comfort canine.

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9. The Comfort canine supervisor will review the log on a regular basis.



# Faculty Staff Firearms Safety Program

## 348.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the governance, membership, operation, and division of duties within the Faculty Staff Firearms Safety Program.

The purpose of the Faculty Staff Firearms Safety Program (FSFSP) is to:

- (a) Increase the understanding of firearms safety, handling, and weapons laws for those members of the university community who own or are exploring the option to own a firearm.
- (b) Provide a safe, controlled environment in which participants may practice their firing skills under the direction of a certified University of Illinois Police Department Master Firearms Instructor.
- (c) Provide department members with relationship-building opportunities with members of the University community and allied agencies.

## 348.2 DEFINITIONS

**Chief Range Master**- a NRA certified Chief FSFSP Officer that is certified to train Range Safety Officers.

**Master Firearms Instructor** – a sworn or retired in good standing member of the University of Illinois Police Department who has obtained the MFI certification from the Police Training Institute.

**Range Master**- Under general supervision guidance of the CFO, performs a variety of specialized non-sworn technical, manual and other duties in support of the FSFSP program.

**Range Safety Officer** – a member of the Faculty Staff Firearms Safety Program who has completed the NRA Range Safety Officer (RSO) class by a Chief Range Master and provides extra safety assistance while on the range.

## 348.3 FACULTY STAFF FIREARMS SAFETY PROGRAM MANAGEMENT

Management:

- (a) The Faculty Staff Firearms Safety Program (FSFSP) is an outreach program run by the University of Illinois Police Department. The program falls under the direction of the sergeant in charge of COAST which reports to the Lieutenant COAST/REACH under the Operations Division.
- (b) All financial and membership data is available only to members of the Division of Public Safety's business office, command staff, sworn personnel and the FSFSP management team assigned to run the Faculty Staff Firearms Safety Program.

## 348.4 MEMBERSHIP ELIGIBILITY

Those eligible for FSFSP membership are:

- (a) Current University of Illinois faculty, staff, and academic professionals. Members must have at least a 1% appointment with the University of Illinois at Urbana-Champaign.

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- (b) Retired University of Illinois faculty, staff, or academic professionals. Retirements must have happened from the University of Illinois at Urbana-Champaign.
- (c) Current University of Illinois students in the graduate college who are over the age of 18 and are in good standing with the University of Illinois.
- (d) Paid members of the following in Champaign County – full-time or retired police officers, state troopers, Champaign County Sheriff's Office, full-time firefighters, METCAD, EMS, Parkland College instructors, full-time certified members of Champaign County Search and Rescue.
- (e) Spouses or legal partners of those eligible above. Proof of finalized legal separations will nullify the spouse's membership, unless they qualify via one of the listed items, (a-d).
- (f) No person under the age of 18 is allowed to participate.

#### Grandfather Clause:

- (a) Current members who do not meet the eligibility criteria based on the above-listed requirements by July 1, 2019 may maintain their membership by paying dues prior to October 31, 2019.
- (b) Once this membership is expired due to non- payment after November 1, 2019, the member must obtain eligibility through one of the items listed, and will need to re-apply and go through the new member orientation course again. They may attend the course at no additional cost once the current year's dues have been satisfied.

### **348.5 MEMBERSHIP REQUIREMENTS**

All members must possess a valid FOID card, if applicable.

All members must have completed the following:

- (a) Application for membership including:
- (b) Proof of eligibility (I-Card, Spouse's I-Card and/or Allied Agency staff ID)
- (c) Copy of FOID Card, if applicable
- (d) Copy of Valid State DL or State ID
- (e) Signed Authorization for UIPD to conduct a background check.
- (f) Successful completion of a background check conducted by members of the University of Illinois Division of Public Safety and/or the FSFSP Management Team assigned to run the Faculty Staff Firearms Safety Program.
- (g) Completion of New Member Orientation Class
- (h) Payment of membership dues as outlined in section 348.8

### **348.6 RANGE OPERATIONS**

The range is run by a sworn employee of the Division of Public Safety who is a certified Master Firearms Instructor or a Chief Range officer approved by the FSFSP leadership. Volunteer Range Masters and Range Safety Officers should also be present on the line to ensure the safe handling

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#### *Faculty Staff Firearms Safety Program*

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of equipment. All FSFSP members are responsible for the enforcement of all safety rules and regulations. Only Current FSFSP members in good standing and University of Illinois Police Officers may be on the range during FSFSP firing times.

All non-sworn FSFSP members must bring their firearms to the range cased and unloaded. Unless firing an approved weapon on the line in a monitored shoot, all weapons shall be cased and unloaded.

FSFSP members will not be allowed to shoot from the holster. Range Safety Officers may only do so during the Range Monitor shoot or specific training and shall have the Range Master's approval.

FSFSP members are responsible for providing their own firearms, safety glasses, ear protection, and ammunition.

### **348.7 COURSE OFFERINGS**

#### Firearm Safety Training

#### Community Safety Training

- (a) The firearm safety lecture is open to members of the community who are not members for a \$50 fee

#### New Member Training - Required for Membership

- (a) Meeting membership requirements as directed by UIPD
- (b) Completing the firearm safety lecture and live-fire orientation for an \$80 fee

#### Range Safety Officer Training

- (a) Training conducted by an NRA certified FSFSP officer that is certified to train Range Safety Officers
- (b) Required for members performing as a Range Safety Officer

#### New Member Orientation

- (a) The lecture is open to members of the community who are not members for a \$10.00 fee.
- (b) The live-fire section is only for those who are completing their membership process.
- (c) Required for membership.

### **348.8 DUES AND FEES**

#### Annual Dues

- (a) Annual Dues cover FSFSP membership from July 1 to June 30 of each year. Annual dues are due by August 31st of each year.
- (b) In January of each year, the Division of Public Safety Business Office will do a financial analysis of FSFSP and determine if the dues paid by each member is appropriate.

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- (c) By April of each year, the Division of Public Safety and/or the FSFSP Management Team assigned to run the Faculty Staff Firearms Safety Program will notify membership how much dues will be for the next year.
- (d) The Division of Public Safety shall make the fee schedule for courses available online
- (e) The renewal period for current members of the program will be from June 1 to August 31 each year.
- (f) On September 1, the FSFSP Management Team assigned to run the Faculty Staff Firearms Safety Program will notify those who have not paid their dues that their membership will expire should they not complete payment by September 30. A late fee will apply.
- (g) Should a member become inactive because they did not pay their dues, they will need to re-apply and go through the new member orientation course again. They may attend the course at no additional cost.
- (h) Dues for renewal may be paid to the University of Illinois by check or by credit card. For each transaction, the member shall receive a receipt and the payment recorded in the membership database.
- (i) Division of Public Safety employees who have at least a 50% appointment, are exempt from paying dues. This does not extend to their spouses.
- (j) Range Safety Officers pay only 50% of the regular yearly dues. This does not extend to their spouses. The Division of Public Safety may set a number of range dates that the Range Safety Officers must work in order to be exempt.
- (k) FSFSP Range Masters are exempt from dues. This does not extend to their spouses. The Division of Public Safety may set a number of range dates that the Range Safety Officers must work in order to be exempt.

#### Fees

- (a) New member - \$80
- (b) Returning member - \$70
- (c) Returning member missing the current year deadline - \$10 late fee and \$70 returning member fee
- (d) Returning member that has been absent and not paid for two or more years - \$30 readmittance fee plus \$70 current annual membership fee

#### **348.9 FINANCIAL REPORTING**

In order to ensure that the funds are being used according to rules set forth by the University of Illinois and the State of Illinois, the business office manager shall provide bi-annual financial reports and the results of the annual analysis to the COAST Lieutenant and the FSFSP Management Team assigned to run the Faculty Staff Firearms Safety Program.

## Special Event Planning

### 349.1 PURPOSE

The purpose of this order is to establish guidelines for the security and safety of the public attending special events and to plan for the smooth flow of vehicular and pedestrian traffic during the event.

### 349.2 DEFINITIONS

**Incident Action Plan:** Developed by the National Incident Management System, an incident action plan formally documents incident goals, control objectives, operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters.

**Incident Command System (ICS):** A modular system that builds dependent upon the type and magnitude of the incident. It is a method of organizing and coordinating emergency services, facilitating the objectives of scene management, personnel safety, and control, for the systematic protection of life and property in an efficient and professional manner.

**Operation Plan:** A documented detailed plan identifying methods to achieve the desirable objectives of the event.

**Special Event:** Activities such as parades, athletic contests, public celebrations or festivals resulting in an increased need for police services because of traffic, crowds, or crime.

**Unified Command (UC):** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single incident action plan.

### 349.3 SPECIAL EVENT PLANNING

The responsibility for the planning and coordination of special events rests with the Administrative Services Assistant Chief or designee, who will serve as the special event coordinator and liaison with event planners. In addition, the special event coordinator will:

- (a) Assign personnel detailed to the special event.
- (b) Procure any needed equipment for personnel assigned and coordinate distribution and return of the equipment at the end of the function.
- (c) Develop an Operations Plan pertaining to problems in traffic control, crowd control and crime projections that could arise as a result of or during the event. This plan should detail:
  1. Contingency plans for traffic control, direction, alternate traffic routes, temporary traffic direction, parking prohibitions and emergency vehicle access.
  2. Crowd estimates and control procedures.

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#### *Special Event Planning*

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3. When private security services are involved, review and determine the adequacy of such services for the particular event.
- (d) Coordinate with other University departments and outside emergency agencies and exchange information regarding job functions at the event.
- (e) Coordinate with outside departments for the use of special operations personnel such as emergency response teams and any other specialized units, which are deemed necessary and cannot be provided by the Department.
- (f) Develop logistical requirements through the creation of maps, charts, time tables, personnel rosters and event schedules that:
  1. Allow for relief of officers assigned.
  2. Ensures the establishment of staging and staffing areas.
  3. Prepare public information press releases, and when necessary, establishes news media briefing areas and procedures.
  4. Coordinates use of public transportation to and from the event, which will decrease the amount of vehicular traffic in the area.
  5. Make maximum usage of parking in and around the event area while keeping traffic lanes open for use by emergency vehicles.
- (g) The plan should be disseminated to all supervisory personnel assigned to the event to ensure they are aware of their responsibilities.
- (h) A briefing will be held for all personnel just prior to the start of the event.

#### **349.4 INCIDENT ACTION PLANS**

Incident Action Plan shall be completed for any special events where the anticipated attendance is over 10,000 people, and/or the event requires the participation of multiple emergency agencies and/or disciplines (e.g. Champaign Police/Fire, Urbana Police/Fire, EMS, etc.). Special events requiring the participation of multiple emergency agencies/disciplines (e.g. Champaign Police/Fire, Urbana Police/Fire, EMS, etc.) should utilize the Unified Command system.

#### **349.5 OFFICER ASSIGNMENTS**

The following procedures will apply to officers assigned to special event details.

- (a) Report to briefing location in full duty uniform at the designated briefing time.
- (b) Report to assigned post with all necessary supplies (duty hat, yellow reflective raincoat or vest, radio with charged battery, flashlight with charged and/or spare batteries and cones) within ten minutes after briefing. Officers should always be standing at their assigned traffic posts (not sitting in their cars). Exceptions to this rule may be made with supervisory approval in the event of severe weather.
- (c) Officers should not leave the area of their assigned post without first obtaining supervisory approval. Supervisors will advise when traffic posts can clear.
- (d) Officers should be at their inside posts no later than fifteen minutes after leaving their assigned traffic posts and remain there throughout the event. Officers should be

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#### *Special Event Planning*

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attentive to crowd behaviors while on inside posts and should project a professional appearance and demeanor at all times. Supervisors will coordinate break periods.

- (e) Officers should not unnecessarily "group up".
- (f) Officers shall report to their traffic posts as directed by supervisors at the conclusion of the event.
- (g) Officers shall not leave their assigned posts at the end of the event detail until obtaining supervisory approval.

#### **349.6 AFTER ACTION REPORTING**

A Special Event Report (attachment A) will be completed by the special event supervisor after the event. The report will be forwarded to the Administrative Services Assistant Chief and will document, at a minimum:

- (a) Any police action taken during the event.
- (b) Suggestions and observations that could improve the logistical and staffing procedures for future special events.
- (c) Total hours expended by personnel staffing the event.

## **Chapter 4 - Patrol Operations**



## Patrol Function

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

#### 400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of University of Illinois, respond to calls for assistance, act as a deterrent to crime, enforce state laws, local laws, and University ordinances and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
- (c) Calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other divisions within the Department, as well as other outside governmental agencies.
- (h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (i) Traffic direction and control.

#### 400.1.2 TERRORISM

It is the goal of the University of Illinois Division of Public Safety to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Detective Bureau Supervisor in a timely fashion.

### 400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the University of Illinois Division of Public Safety.

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#### *Patrol Function*

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##### 400.2.1 CRIME ANALYSIS UNIT

The Crime Analysis Unit (CAU) will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to Administrative Services for distribution to all divisions within the Department through daily and special bulletins.

##### 400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

##### 400.2.3 PATROL BRIEFINGS

Patrol supervisors, detective supervisors, and special unit supervisors are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Briefings as time permits.

##### 400.2.4 DIGITAL INFORMATION SHARING DATABASE

Digital information sharing databases will be utilized to display of suspect information, intelligence reports, trespass notices, wanted persons and photographs.

#### **400.3 CROWDS, EVENTS AND GATHERINGS**

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Officers should seek guidance from the First Amendment Assemblies Policy.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the University of Illinois Division of Public Safety's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

### 401.2 POLICY

The University of Illinois Division of Public Safety is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

### 401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

#### 401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

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#### *Bias-Based Policing*

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Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### **401.4.2 REPORTING STOPS**

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

#### **401.5 SUPERVISOR RESPONSIBILITIES**

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review In-Car and Body-Worn Camera recordings, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
  - (a) Supervisors should document these periodic reviews.
  - (b) Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

#### **401.6 STATE REPORTING**

The Records Section shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

#### **401.7 ADMINISTRATION**

Each year, the Patrol Assistant Chief should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

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#### *Bias-Based Policing*

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Supervisors should review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

#### **401.8 TRAINING**

Training on fair and objective policing, cultural diversity and review of this policy should be conducted when members are initially hired and on an on-going basis as directed by the Training Section.

## Shift Briefing

### 402.1 PURPOSE AND SCOPE

Shift briefing is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefing; however officers may conduct briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, major investigations, and areas/situations requiring special attention.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new General Orders or changes in General Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.
- (f) Uniform and grooming inspections.

### 402.2 PREPARATION OF MATERIALS

The supervisor conducting briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

### 402.3 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Training Coordinator for inclusion in training records, as appropriate.

# Crime and Disaster Scene Integrity

## 403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

## 403.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

## 403.3 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

## 403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

## 403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat.

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#### *Crime and Disaster Scene Integrity*

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Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

##### 403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.



# Metropolitan Emergency Tactical Response Operations (METRO) Team

## 404.1 PURPOSE AND SCOPE

Metropolitan Emergency Tactical Response Operations (METRO) Team is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Special Weapons and Tactics Team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. The team is a multi-jurisdictional team consisting of officers from the Champaign County Sheriff's Office, Urbana, University of Illinois, Mahomet, Parkland College, and Rantoul Police Departments.

### 404.1.1 SWAT TEAM DEFINED

A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

## 404.2 INTERAGENCY PARTICIPATION

It shall be the policy of this department to participate in the METRO team and to provide the manpower, equipment and training necessary to remain a participating agency on the METRO team. It is understood that the METRO team has specific policies and procedures, which are reviewed and approved by the Sheriff and Chiefs of Police of all participating agencies. The METRO team policy manual governs the tactics and duties of member officers while under the direction of the METRO Team Commanders.

### 404.2.1 FORMAL AGREEMENT

The Sheriff and Police Chiefs from the participating agencies have entered into a written formal agreement that further lists the requirements and obligations of each agency. Additionally, the METRO Oversight Board has written policies and guidelines specifically for the operation of the METRO Team. For matters not covered by the UIPD METRO policy, the METRO agreement and policy manual shall have precedence.

### 404.2.2 METRO SWAT POLICY MANUAL

The METRO team policy manual covers organizational procedures addressing the following:

- (a) Locally identified specific missions the team is capable of performing.
- (b) Team organization and function.
- (c) Personnel selection and retention criteria.

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#### *Metropolitan Emergency Tactical Response Operations (METRO) Team*

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- (d) Training and required competencies.
- (e) Procedures for activation and deployment.

#### **404.3 POLICY**

The METRO Team Commanders and Team Leaders shall review the METRO Team training needs annually to ensure that training and operations are conducted within team capabilities and policy.

##### **404.3.1 POLICY NEEDS ASSESSMENT**

A needs assessment should be conducted to determine the type and extent of METRO team missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the METRO team Commander or his/her designee.

##### **404.3.2 ORGANIZATIONAL PROCEDURES**

Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level to ensure personnel who provide active oversight at the scene of METRO Team operations understand the purpose and capabilities of the teams. Command personnel who may assume incident command responsibilities should attend SWAT or Critical Incident Commander course or its equivalent. METRO team command personnel should attend an ILETSB-certified SWAT commander or tactical commander course, or its equivalent.

##### **404.3.3 OPERATIONAL PROCEDURE**

METRO operations and procedures are outlined in the METRO guidelines. Training shall be coordinated by the METRO Commanders and Team leaders. Specific details of required training standards are listed in the METRO policy manual.

##### **404.3.4 OPERATOR, SNIPER/OBSERVER, CHEMICAL AGENT RESPONSE TEAM MEMBER INITIAL TRAINING**

All members of the METRO Team, with the exception of negotiators, shall attend a ILETSB certified basic SWAT course or equivalent. Once that is complete, members of the Sniper/Observer Team and the Chemical Agent Response Team (CART) will receive additional certified training in that specialty discipline.

#### **404.4 TRAINING NEEDS ASSESSMENT**

The METRO Team will train monthly on various tactics outlined in the METRO guidelines and follow the METRO training objectives.

##### **404.4.1 TRAINING SAFETY**

Use of a designated safety officer should be considered for all tactical training.

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#### *Metropolitan Emergency Tactical Response Operations (METRO) Team*

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##### 404.4.2 SCENARIO BASED TRAINING

The METRO team should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

##### 404.4.3 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Training Coordinator. Such documentation shall be maintained in each member's individual training file. An agency METRO team training file shall be maintained with documentation and records of all team training.

##### 404.5 UNIFORMS AND EQUIPMENT

METRO team members from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission. METRO team members from this agency should be adequately equipped with personal protective equipment to meet the specific mission(s) identified by the agency. Weapons and equipment used by the METRO team should be agency issued or approved, including any modifications, additions or attachments.

##### 404.6 MANAGEMENT/SUPERVISION OF METRO SWAT TEAM

The METRO Team was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to themselves or others. The following procedures serve as directives for the administrative operation of University of Illinois Police Department officers who participate on the METRO Team.

##### 404.6.1 SELECTION CRITERIA

The University of Illinois METRO Team Tactical Operator is assigned to the position based on criteria and

standards published by the METRO Oversight Board and the METRO Inter-agency Agreement. The criteria include fitness levels, firearms proficiency, ability to function in a team environment, ability to respond well in changing situations, ability to maintain a positive attitude under stressful conditions, to be emotionally mature, ability to exercise good judgment and problem solve while remaining calm as well as existing specific training qualifications. Applicants for METRO team officer must meet the following minimum criteria:

- (a) Be a non-probationary officer with at least two (2) years of law enforcement experience. Sergeants may remain on the team at the time of promotion but are not allowed to apply for a new opening. Lieutenants are ineligible for any team membership outside of a command role.
- (b) Have acceptable performance on the METRO fitness and firearms qualifications and standards.

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#### *Metropolitan Emergency Tactical Response Operations (METRO) Team*

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- (c) Attend 75 percent of all training and activations on an annual basis.
- (d) Be available to respond to call-outs within a reasonable amount of time.
- (e) During the year prior of proposed date of appointment as METRO officer, have received no serious disciplinary action, and have exhibited no serious performance deficiencies.

The University of Illinois METRO Team negotiator is assigned to the position based on criteria and standards published by the METRO Oversight Board and the METRO Inter-agency Agreement. The criteria include verbal communications skills, ability to respond well in changing situations, ability to maintain a positive attitude under stressful conditions, to be emotionally mature, with the capacity to absorb verbal abuse without reacting negatively, ability to exercise good judgment and problem solve while remaining calm as well as existing specific training qualifications. Applicants for METRO Team Negotiator must meet the following minimum criteria:

- (a) Have a minimum of two (2) years law enforcement experience.
- (b) Attend 75 percent of all training and activations on an annual basis.
- (c) Be available to respond to call-outs within a reasonable amount of time.
- (d) During the year prior of proposed date of appointment as METRO negotiator, have received no serious disciplinary action, and have exhibited no serious performance deficiencies.

Once accepted and assigned to the METRO Team, all operational team members, regardless of rank or position, must maintain acceptable standards of performance as delineated in the METRO Inter-Agency Agreement. The consequences of the failure to maintain standards are outlined in the METRO guideline. The University of Illinois Police Department expects a minimum of a three (3) year commitment to the METRO team in exchange for the time and cost of any training for such a specialty position. That time period may be waived by the Chief of Police on a case-by-case basis. A team member may be removed from the team, without cause, when deemed necessary for the good of the team by a consensus of the Team Commanders and approved by the University of Illinois Chief of Police.

The University of Illinois Chief of Police may remove a University of Illinois METRO Team Member at his/her discretion at any time.

#### 404.6.2 TEAM SUPERVISORS

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the METRO Commanders. The performance and efficiency level, as established by the METRO Commanders, will be met and maintained by all METRO Team members. Any member of the METRO Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team in accordance with the procedure established in the METRO guidelines.

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#### *Metropolitan Emergency Tactical Response Operations (METRO) Team*

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#### **404.7 METRO TEAM ACTIVATION PROCEDURES**

The following procedures serve as guidelines for the operational deployment of the METRO team. Generally, the Special Weapons and Tactics Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of all of the Crisis Negotiation Team such as warrant service operations. This shall be at the discretion of the METRO Commander.

##### **404.7.1 SCENE ASSESSMENT**

The supervisor in charge on the scene of a particular event will assess whether the METRO Team is to respond to the scene. Upon final determination by the Shift Sergeant, he/she will notify the METRO Commander. The METRO Commander shall have the final determination if the METRO team will be activated.

##### **404.7.2 APPROPRIATE SITUATIONS FOR USE OF METRO TEAM**

The following are examples of incidents which may result in the activation of the METRO Team:

- (a) Hostage Situations - the holding of any person(s) against their will by an armed or potentially armed suspect.
- (b) Barricade Situations - the stand-off created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender.
- (c) Sniper Situations - the firing upon citizens and/or police by an armed suspect, whether stationary or mobile.
- (d) High-Risk Apprehension - the arrest or apprehension of armed or potentially armed suspects where the likelihood of armed resistance is high.
- (e) High-Risk Warrant Service - the service of search or arrest warrants where the warrant service matrix or policy recommends or requires the use of the METRO team.
- (f) Personal Protection - the security of special persons, such as VIP's, witnesses, or suspects, based on threat or potential threat to the wellbeing of those persons.
- (g) Special Assignments - any assignment approved by the METRO Commanders, based upon a high level of threat.
- (h) Terrorist Incidents - incidents involving violence or the threat of violence and an identifiable location or person as the target.
- (i) Civil Disturbances - incidents involving civil unrest.
- (j) Surveillance - the covert surveillance for potentially high-risk situations.

##### **404.7.3 MOBILIZATION OF METRO TEAM**

The shift sergeant shall make a request for the METRO Team. The shift sergeant shall then notify the METRO Commander. If unavailable, the Chief of Police, Deputy Chief of Police, Assistant Chief, or Lieutenant shall be notified. The Shift Sergeant will then notify the Patrol Lieutenant as soon as practical.

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The Shift Sergeant should advise the METRO Commander with as much of the following information which is available at the time:

- (a) The number of suspects, known weapons, and resources.
- (b) If the suspect is in control of hostages.
- (c) If the suspect is barricaded.
- (d) The type of crime involved.
- (e) If the suspect has threatened or attempted suicide.
- (f) The location of the command post and a safe approach to it.
- (g) The extent of any perimeter and the number of officers involved.
- (h) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

The METRO Commander or Chief of Police shall then initiate the METRO call out.

#### 404.7.4 FIELD UNIT RESPONSIBILITIES

While waiting for the METRO team, field personnel should, if reasonably practicable:

- (a) Establish an inner and outer perimeter.
- (b) Establish a command post outside of the inner perimeter.
- (c) Establish an arrest/response team. The team actions may include:
  - 1. Securing any subject or suspect who may surrender.
  - 2. Taking action to mitigate a deadly threat or behavior.
- (d) Evacuate any injured persons or citizens in the zone of danger.
- (e) Attempt to establish preliminary communication with the suspect. Once METRO has arrived, all negotiations should generally be halted to allow the negotiators and SWAT time to set up.
- (f) Be prepared to brief the METRO Commander on the situation.
- (g) Plan for, and stage, anticipated resources.

#### 404.7.5 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of METRO at the scene, the Incident Commander shall brief the METRO Commander and team leaders about the situation. Once the METRO Commander authorizes deployment, the METRO Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, and support for the METRO Team. The Incident Commander and the METRO Commander (or his/her designee) shall maintain communications at all times.

#### 404.7.6 COMMUNICATION WITH CRISIS RESPONSE UNIT PERSONNEL

All of those persons who are not METRO team personnel should refrain from any non-emergency contact or interference with any member of the unit during active negotiations. Operations require

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the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with the Negotiation Team personnel directly. All non-emergency communications shall be channeled through the Negotiation Team Supervisor or his/her designee.

#### 404.7.7 REPORT WRITING

A minimum of one of the responding University of Illinois team members will write a report indicating the details of the METRO response. Any team member involved in "use of force", including handcuffing, searching of suspects and all higher levels of force, involved in the destruction of private property, the discovery of evidence, or sustains an injury or injures another person, will write a report documenting the circumstances that required or lead up to the force, destruction, discovery or injury. All METRO reports will be forwarded directly to the METRO Commander.

## Ride-Alongs

### 405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

#### 405.1.1 ELIGIBILITY

The University of Illinois Division of Public Safety Ride-Along Program is offered to residents, students and those employed within the University. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

### 405.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the shift supervisor. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The shift supervisor will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective shift supervisor as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

#### 405.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Chaplains, police applicants, civilian applicants, civilian employees, departmental interns, student patrol members, and all others with approval of the shift supervisor.

Civilian ride-alongs will normally be scheduled for four hours, starting at the beginning of the shift. The shift supervisor has the discretion to shorten or extend the length of time.



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An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

#### **405.2.2 SUITABLE ATTIRE**

Any person approved to ride along is required to be suitably dressed for the weather in a professional appearance. Sandals and tank tops are not permitted. Vulgar or offensive images or wording on clothing will not be permitted. The Shift supervisor may refuse a ride along to anyone not properly dressed.

#### **405.2.3 PEACE OFFICER RIDE-ALONGS**

Off-duty members of other law enforcement agencies will not be permitted to ride-along with on-duty officers without the expressed consent of the shift supervisor. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

#### **405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK**

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the University of Illinois Division of Public Safety).

### **405.3 OFFICER'S RESPONSIBILITY**

The officer shall advise METCAD that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. METCAD will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The shift supervisor shall be immediately notified of any injury or noteworthy incident involving the ride-along.

The Patrol Lieutenant is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the form shall be returned to the Patrol Lieutenant with any comments which may be offered by the officer. Any injury or noteworthy incident involving the ride-along shall be documented or reported appropriately.

### **405.4 CONTROL OF RIDE-ALONG**

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

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- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

#### **405.5 ATTACHMENTS**

##### [Ride Along Waiver of Liability](#)

# Hazardous Material Response

## 406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure.

### 406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

## 406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify type of hazardous substance. Identification can be determined by placard, driver's manifest or statements from the person transporting the material.
- (b) Notify the Fire Department.
- (c) Notify other applicable campus departments such as Division of Research Safety.
- (d) Provide first-aid for injured parties if it can be done safely and without contamination.
- (e) Begin evacuation of the immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

## 406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee and their supervisor in a First Report of Injury/Illness Form that shall be forwarded via chain of command to the respective Assistant Chief. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the form.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

### 406.3.1 SUPERVISOR RESPONSIBILITY

Upon notification of a hazardous material response, the shift supervisor should assess the situation for an Illini Alert and other required notifications as indicated in the Major Incident Notification Policy.

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When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

# Hostage and Barricade Incidents

## 407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

### 407.1.1 DEFINITIONS

Definitions related to this policy include:

**Barricade situation** - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

**Hostage situation** - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

## 407.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

## 407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

### 407.3.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, Department supervisors or negotiators may promptly contact the Office of the State Attorney for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).

Additionally, Department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage

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and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

#### **407.4 FIRST RESPONDER CONSIDERATIONS**

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

##### **407.4.1 BARRICADE SITUATION**

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

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

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- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

#### 407.4.2 HOSTAGE SITUATION

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

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

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##### **407.5 SUPERVISOR RESPONSIBILITIES**

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

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

##### **407.6 METROPOLITAN EMERGENCY TACTICAL RESPONSE OPERATIONS (METRO) TEAM RESPONSIBILITIES**

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

##### **407.7 REPORTING**

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



## Response to Bomb Calls

### **408.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines to assist members of the University of Illinois Division of Public Safety in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

### **408.2 POLICY**

It is the policy of the University of Illinois Division of Public Safety to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

### **408.3 RECEIPT OF BOMB THREAT**

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the shift supervisor is immediately advised and informed of the details. This will enable the shift supervisor to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

### **408.4 GOVERNMENT FACILITY OR PROPERTY**

A bomb threat targeting a government facility may require a different response based on the government agency.

#### **408.4.1 UNIVERSITY OF ILLINOIS DIVISION OF PUBLIC SAFETY FACILITY**

If the bomb threat is against the University of Illinois Division of Public Safety facility, the shift supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

#### **408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY**

If the bomb threat is against a county or municipal facility within the jurisdiction of the University of Illinois Division of Public Safety that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the shift supervisor deems appropriate.

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##### **408.4.3 FEDERAL BUILDING OR PROPERTY**

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

##### **408.5 PRIVATE FACILITY OR UNIVERSITY PROPERTY**

When a member of this department receives notification of a bomb threat at a location within the University of Illinois police jurisdiction, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether there are any internal facility procedures regarding bomb threats in place, such as:
  - 1. No evacuation of personnel and no search for a device.
  - 2. Search for a device without evacuation of personnel.
  - 3. Evacuation of personnel without a search for a device.
  - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the shift supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

##### **408.5.1 ASSISTANCE**

The shift supervisor should be notified when police assistance is requested. The shift supervisor will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the shift supervisor determine that the Department will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.
- (b) The plan for assistance.

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- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
  - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
  - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
  - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

#### **408.6 FOUND DEVICE**

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
  - 1. Two-way radios
  - 2. Cell phones
  - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the shift supervisor including:
  - 1. The time of discovery.
  - 2. The exact location of the device.

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3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

#### **408.7 EXPLOSION/BOMBING INCIDENTS**

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

##### **408.7.1 CONSIDERATIONS**

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

##### **408.7.2 NOTIFICATIONS**

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Shift supervisor
- Chief of Police through the Chain of Command
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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#### *Response to Bomb Calls*

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##### 408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

##### 408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The shift supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

## Crisis Intervention Incidents

### 409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

#### 409.1.1 DEFINITIONS

Definitions related to this policy include:

**Person in crisis** - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

R.E.A.C.H.: Response Evaluation and Crisis Help

**Behavioral Health Detective:** A selected uniformed officer with Crisis Intervention Team (CIT) training assigned to the REACH team under COAST. This officer will be responsible for furthering investigations on CIT cases, responding to calls with the Outreach Coordinator when needed, attending community meetings and court proceedings, working on grants applicable to REACH, and other duties as assigned.

**Patrol Behavioral Health Detective:** A selected uniformed officer with Crisis Intervention Team (CIT) training. This officer is a hybrid of the Patrol and COAST Division.

**Crisis Responder:** The Mental Health Provider that co-responds to mental health-related calls with the Behavioral Health Detective

**Crisis Outreach Coordinator:** This selected person serves as a member of the Crisis Intervention Team and acts as a liaison between the Police Department Crisis Counselors, Police Administration, and the public. The Crisis Outreach Coordinator is responsible for supervising the police department Crisis Counselors including evaluation, assignments, and follow-up of casework and generating reports for management.

### 409.2 POLICY

The University of Illinois Urbana-Champaign Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

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#### *Crisis Intervention Incidents*

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When available, the REACH Team will respond to calls for service involving persons in crisis. The University of Illinois Urbana-Champaign Police Department REACH Initiative is to improve the quality of law enforcement and clinical services to persons in crisis. Social Workers and Behavioral Health Detectives will be dispatched as a team when available to resolve the behavioral/mental health crisis as efficiently and compassionately as possible. This will expedite the subject's treatment and mitigates unnecessary incarcerations or hospitalization, while also providing an avenue for follow-up care after the crisis is resolved.

#### **409.3 SIGNS**

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

#### **409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS**

The Chief of Police should designate an appropriate Lieutenant to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

REACH team members may be tasked with providing case management contacts with consumers after contact with department members to provide resource linkage and supportive services until established with ongoing mental health care. Officers may also refer consumers to the REACH team for follow-up care in instances such as frequent consumers or consumers with serious mental illness.

#### **409.5 FIRST RESPONDERS**

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a

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threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis. On scenes where the REACH Team is deployed, officers shall be responsible for on scene security during encounters and will determine when the scene is safe for the Crisis Counselors to interact with the individual in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

#### **409.6 DE-ESCALATION**

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.



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- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

#### **409.7 INCIDENT ORIENTATION**

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the METCAD telecommunicator provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

#### **409.8 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

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#### *Crisis Intervention Incidents*

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#### **409.9 INCIDENT REPORTING**

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

Patrol Behavioral Health Detectives and Behavioral Health Detectives shall complete police reports as needed.

Mental health records, to include assessments, case notes, safety plans, and any other documents completed by the clinician are to be strictly protected as governed by HIPAA law and requires written consent to release the information. Access to these reports will be limited to the Reach Lieutenant, Crisis Responders, and Crisis Coordinator.

##### **409.9.1 DIVERSION**

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

#### **409.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS**

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

#### **409.11 EVALUATION**

The Lieutenant or designee designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

#### **409.12 TRAINING**

Subject to available resources, the Department will provide training to department members to enable them to effectively interact with persons in crisis.

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Training may include the ILETSB's training on crisis response (50 ILCS 705/10.17).

REACH Behavioral Health Detectives will be Crisis Intervention Team (CIT) certified. Crisis Responders will attend the Crisis Responder Academy with specific learning objectives including Safety, De-escalation, Radio Codes/Procedures, Cover vs Concealment, Firearm Exposure, Police Culture, HIPPA Compliance, Evaluation Tools, Documentation Requirements, Ethics and Policy and Procedure, and other University of Illinois required trainings. Academy training will be done using a combination of both classroom learning and scenario-based training.

Behavioral Health Detectives and Crisis Responders should attend advanced training related to their duties when available.

## Civil Commitments

### 410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under a civil commitment (405 ILCS 5/1-100 et seq.).

### 410.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to protect the public and individuals through legal and appropriate use of the civil commitment process.

### 410.3 AUTHORITY

An officer responding to or handling a call involving a suspected civil commitment may take that person into custody and transport him/her to an approved mental health facility when the officer has reasonable grounds to believe the person is in need of immediate hospitalization to protect him/herself or others from physical harm (405 ILCS 5/3-606).

Upon arrival at the facility, the officer or REACH Crisis Counselor should complete the written petition for involuntary admission, which includes (405 ILCS 5/3-601):

- A detailed statement of the reason for the commitment, including observed signs and symptoms, a description of any acts, threats, other behavior or pattern of behavior, and the time and place of occurrence.
- The name and address of the spouse, parent, guardian, substitute decision-maker, if any, and close relative, or if none, the name and address of a known friend. If this information is unavailable, the officer shall state that diligent inquiry was made.

If the petition is not completed by the officer transporting the person, the transporting officer's name, badge number and department shall be included in the petition (405 ILCS 5/3-606).

#### 410.3.1 MINORS

An officer may take a minor into custody and transport the minor to a mental health facility when there is reasonable grounds to believe that the minor has a mental illness or emotional disturbance of such severity that hospitalization is necessary to protect him/herself or others from physical harm, and that the minor is likely to benefit from inpatient treatment (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)).

Upon arrival at the facility, the officer or REACH Crisis Counselor should complete the written petition for involuntary admission and shall further include (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)):

- A detailed statement of the reason for the commitment, including a description of any acts or significant threats, and the time and place of occurrence.
- The name, address and telephone number of any witness.

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##### **410.3.2 VOLUNTARY EVALUATION**

If an officer encounters an individual who may qualify for civil commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

- (a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.
- (b) Upon arrival at the facility, the officer or REACH Crisis Counselor should complete the written petition for involuntary admission.
- (c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

##### **410.4 CONSIDERATIONS AND RESPONSIBILITIES**

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for individuals who have mental health issues and are suspected of committing minor crimes or creating other public safety issues. Officers may also consider other types of non-custodial resolutions (notice to appear, conflict resolution) in conjunction with civil commitments.

##### **410.5 TRANSPORTATION**

When transporting any individual for a civil commitment, the transporting officer should notify METCAD of the destination.

Officers may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, supervisor approval is required before transport commences.

##### **410.6 TRANSFER TO APPROPRIATE FACILITY**

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written petition for involuntary admission and remain present to provide clarification of the grounds for detention, upon request (405 ILCS 5/3-606).

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Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

#### **410.7 DOCUMENTATION**

The officer or REACH Crisis Counselor should complete a petition for involuntary admission, provide it to the facility staff member assigned to the individual and retain a copy of the petition for inclusion in the case report.

The officer or REACH Crisis Counselor should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

##### **410.7.1 NOTIFICATION TO ILLINOIS STATE POLICE**

A member who reasonably determines that a person poses a clear and present danger because he/she has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), shall ensure this information is reported to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that the ISP has been notified and the manner of notification should be documented.

#### **410.8 CRIMINAL OFFENSES**

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.
- (c) Facilitate the individual's transfer to jail.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

#### **410.9 FIREARMS AND OTHER WEAPONS**

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure

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law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

#### **410.9.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS**

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer should detail those facts and circumstances in a report. The report should be forwarded to the Detective Bureau, which shall be responsible for contacting the Illinois State Police Firearms Services Bureau.

#### **410.10 TRAINING**

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with mentally disabled persons, civil commitments and crisis intervention.

## Notice to Appear or Summons Releases

### 411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the University of Illinois Division of Public Safety with guidance on when to release adults who are suspected offenders on a summons, notice to appear in court, or citation for a criminal offense, rather than having the person held in custody for a court appearance or on condition of pretrial release.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

### 411.2 POLICY

The University of Illinois Division of Public Safety will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons, notice to appear, or citation when authorized to do so.

### 411.3 RELEASE

An officer shall issue a citation to appear in lieu of arrest to an individual accused of any offense that is not a felony or Class A misdemeanor when the individual (725 ILCS 5/109-1):

- (a) Presents valid identification.
- (b) Does not reasonably appear to pose a threat to members of the community or any person.
- (c) Does not reasonably appear to have any obvious medical or mental health issues that pose a risk to the individual's safety.
- (d) Ceases the criminal activity after the issuance of the citation.

An officer may, when arresting an individual for an offense for which pretrial release may not be denied, release the individual without taking the individual before a court (725 ILCS 5/109-1). A notice to appear may also be issued for certain individuals arrested without a warrant (725 ILCS 5/107-12).

### 411.4 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.
- (d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- (e) The individual's ties to the area, such as residence, employment or family.



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- (f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

# Foreign Diplomatic and Consular Representatives

## 412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the University of Illinois Division of Public Safety extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

## 412.2 POLICY

The University of Illinois Division of Public Safety respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

## 412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089 , or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

## 412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

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- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
  - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
  - 1. Diplomatic-level staff of missions to international organizations and recognized family members
  - 2. Diplomatic agents and recognized family members
  - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
  - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
  - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
  - 2. Support staff of missions to international organizations
  - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
  - 4. Honorary consular officers

#### **412.5 DIPLOMATIC IMMUNITY TABLE**

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)

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Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a
Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

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- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

#### **412.6 DOCUMENTATION**

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

## Rapid Response and Deployment

### 413.1 PURPOSE AND SCOPE

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

### 413.2 POLICY

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

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

### 413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

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

### 413.4 FIRST RESPONSE

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

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

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

When deciding on a course of action officers should consider:

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#### *Rapid Response and Deployment*

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- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

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

#### **413.5 PLANNING**

The Assistant Chief of Operations in conjunction with Emergency Planning should coordinate critical incident planning. Planning efforts should consider:

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

#### *Rapid Response and Deployment*

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##### **413.5.1 SCHOOL SAFETY DRILLS**

The C.O.A.S.T. Lieutenant should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual on-site drills within 90 days after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

##### **413.6 TRAINING**

The Training Coordinator should include rapid response to critical incidents in the department training plan.

This training should address:

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



# Immigration Violations

## 414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the University of Illinois Division of Public Safety relating to immigration and interacting with federal immigration officials.

## 414.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

## 414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Illinois constitutions.

## 414.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (5 ILCS 805/15).

An officer shall not inquire into an arrestee's immigration or citizenship status or country of birth unless there is a connection between the information and an investigation into a violation of state or local criminal law (5 ILCS 805/15).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, the officer may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

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An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

#### **414.4.1 SUPERVISOR RESPONSIBILITIES**

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

- (a) Transfer the person to federal authorities.
- (b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

#### **414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT**

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

#### **414.6 FEDERAL REQUESTS FOR ASSISTANCE**

Requests by federal immigration officials for assistance from this department should be directed to a supervisor.

No member of the University of Illinois Division of Public Safety, unless presented with a federal criminal warrant or otherwise required by federal law, shall (5 ILCS 805/15):

- (a) Participate in federal immigration enforcement operations, including offering collateral assistance such as the use of equipment, transporting individuals, or establishing a security or traffic perimeter.
- (b) Give federal immigration agents access, including by telephone, to any individual in the University of Illinois Division of Public Safety's custody.
- (c) Transfer any person into a federal immigration agent's custody.
- (d) Permit federal immigration agents the use of department facilities or equipment, including any agency electronic databases not available to the public, for investigative interviews or any other investigative or immigration enforcement purpose.
- (e) Enter into or maintain any agreement with any federal agency enforcing civil immigration violations granting direct access to any electronic database or other data-sharing platform maintained by the University of Illinois Division of Public Safety.
- (f) Provide to any federal immigration agent information not otherwise available to the public relating to an individual's release or contact information, or otherwise facilitate an immigration agent's apprehension or questioning of an individual for immigration enforcement.

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##### **414.7 INFORMATION SHARING**

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 5 ILCS 805/5):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

##### **414.7.1 IMMIGRATION DETAINERS**

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (5 ILCS 805/15).

##### **414.7.2 REPORTING TO THE ILLINOIS ATTORNEY GENERAL**

The Detective Bureau supervisor shall ensure that data regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received is collected and provided to the Custodian of Records for required reporting to the Attorney General (see the Records Maintenance and Release Policy) (5 ILCS 805/25).

##### **414.8 U VISA AND T VISA NONIMMIGRANT STATUS**

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). The Detective Bureau supervisor is designated to complete the law enforcement certification for a U visa.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The Detective Bureau supervisor is designated to complete a law enforcement declaration for a T visa (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Bureau supervisor assigned to oversee the handling of any related case. The Detective Bureau supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
  - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

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2. There is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection, investigation, or prosecution of a qualifying crime if the victim has not refused or failed to provide information or assistance (5 ILCS 825/10).
  3. The appropriate form should be completed within 90 business days of the request unless (5 ILCS 825/10):
    - (a) There is a written agreement with the victim or the victim's representative extending the time to complete the form.
    - (b) The victim is eligible for expedited completion of the form.
  4. Complete and reissue an appropriate form within 90 days of a request to reissue by a victim unless the circumstances of the victim require expedited completion (5 ILCS 825/10).
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

The Detective Bureau supervisor and any designee processing requests should receive periodic training regarding the requirements of 5 ILCS 825/10 (5 ILCS 825/25).

#### 414.8.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

#### 414.8.2 PUBLICATION OF DECLARATION AND CERTIFICATION FORM PROCESS

The Detective Bureau supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

#### 414.8.3 DENIAL OF CERTIFICATION

If certification is denied, the Detective Bureau supervisor shall inform the victim or the victim's representative in writing of the reason for the denial and the opportunity to appeal the decision. The Detective Bureau supervisor should respond to any appeals within 30 business days of receipt (5 ILCS 825/11).

#### 414.8.4 U VISA AND T VISA DOCUMENTATION AND REPORTING

The Detective Bureau supervisor shall collect written documentation regarding the number of requests that were (5 ILCS 825/20):

- (a) Received by the University of Illinois Division of Public Safety with the dates of receipt.
- (b) Granted and with the dates granted.
- (c) Denied and with the dates denied.

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The Detective Bureau supervisor or the authorized designee should ensure that the information collected regarding certification forms is transmitted in a timely manner to the Custodian of Records for annual reporting to the Illinois Attorney General.

#### **414.9 TRAINING**

The Training Coordinator should ensure officers receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

## Emergency Utility Service

### **415.1 PURPOSE AND SCOPE**

The University of Illinois Facilities and Services Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

#### **415.1.1 BROKEN WATER LINES**

If a water line break is observed or reported, employees should notify UIPD telecommunicators, who will notify the appropriate agency.

#### **415.1.2 ELECTRICAL LINES**

University of Illinois Facilities and Services may maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The appropriate utility company or Facilities and Services should be promptly notified.

#### **415.1.3 EMERGENCY NUMBERS**

A current list of emergency personnel who are to be called for University utility emergencies is maintained by UIPD Telecommunicators.

### **415.2 TRAFFIC SIGNAL MAINTENANCE**

The University of Illinois Facilities and Services maintains all traffic signals within the University, other than those maintained by the Illinois Department of Transportation or other unit of government.

#### **415.2.1 OFFICER'S RESPONSIBILITY**

Upon observing a damaged or malfunctioning signal, the officer will advise METCAD and/or UIPD Telecommunicators of the location and problem with the signal. The telecommunicator should make the necessary notification to the proper maintenance agency.

## Field Training

### 416.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the University of Illinois Division of Public Safety.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

### 416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

#### 416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of two years of patrol experience.
- (c) Demonstrated ability as a positive role model, good communication skills, self-starter, team player, problem-solver, and ability to fairly judge the performance of others.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an ILETSB Field Training Officer certificate.

#### 416.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

### 416.3 FIELD TRAINING UNIT COMMANDER

Responsibilities should include, but not be limited to overall program administration, coordination with other bureaus, communication with the training academy, and assignment of tasks to the field training supervisor/coordinator.

### 416.4 FIELD TRAINING UNIT COORDINATOR

The Field Training Unit supervisor will be selected from the rank of sergeant or above by the Assistant Chief of Operations or his/her designee and shall when practical, have completed the ILETSB certified (40 hour) Field Training Officer's Course.

The responsibilities of the Field Training Unit Coordinator include the following:

- (a) Assignment of trainees to FTOs.

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- (b) Conducting FTO meetings.
- (c) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor the overall FTO Program.
- (g) Maintain liaison with FTO supervisors of other agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.

The Field Training Unit Coordinator should complete an ILETSB approved Field Training Administrator's Course, when available locally.

#### **416.5 TRAINEE DEFINED**

Any entry level, lateral police officer, or person granted Conservators of the Peace Power newly appointed to the University of Illinois Division of Public Safety who has successfully completed or is enrolled in an ILETSB Basic Law Enforcement training course.

#### **416.6 REQUIRED TRAINING**

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 12 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 12 weeks.

To the extent practicable, officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

##### **416.6.1 FIELD TRAINING MANUAL**

Each new officer will be provided access to a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the University of Illinois Division of Public Safety. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the University of Illinois Division of Public Safety.

#### **416.7 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

##### **416.7.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:



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- (a) Complete and submit a Daily Observation Report on the performance of his/her assigned trainee to the FTO program supervisor as required.
- (b) Review the Daily Observation Report with the trainee in a timely fashion.
- (c) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

#### 416.7.2 IMMEDIATE SUPERVISOR

The shift supervisor shall review and approve the Daily Observation Reports and forward them to the designated Field Training Supervisor.

The shift supervisor shall complete weekly evaluations and forward them to the designated field training supervisors.

#### 416.7.3 FIELD TRAINING UNIT COORDINATOR

The Field Training Unit Coordinator will review and approve the Daily Observation Reports (DORs) submitted by the FTO through the FTO program supervisor.

#### 416.7.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

### 416.8 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily and Weekly Trainee Performance Evaluations.
- (b) End of phase evaluations.
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.

# Aircraft Incident Response Policy

## 417.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft emergencies and accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

### 417.1.1 DEFINITIONS

Definitions related to this policy include:

**Aircraft** - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

## 417.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

## 417.3 WILLARD AIRPORT ALERT LEVELS

Emergency personnel will be alerted by METCAD when a potential or actual emergency exists.

Alert Levels include:

- (a) **Alert 1:** The potential of an emergency exists and the police department is usually not notified.
- (b) **Alert 2: (in-flight emergency):** A minor difficulty on an air carrier or cabin class aircraft or a major difficulty on a non-air carrier, non-cabin class aircraft. These incidents will require a limited emergency response from a few local community agencies. May be upgraded to an Alert 3 as the incident develops.
- (c) **Alert 3: (major emergency):** Aircraft accident or major aircraft incident which is or has the potential to become a mass casualty incident. These incidents require a major emergency response from the local community agencies.

Response to Alert Levels:

- (a) **Alert 1:** Willard Fire/Crash Rescue will respond to precautionary alerts upon request.
- (b) **Alert 2:** Willard Fire/Crash Rescue will respond to all Alert 2 requests. The University Police Department, Savoy, and Tolono Fire Departments, and local ambulance services will be notified to respond on all commercial aircraft.
- (c) **Alert 3:** The emergency plan, outlined in the Aircraft Incident Response procedure manual, will be put into effect. The control tower will implement the emergency plan, alerting METCAD and the Airport Manager. METCAD will notify the University

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Police, Illinois State Police and the Champaign County Sheriff's Office, Savoy Fire Department, Tolono Fire Department, Champaign County Emergency Management Agency, and local ambulance services.

#### **417.4 ARRIVAL AT SCENE**

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

#### **417.5 INJURIES AND CASUALTIES**

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

#### **417.6 NOTIFICATIONS**

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military. Notifications should also be made as outlined in the Major Incident Notification policy.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Willard airport tower
- (c) Emergency medical services (EMS)

#### **417.7 CONTROLLING ACCESS AND SCENE AUTHORITY**

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.

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- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

#### **417.8 DANGEROUS MATERIALS**

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

#### **417.9 DOCUMENTATION**

All aircraft accidents occurring within the University of Illinois' jurisdiction shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of UIPD members deployed to assist; other University resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

##### **417.9.1 WRECKAGE**

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

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1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

#### **417.9.2 WITNESSES**

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

#### **417.10 MEDIA RELATIONS**

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

#### **417.11 REFERENCES**

See the Aircraft Incident Response Procedure for additional details on responding to aircraft incidents.

## Obtaining Air Support Assistance

### 418.1 PURPOSE AND SCOPE

The use of a law enforcement aircraft can be invaluable in certain situations. This policy specifies potential situations where the use of an aircraft may be requested and the responsibilities for making a request.

### 418.2 REQUEST FOR AIRCRAFT ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of aircraft would be beneficial, a request to obtain aircraft assistance may be made.

#### 418.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for aircraft, the shift supervisor, or their designee, will call the closest agency having aircraft support available. The shift supervisor on duty will apprise that agency of the specific details of the incident prompting the request.

#### 418.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law Enforcement aircraft may be requested under any of the following conditions:

- (a) When the aircraft is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard.
- (c) When the use of the aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When an aircraft is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits.

While it is recognized that the availability of aircraft support will generally provide valuable assistance to ground personnel, the presence of an aircraft will rarely replace the need for officers on the ground.

## Contacts and Temporary Detentions

### 419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

#### 419.1.1 DEFINITIONS

Definitions related to this policy include:

**Consensual encounter** - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

**Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

**Field photographs** - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

**Pat-down search** - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

**Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

**Temporary detention** - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

### 419.2 POLICY

The University of Illinois Division of Public Safety respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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##### **419.3 FIELD INTERVIEWS**

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the University of Illinois Division of Public Safety to strengthen community involvement, community awareness, and problem identification.

##### **419.3.1 INITIATING A FIELD INTERVIEW**

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

##### **419.4 PAT-DOWN SEARCHES**

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.



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- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

#### **419.5 FIELD PHOTOGRAPHS**

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

##### **419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT**

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

##### **419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT**

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

##### **419.5.3 DISPOSITION OF PHOTOGRAPHS**

All detainee photographs must be adequately labeled and submitted to the Administrative Service Division for entry into the records management system. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

##### **419.5.4 SUPERVISOR RESPONSIBILITIES**

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

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##### **419.6 WITNESS IDENTIFICATION AND INTERVIEWS**

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
  - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
  - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
  - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

##### **419.7 STOP RECEIPTS**

Whenever an officer stops a person in a public place and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number (725 ILCS 5/107-14).

## Shift Supervisors

### **421.1 PURPOSE AND SCOPE**

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions, and objectives. To accomplish this goal, a Sergeant typically heads each watch.

### **421.2 DESIGNATION AS ACTING SHIFT SERGEANT**

In unforeseen or emergency circumstances, such as the sudden incapacitation of the current shift supervisor, the senior qualified officer shall be designated to acting shift supervisor until replaced by a sergeant or lieutenant.

## Mobile Audio/Video

### 422.1 PURPOSE AND SCOPE

The University of Illinois Division of Public Safety has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

#### 422.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

**In-car video and Mobile Audio Video (MAV) system** -Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

**MAV technician** - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

**Recorded media** - Audio-video signals recorded or digitally stored on a storage device or portable media.

### 422.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

### 422.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

Officers will login to the MAV system in accordance with department procedures. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

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#### **422.4 ACTIVATION OF THE MAV**

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. When audio is being recorded, the video will also record.

##### **422.4.1 REQUIRED ACTIVATION OF MAV**

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident, due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated as soon as practicable in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
  - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
  - 2. Priority responses
  - 3. Vehicle pursuits
  - 4. Suspicious vehicles
  - 5. Arrests
  - 6. Vehicle searches
  - 7. Physical or verbal confrontations or use of force
  - 8. Pedestrian stops
  - 9. DUI investigations including field sobriety tests
  - 10. Crimes in progress
  - 11. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify METCAD
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
  - 1. Domestic violence calls
  - 2. Disturbance of peace calls
  - 3. Offenses involving violence or weapons

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- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

#### **422.4.2 CESSATION OF RECORDING**

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

#### **422.4.3 WHEN ACTIVATION IS NOT REQUIRED**

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order and when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

#### **422.5 ACTIVATION OF THE MAV**

The MAV system shall be operating continuously throughout the officer's shift (50 ILCS 707/15).

#### **422.6 SUPERVISOR RESPONSIBILITIES**

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of METCAD.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, or MAV technician properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

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#### **422.7 REVIEW OF MAV RECORDINGS**

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By a department investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

#### **422.8 DOCUMENTING MAV USE**

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

#### **422.9 RECORDING MEDIA STORAGE AND INTEGRITY**

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

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##### **422.9.1 RECORDING RETENTION REQUIREMENTS**

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

##### **422.9.2 MAV RECORDINGS AS EVIDENCE**

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the University of Illinois Division of Public Safety should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

#### **422.10 SYSTEM OPERATIONAL STANDARDS**

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (e) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings.
- (f) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

#### **422.11 MAV TECHNICIAN RESPONSIBILITIES**

The MAV technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
  - 1. Ensures it is stored in a secure location with authorized controlled access.
  - 2. Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:
  - 1. Pursuant to a court order.
  - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Ensuring that an adequate supply of recording media is available.
- (e) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.



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##### **422.11.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING**

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

- (a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- (b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.
- (c) Limiting access to the camera to the officer's supervisor.
- (d) Working with the Records Supervisor to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.
- (e) Completing the annual MAV report required by 50 ILCS 707/15.

##### **422.12 TRAINING**

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

## Mobile Digital Computer Use

### 423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and METCAD.

### 423.2 POLICY

University of Illinois Division of Public Safety members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

### 423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

### 423.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

#### 423.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

#### **423.4.2 PROHIBITED USE**

MDC GPS data may not be used in the course of personnel investigations, such as those related to, but not limited to, workplace attendance or work quality to discipline employee unless: a formal complaint of misconduct has been made; a use of force incident has occurred; as corroboration of other evidence of criminal misconduct. MDC GPS data may not be used for the sole purpose of initiating disciplinary action or finding potential policy violations.

#### **423.5 DOCUMENTATION OF ACTIVITY**

Except as otherwise directed by a supervisor or other department-established protocol, all calls for service assigned by a telecommunicator should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a telecommunicator.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

#### **423.5.1 STATUS CHANGES**

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

#### **423.5.2 EMERGENCY ACTIVATION**

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a supervisor are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

#### **423.6 EQUIPMENT CONSIDERATIONS**

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##### 423.6.1 MALFUNCTIONING

Whenever possible, officers will not use vehicles with malfunctioning MDCs. Whenever officers must drive a vehicle in which the MDC is not working, they shall notify METCAD. It shall be the responsibility of the telecommunicator to document all information that will then be transmitted verbally over the police radio.

##### 423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

## Portable Audio/Video Recorders

### 424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (50 ILCS 706/10-20). Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, Milestone video recordings, interviews or interrogations conducted at any University of Illinois Division of Public Safety facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

#### 424.1.1 DEFINITIONS

Definitions related to this policy include (50 ILCS 706/10-10):

**Body-worn camera or camera** - An electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer.

**Law enforcement-related activities** - Activities in which the member is enforcing the law, including traffic or pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd, and traffic control. It does not include tasks unrelated to the investigation of a crime such as participating in town halls or other community outreach; helping a child find the child's parents; providing death notifications; performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing; or completing paperwork while alone, participating in training in a classroom setting, or is only in the presence of another law enforcement officer.

**Portable recorder or recorder** - Either an audio-only recording device or a body-worn camera.

### 424.2 POLICY

The University of Illinois Division of Public Safety will provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public (50 ILCS 706/10-15).

### 424.3 BODY-WORN CAMERA COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (50 ILCS 706/10-20):

- (a) Identifying members who are assigned body-worn cameras.
- (b) Identifying members permitted to access recordings in order to redact or duplicate recordings.
- (c) Ensuring body-worn cameras acquired on or after July 1, 2015, are equipped with pre-event recording of at least the 30 seconds prior to camera activation and are capable of recording for a period of at least 10 hours.

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- (d) Establishing procedures for:
  - 1. The care and maintenance of body-worn cameras, including reasonable efforts to be made by supervisors to correct or repair body-worn camera equipment upon notice from a member experiencing technical difficulties, failures, or problems with the equipment.
  - 2. Compliance with the Law Enforcement Officer-Worn Body Camera Act and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.
  - 3. Security of recordings including access controls.
  - 4. Redacting and duplicating recordings.
  - 5. Supervisor and member review of recordings.
- (e) Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- (f) Ensuring the Department uses authorized body-worn camera recording media (50 ILCS 706/10-10).

#### **424.4 MEMBER PRIVACY EXPECTATION**

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

#### **424.5 MEMBER RESPONSIBILITIES**

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable (50 ILCS 706/10-20). Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position will carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, UIPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

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Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

#### **424.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Members wearing body-worn cameras and any clothing or any indication they are law enforcement shall have the body-worn camera turned on at all times while they are on-duty and are responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

Other portable recorders should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify METCAD
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

If exigent circumstances prevent an officer from turning on a body-worn camera when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).

Members shall not record interactions with confidential informants unless exigent circumstances exist or the informant has or is committing a crime (50 ILCS 706/10-20).

Members should remain sensitive to the dignity of all individuals being recorded and unless recording with a body-worn camera is required, exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

##### **424.6.1 CESSATION OF RECORDING**

Once activated, the portable recorder should remain on continuously until the member reasonably believes that the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

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Body-worn cameras shall be turned off when a victim, a witness, or a community member reporting a crime requests that the camera be turned off. The request should be captured on the recording. However, an officer may continue to record or resume recording a victim or witness if exigent circumstances exist or the officer has a reasonable articulable suspicion that the victim or witness has committed or is in the process of committing a crime. Under these circumstances, the officer should indicate on the recording the reason for continuing to record despite the request of the victim or witness (50 ILCS 706/10-20).

Officers are permitted to turn off body-worn cameras while inside a patrol car equipped with Mobile Audio/Video (MAV). Cameras may also be turned off when the officer is not engaged in law enforcement-related activities (50 ILCS 706/10-20).

#### **424.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER**

Illinois law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential (720 ILCS 5/14-2).

However, officers using body-worn cameras are not prohibited from recording a private conversation if the person is provided notice of the recording and proof of that notice is captured on the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable (50 ILCS 706/10-20).

Members shall not surreptitiously record another department member without a court order and authorized by the Chief of Police or the authorized designee.

#### **424.6.3 EXPLOSIVE DEVICE**

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

#### **424.7 PROHIBITED USE OF PORTABLE RECORDERS**

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty unless authorized by the applicable collective bargaining agreement.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.



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#### **424.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report. Members shall ensure that all data and recordings from an issued or approved body-worn camera are securely downloaded with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Freedom of Information Act or the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5; 50 ILCS 706/10-20).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

##### **424.8.1 BODY-WORN CAMERAS**

With respect to body-worn camera recordings, the recording member and supervisor are prohibited from redacting, duplicating, or altering the recording (50 ILCS 706/10-20).

#### **424.9 RETENTION OF RECORDINGS**

All recordings other than those made with body-worn cameras shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days unless the recordings are made a part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition (720 ILCS 5/14-3(h-15)).

##### **424.9.1 RETENTION REQUIREMENTS FOR BODY-WORN CAMERA RECORDINGS**

Recordings made on body-worn cameras shall be retained for 90 days. Recordings shall not be altered, erased, or destroyed prior to the expiration of the 90-day storage period. In the event any recording is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the Chief of Police shall maintain a written record including the name of the individual who made such alteration, erasure, or destruction, and the reason for any such alteration, erasure, or destruction for one year (50 ILCS 706/10-20).

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#### *Portable Audio/Video Recorders*

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After the 90-day storage period, recordings must be destroyed unless any of the following occur (50 ILCS 706/10-20):

- (a) A formal or informal complaint has been filed.
- (b) The officer discharged a firearm or used force during the encounter.
- (c) Death or great bodily harm occurred to any person in the recording.
- (d) The encounter resulted in a detention or arrest other than a traffic stop resulting in only a minor traffic offense or a petty offense with a fine of more than \$1,000.
- (e) The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.
- (f) The supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution.
- (g) The recording officer requests that the video be retained for official purposes related to the officer's official duties or believes that it may have evidentiary value in a criminal prosecution.

Under these circumstances, the recording of the encounter shall not be altered or destroyed for two years. If the recording is used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.

Recordings may be retained any time a supervisor designates the recording for training purposes and may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with department policies.

#### **424.9.2 RELEASE OF AUDIO/VIDEO RECORDINGS**

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

#### **424.10 REVIEW OF RECORDED MEDIA FILES**

When preparing written reports, members, after obtaining supervisor approval, should review their recordings, and use them as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less-detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

The supervisor of the recording member shall document in the report or other documentation if the supervisor or the recording member reviewed body-worn camera recordings prior to completing the report or other documentation.

No member shall have access to or review the member's own body-worn camera recordings or the body-worn camera recordings of another officer prior to completing reports or other documentation when the member:

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- (a) Has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm.
- (b) Is ordered to write a report in response to or during the investigation of a misconduct complaint against the member.

If the member prepares a report related to the circumstances listed above, subject to a supervisor's approval, a member may file a supplemental report after viewing body-worn camera recordings. The member shall document in the supplemental report that the member reviewed recordings (50 ILCS 706/10-20).

Recorded files may also be reviewed:

- Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- By media personnel with permission of the Chief of Police or the authorized designee.
- In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

#### **424.11 TRAINING**

All members who are authorized to carry a BWC shall receive a copy of this policy and receive department authorized training on the use and operation of the BWC and related systems prior to carrying the BWC.

#### **424.12 POLICY AND PROGRAM EVALUATION**

This policy will be reviewed annually by the Assistant Chief of Patrol Operations or designee as necessary to ensure that the policy is in compliance with applicable local, state and federal laws and court rulings, and that it meets the needs of the department.

## Public Recording of Law Enforcement Activity

### 425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

### 425.2 POLICY

The University of Illinois Division of Public Safety recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

### 425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
  - 1. Inciting others to violate the law.
  - 2. Being so close to the activity as to present a clear safety hazard to the officers.
  - 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
  - 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

### 425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

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Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

#### **425.5 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

#### **425.6 SEIZING RECORDINGS AS EVIDENCE**

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
  - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
  - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
  - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to

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be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

#### **425.7 DISCIPLINE**

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

## Medical Marijuana

### 426.1 PURPOSE AND SCOPE

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

#### 426.1.1 DEFINITIONS

Definitions related to this policy include (410 ILCS 130/10):

**Authorized amount** - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.

**Cardholder** - A person who has been issued a valid registry identification card or valid provisional registration by the Department of Public Health (410 ILCS 130/55).

**Dispensary** - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to cardholders.

**Medical use of cannabis** - The acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.

**Qualifying patient** - A person who has been diagnosed by a physician, an advanced practice registered nurse, or a physician assistant as having a debilitating medical condition listed in 410 ILCS 130/10(h).

**Registered designated caregiver** - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.

**Registry identification card** - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

**Usable cannabis** - The seeds, leaves, buds, and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food, or drink.

### 426.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

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#### *Medical Marijuana*

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Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The University of Illinois Division of Public Safety will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

#### **426.3 INVESTIGATION**

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories:

- (a) Investigations when no person makes a medicinal claim
- (b) Investigations when a medicinal claim is made by a cardholder

##### **426.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM**

In any investigation involving the possession, delivery, production, or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana (410 ILCS 705/10-5). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

##### **426.3.2 INVESTIGATIONS INVOLVING A CARDHOLDER**

No enforcement action should be taken when a person is in possession of, delivers, or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/25; 410 ILCS 130/10; 410 ILCS 705/10-5):

- (a) 2.5 ounces of cannabis obtained from a dispensary
- (b) More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver
- (c) Five plants more than 5 inches tall (unless properly licensed to possess more plants under a special license)

The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.

Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

Registered qualifying patients and their designated caregivers are required to possess their registry identification cards at all times when engaging in the medical use of cannabis (410 ILCS



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130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person has the card in his/her possession.

#### 426.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production, or use (410 ILCS 130/25):

- (a) No person may be arrested solely for:
  - 1. Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
  - 2. Being in the presence or vicinity of the medical use of cannabis.
  - 3. Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.
- (b) Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned, or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred, or used under the Act from being seized or forfeited
- (c) Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.
- (d) Because enforcement of medical cannabis laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
  - 1. The suspect has been identified and can be easily located at another time.
  - 2. The case would benefit from review by a person with expertise in medical cannabis investigations.
  - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
  - 4. There are any other relevant factors, such as available department resources and time constraints.
- (e) Registered cultivation centers and dispensaries, as well as their officers, agents, and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or are officers, agents, or employees of such facilities.
- (f) Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel or the medical department of the state police (410 ILCS 705/15-135).

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##### 426.3.4 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):

- (a) Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.
- (b) Possesses or uses cannabis:
  - 1. In a school bus, except as provided under 105 ILCS 5/22-33.
  - 2. On the grounds of any preschool, or primary, or secondary school, except as provided under 105 ILCS 5/22-33.
  - 3. In any correctional facility.
  - 4. In a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, container and is reasonably inaccessible while the vehicle is moving (see 625 ILCS 5/11-502.15 for how recreational marijuana may be transported in a motor vehicle).
  - 5. In a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.
- (c) Uses cannabis:
  - 1. In any motor vehicle.
  - 2. In any place except a private residence where an individual could reasonably be expected to be observed by others, except as provided under 105 ILCS 5/22-33.
  - 3. Knowingly in close physical proximity to anyone under the age of 18, except as provided under 105 ILCS 5/22-33.
  - 4. As an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter.
  - 5. As a person with a school bus permit or a Commercial Driver's License (CDL).
- (d) Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- (e) Operates, navigates, or is in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.
- (f) Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.
- (g) Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.
- (h) Transfers cannabis to any person contrary to the provisions of the Act
- (i) Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).

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##### **426.4 FEDERAL LAW ENFORCEMENT**

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

##### **426.5 EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES**

The Evidence Section supervisor should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Property and Evidence Section supervisor is not responsible for caring for live cannabis plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Evidence Section supervisor should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.

The Evidence Section supervisor should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The Evidence Section supervisor may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Bureau supervisor.

## Bicycle Patrol Unit

### 427.1 PURPOSE AND SCOPE

The University of Illinois Division of Public Safety has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle, which includes the electric patrol bicycle.

### 427.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Shift Supervisor.

### 427.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a letter of interest to the BPU supervisor. The selection of qualified applicants will be governed by the collective bargaining contract. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Special skills or training as it pertains to the assignment.
- (c) Good physical condition.
- (d) Willingness to perform duties using the bicycle as a mode of transportation.

#### 427.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Operations Assistant Chief or his/her designee.

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

- (a) Organizing bicycle patrol training and providing documentation to the training coordinator.
- (b) Inspecting and maintaining inventory of patrol bicycles and program equipment.
- (c) Scheduling maintenance and repairs.
- (d) Evaluating performance of bicycle officers.
- (e) Coordinating activities with the Patrol Division and the special events supervisor.
- (f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

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##### **427.4 TRAINING**

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol officers may receive in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

In addition to the initial bicycle training course, and before operating the electric bicycle, officers must complete a department-approved training course on the operation of the electric bicycle.

##### **427.5 UNIFORMS AND EQUIPMENT**

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard uniform shirt or other department-approved shirt with department badge and patches and department-approved bicycle patrol pants or shorts.

Optional equipment includes jacket in colder weather, turtleneck shirts or sweaters when worn under the uniform shirt, and a radio head set and microphone.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

##### **427.6 CARE AND USE OF PATROL BICYCLES**

Bicycles utilized for uniformed bicycle patrol shall be a department-approved bicycle with a Police decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of the Illinois Vehicle Code (625 ILCS 5/11-1507). A bicycle is a police vehicle as authorized by 625 ILCS 5/1-162.3.

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle gear bag shall include a tire pump, repair tool, and tire tube. These items are to remain with/on the bicycle at all times.

Each bicycle shall be equipped with an oscillating, rotating or flashing red and/or blue warning light that is visible from the front, sides, or rear of the bicycle (625 ILCS 5/12-215).

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Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle should have scheduled maintenance annually to be performed by a department approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Electric patrol bicycles batteries shall be maintained per manufacturers recommendation. If batteries need maintaining contact Bicycle Patrol Unit Supervisor.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks, if available, should be utilized to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

#### **427.7 OFFICER RESPONSIBILITY**

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers operating an authorized emergency vehicle may park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS); proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation; exceed the maximum speed limits so long as he/she does not endanger life or property; disregard regulations governing direction of movement or turning in specified directions (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

## Foot Pursuits

### 428.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

### 428.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

### 428.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.

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- (f) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

#### **428.4 GENERAL GUIDELINES**

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the telecommunicator or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm, radio, or other essential equipment.
- (l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.



#### *Foot Pursuits*

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- (o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, visibility or other environmental conditions.

### **428.5 RESPONSIBILITIES IN FOOT PURSUITS**

#### **428.5.1 INITIATING OFFICER RESPONSIBILITIES**

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the METCAD telecommunicator of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

#### **428.5.2 ASSISTING OFFICER RESPONSIBILITIES**

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers(s) maximum access to the radio frequency.

#### **428.5.3 SUPERVISOR RESPONSIBILITIES**

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

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the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

#### **428.5.4 METCAD RESPONSIBILITIES**

Upon notification or becoming aware that a foot pursuit is in progress, the METCAD telecommunicator is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Assigning an incident number and logging all pursuit activities.

#### **428.6 REPORTING REQUIREMENTS**

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
  - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

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In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

# Automated License Plate Recognition System

## 429.1 PURPOSE

The purpose of this General Order is to regulate the use of the Automated License Plate Recognition System (ALPRS) on campus and public roads where the Department has jurisdiction.

The principles of this general order:

- (a) Enhance the health and safety of the university population and protect university property.
- (b) Respect the privacy of members of the campus community and guests.
- (c) Support the mission of the Division of Public Safety.
- (d) Provide transparency in the use of ALPR technology in achieving a safe and secure campus environment.

The ALPRS and the data collected will be only used in accordance with university policy and local, state, and federal laws and regulations.

### 429.1.1 DEFINITIONS

**Authorized User:** A Department member in good standing who is designated by the Assistant Chief for Administrative Services to receive permission to access the Automated License Plate Reader System and who has completed the required training.

**Automated License Plate Reader:** A device that automatically scans license plates of vehicles.

**Automated License Plate Recognition System:** A system that includes Automated License Plate Readers, software to process license plate images into full or partial license plate readings, electronic data storage, and the capability to compare license plate readings with shared databases, including LEADS, NCIC, and the official records management system.

**Reading:** The result of image processing by the Automated License Plate Reader System to create an electronic file containing a full or partial license plate, plus the original image and data and time the image was captured.

**Official Law Enforcement Purposes:** The investigation and detection of a crime or a violation of the law, excluding minor traffic enforcement. Examples of applicable investigations include searches for missing persons or vehicles involved in criminal activity.

## 429.2 ACCOUNTABILITY AND ENFORCEMENT

All personnel authorized to use or access ALPRS technology or data will be accountable for knowledge of this policy. Department members shall report errors and suspected or confirmed violations of Department policies relating to protected information to their supervisor or manager.

The Department will create, adopt, and follow procedures and practices by which it can ensure and evaluate the compliance of Authorized Users. Any procedures will include logging access to ALPRS data and periodic auditing of these systems, and random auditing, so as not to establish

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a discernable pattern that may influence users' actions. The audits shall be designed to ensure the integrity of the data captured and shall include a review of password security and system usage. Scheduled audits will be mandated at least annually, and a record of the audits will be maintained by the Assistant Chief for Administrative Services (ACAS). Audits may be completed by a University of Illinois official or a designated member of the Department. Documentation of audits shall be maintained in accordance with Department and University of Illinois policies.

Any Department member found to be in noncompliance with this policy will:

- (a) Immediately have access to the ALPRS (if an Authorized User) suspended; and
- (b) Be subject to appropriate disciplinary or administrative actions.

Any non-Department personnel found to have gained unauthorized access will be referred to appropriate authorities for criminal prosecution, as necessary.

#### **429.3 PRIVACY**

All Readings created by the Automated License Plate Reader System (ALPRS) shall remain the property of the Department.

All Readings and all other data collected by the ALPRS shall only be used for official law enforcement purposes and are the property of the Department. Readings shall not be used for minor traffic enforcement purposes. Department members are not permitted to access Readings and other ALPRS data for any other reason, except for training authorized users.

#### **429.4 DATA MANAGEMENT**

##### **429.4.1 COLLECTION AND STORAGE**

The ALPRS captures and stores digital images of license plates from moving and stationary vehicles and uses character recognition to identify and store plate characters. The processed license plate number, original images, date, and time ("Readings") are stored in a searchable database, which can only be accessed by a law enforcement agency for official purposes.

Each Reading shall be stored for no more than thirty (30) days, unless a Reading is copied from the database to be used as part of a law enforcement investigation.

The Chief of Police may authorize ALPRS data to be removed earlier than the retention period, based on limitations of information storage requirements and subject to applicable statutory disclosure mandates, and with such early removal documented. However, early removal will not be used as a means for intentionally interfering with a lawful complaint or a public records request.

If a Reading is evidence in a criminal investigation, the responsible officer shall follow the Department's written procedure to preserve the Reading and create a record of the preservation. If the responsible officer is not an Authorized User, the responsible officer shall, in accordance with Department procedures, request that an Authorized User create a copy of the requested Reading, and the Authorized User shall document the fulfilled request. When the responsible officer receives the preserved Reading, the officer shall assign it an appropriate evidence number.

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##### 429.4.2 SHARING AND ACCESS

The Department will only share ALPRS data for official law enforcement purposes in accordance with Department policies and local, state, and federal laws and regulations. The Department will not share any ALPRS data with any commercial, contracted, or private entity.

The department shall not sell, share, allow access to, or transfer ALPR information to any state or local jurisdiction for the purpose of investigating or enforcing a law that:

- (a) Denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act; or
- (b) Permits the detention or investigation of a person based on the person's immigration status. (625 ILCS 5/2-130)

License plate characters obtained from a Reading may be entered into LEADS, NCIC, and/or the official records management system only as part of a criminal investigation and only by Authorized Users in accordance with the policies and procedures governing the entry of information into those external sources.

Another Illinois law enforcement agency may request that the Department search the ALPRS database for a specific license plate or vehicle as part of a criminal investigation. An Authorized User shall conduct the requested search. If a match is found, the Authorized User shall transmit a copy of the Reading to the other law enforcement agency and create a record of the shared information in an Assist Other Agency Report in accordance with Department policies and procedures.

ALPRS data, including system logs, may be reviewed by any Department member who is assigned an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation, provided that the access is documented and the integrity of the ALPRS is maintained.

ALPRS data may be released pursuant to lawful process or court order, with the release documented in accordance with Department policies and procedures.

Requests submitted under the Illinois Freedom of Information Act (FOIA) for ALPRS data and information about the ALPRS shall be handled in accordance with the policies set forth by the University of Illinois Public Affairs FOIA office.

##### 429.4.3 QUALITY ASSURANCE

ALPRS data will not be altered, changed, or modified in any way. Any changes required as part of official law enforcement purposes will be maintained as a separate record, and such record will identify any modifications.

The Department will conduct regular data quality reviews and maintenance of ALPRS equipment in accordance with manufacturer/vendor instructions. If the Department discovers any ALPRS data are erroneous or deficient, the Department will timely investigate, correct any data, and repair any equipment as soon as practicable.

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When the ALPRS alerts on license plate information, the officer receiving the alert will visually verify that:

- (a) the actual license plate information (including alphanumeric characters and state of issuance) matches the information gathered by the ALPRS;
- (b) the license plate status is active; and
- (c) the alert pertains to the registrant of the vehicle or the vehicle itself by conducting a LEADS/NCIC inquiry before taking any law enforcement action.

#### 429.4.4 SECURITY

ALPRS data shall be stored in a secure server and only accessible by Authorized Users via password-protected accounts in accordance with Department policies and procedures. Usernames and passwords to ALPRS data are not transferrable, must not be shared by Authorized Users, and must be kept confidential.

If ALPRS data are compromised, the Department will follow the University of Illinois Urbana-Champaign procedures for breach investigation and reporting. If applicable, the Department will immediately notify the originating agency that supplied personal information involved in a suspected or confirmed breach, and in accordance with all other legal requirements.

### 429.5 SYSTEM MAINTENANCE

#### 429.5.1 ADMINISTRATION

As the administrator of the ALPRS, the ACAS or designee shall, among other things:

- Establish and enforce the protocols for the access, collection, security, and retention of ALPRS data;
- Maintain records identifying ALPRS use and document results, including significant incidents and arrests;
- Ensure that audits of ALPRS data are conducted as mandated; and
- Ensure that all Authorized Users have completed their training.

#### 429.5.2 EVALUATION

The ACAS shall evaluate the ALPRS at least annually and submit evaluation reports to the Chief of Police and the Vice Chancellor for Administration and Operations. The annual evaluation reports shall include:

- An assessment of the efficiency of the ALPRS and the locations of automated license plate readers in relation to crime trends and geographic locations of crime; and
- Recommendations for relocating automated license plate readers, modifications to the ALPRS, and modifications to ALPRS policies and procedures.

The Chief of Police shall direct the ACAS regarding the ACAS's recommendations.

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##### **429.6 TRAINING**

The Department will establish and document the qualifications and training required for any Department member to become an Authorized User before providing such personnel access to the ALPRS. The Department will establish the number of Authorized Users permitted. Authorized Users must complete ALPRS training no less frequently than biennially.

The ACAS will maintain the list of Authorized Users.

The Department's training for Authorized Users will include:

- Purposes of the ALPR policy;
- Substance and intent of the provisions of this LPR policy, including any revisions, relating to the collection, receipt, access, use, dissemination, retention, and purging of the ALPRS data;
- The privacy, civil rights, and civil liberties protections on the use of the technology and the information collected or received;
- Appropriate procedures relating to license plate image quality and mitigating the risks associated with a possible misread by the ALPRS;
- ALPRS verification process for law enforcement alerts;
- Responsibilities and obligations under applicable federal, state, and local law, and the University of Illinois and Department policies;
- Appropriate use of ALPRS policy in day-to-day work;
- Mechanisms for reporting violations of policy; and
- The nature and possible penalties for ALPRS policy violations.



# Homeless Persons

## 430.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The University of Illinois Division of Public Safety recognizes that members of the homeless community are often in need of special protection and services. It is the goal of the University of Illinois Division of Public Safety to address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

### 430.1.1 POLICY

It is the policy of the University of Illinois Division of Public Safety to provide law enforcement services and to protect the rights, dignity and private property of all members of the community, regardless of their socioeconomic status. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

## 430.2 HOMELESS COMMUNITY LIAISON

If appropriate for proper handling of contacts with homeless persons and adherence to this policy, the Chief of Police will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
  - 1. Proper posting of notices of trespass and clean-up operations.
  - 2. Proper retention of property after clean-up, including procedures for owners to reclaim their property in accordance with the Property and Evidence Section Policy and other established procedures.
- (e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

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1. This should include what constitutes a reasonable expectation of privacy for the property of a homeless person (775 ILCS 45/5).

#### **430.3 FIELD CONTACTS**

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers may consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. However, nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

##### **430.3.1 OTHER CONSIDERATIONS**

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

#### **430.4 PERSONAL PROPERTY**

The personal property of homeless persons must not be treated differently than the property of other members of the public (775 ILCS 45/10(a)(7)). Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of homeless persons.

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When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

#### **430.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT**

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Civil Commitments Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

#### **430.6 ECOLOGICAL ISSUES**

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to our environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

# Firearm Concealed Carry

## 431.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.).

## 431.2 POLICY

The University of Illinois Division of Public Safety respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the University of Illinois Division of Public Safety to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns.

## 431.3 OFFICER RESPONSIBILITY

When an officer initiates an investigative stop, including a traffic stop, and determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

If an officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that ISP has been notified and the manner of notification should be documented.

The officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

### 431.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

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#### **431.4 FIREARMS IN CUSTODY SITUATIONS**

No person shall be transported in a department vehicle or be brought into a department facility or other prohibited facility while armed. If no other reasonable accommodation for the firearm is available, officers should take possession of the firearm, safely secure it during transport and retain possession until the person is released. If the person is not released, the firearm will be submitted to the Property and Evidence Section as evidence or for safekeeping.

If a licensee's vehicle is towed and his/her firearm is in the vehicle, officers should handle the vehicle inventory in a manner that is consistent with the Vehicle Towing Policy. The officer should remove any firearms and submit them to the Property and Evidence Section for either safekeeping or evidence, whichever is appropriate for the circumstances.

If the firearm is locked in a storage container inside the vehicle and is not considered evidence, officers should ask the licensee whether he/she prefers to have the firearm secured for safekeeping in the Property and Evidence Section or left with the vehicle. If the licensee chooses to leave the firearm with the vehicle, his/her decision should be documented in the incident report or towed vehicle report.

The handling officer should provide a receipt, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Section Policy.

#### **431.5 FIREARMS IN NON-CUSTODY SITUATIONS**

If a licensee who is in lawful possession of a firearm is encountered under circumstances where he/she cannot adequately secure the firearm, (i.e., is incapacitated or being transported to the hospital for medical reasons), the firearm shall be retained and submitted to the Property and Evidence Section for safekeeping.

The handling officer should provide a receipt documenting the make, model, caliber and serial number of the firearm, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Section Policy (430 ILCS 66/10(h-1)).

#### **431.6 OBJECTIONS TO LICENSE APPLICATIONS**

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)). Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Chief of Police or the authorized designee for approval and forwarding to ISP.

#### **431.7 SURRENDER OR SEIZURE OF LICENSES**

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual

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surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70).

Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

# Suspicious Activity Reporting

## 432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

### 432.1.1 DEFINITIONS

Definitions related to this policy include:

**Involved party** - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

**Suspicious activity** - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

**Suspicious Activity Report (SAR)** - An incident report used to document suspicious activity.

## 432.2 POLICY

The University of Illinois Division of Public Safety recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

## 432.3 RESPONSIBILITIES

The Detective Bureau Lieutenant and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Detective Bureau Lieutenant include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

#### **432.4 REPORTING AND INVESTIGATION**

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

#### **432.5 HANDLING INFORMATION**

The Records Section will forward copies of SARs, in a timely manner, to the following:

- Detective Bureau supervisor
- Crime Analysis Unit
- Other authorized designees



## Medical Aid and Response

### 433.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

### 433.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

### 433.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so (720 ILCS 5/7-15).

Prior to initiating medical aid, the member, when feasible, should contact METCAD and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide METCAD with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
  - 1. Signs and symptoms as observed by the member.
  - 2. Changes in apparent condition.
  - 3. Number of patients, sex, and age, if known.
  - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
  - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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##### **433.4 TRANSPORTING ILL AND INJURED PERSONS**

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

##### **433.5 PERSONS REFUSING EMS CARE**

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person. EMS personnel will have the sole authority on whether a person can refuse medical treatment.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

##### **433.6 SICK OR INJURED ARRESTEE**

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

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Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

#### **433.7 MEDICAL ATTENTION RELATED TO USE OF FORCE**

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

#### **433.8 AIR AMBULANCE**

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The local fire departments have developed guidelines for air ambulance utilization.

Headlights, spotlights, and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

#### **433.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

A member should use an AED only after the member has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20.

AEDs shall only be used as instructed during training and according to the manufacturer's recommendations. This should include:

- (a) An assessment of an unconscious patient to include evaluation of the airway, breathing and circulation, and need for AED use.
- (b) An assessment of AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons.

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- (c) Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- (d) Rapid, accurate assessment of the patient's post-shock status.

#### **433.9.1 AED USER RESPONSIBILITY**

Members should check the AED in department vehicles at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Patrol Lieutenant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member using an AED shall notify METCAD as soon as possible and request response by EMS (410 ILCS 4/20).

#### **433.9.2 AED REPORTING**

Any member using an AED will complete an incident report detailing its use.

#### **433.9.3 AED TRAINING AND MAINTENANCE**

The Assistant Chief of Administrative Services or designee shall coordinate with University administration to ensure that the University of Illinois Division of Public Safety is equipped with at least one operational and functional AED and that all AED are appropriately maintained and tested (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

Records of all maintenance and testing should be maintained in accordance with the established records retention schedule.

The Training Coordinator shall ensure that an adequate number of members receive training in the use of an AED (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

#### **433.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION**

The Assistant Chief of Administrative Services or designee shall maintain written procedures to manage the department's acquisition, storage, transportation, training and administration of opioid overdose medication (20 ILCS 301/5-23).

Members who have received training may administer opioid overdose medication in accordance with protocol specified by the health care professional who prescribed the overdose medication for use by the member (20 ILCS 301/5-23).

#### **433.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES**

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration

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equipment should be removed from service and given to the Assistant Chief of Administrative Services or designee.

Any member who administers an opioid overdose medication should contact METCAD as soon as possible and request response by EMS.

#### **433.10.2 OPIOID OVERDOSE MEDICATION REPORTING**

Any member administering opioid overdose medication should detail its use in an appropriate report.

#### **433.10.3 OPIOID OVERDOSE MEDICATION TRAINING**

The Training Coordinator should ensure training is provided to members authorized to administer opioid overdose medication that includes information and training on drug overdose prevention, recognition, the administration of an overdose medication and care for the person after administration of the medication as provided in 20 ILCS 301/5-23.

#### **433.11 FIRST AID TRAINING**

Subject to available resources, the Training Coordinator should ensure officers receive annual first aid training appropriate for their position.

## Civil Disputes

### 434.1 PURPOSE AND SCOPE

This policy provides members of the University of Illinois Division of Public Safety with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

### 434.2 POLICY

The University of Illinois Division of Public Safety recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

### 434.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

### 434.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

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court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

#### **434.4.1 STANDBY REQUESTS**

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

#### **434.5 VEHICLES AND PERSONAL PROPERTY**

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

#### **434.6 REAL PROPERTY**

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

# First Amendment Assemblies

## 435.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

## 435.2 POLICY

The University of Illinois Division of Public Safety respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

In addition to this policy the University provides guidelines on Campus Demonstrations and Protests in the Campus Administrative Manual.

## 435.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Conduct that will not be tolerated includes:

- Conduct that threatens the health or safety of any person;
- The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with the freedom of movement, the performance of institutional duties or by knowingly occupying or remaining in or at any University property or facility after receiving due notice to depart;
- Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University; The Chancellor or



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designee, in consultation with the Chief of Police or designee, will determine the point at which a demonstration becomes disruptive to University operations.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

#### **435.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS**

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

#### **435.4 UNPLANNED EVENTS**

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to METCAD, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved

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members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

#### **435.5 PLANNED EVENT PREPARATION**

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

##### **435.5.1 INFORMATION GATHERING AND ASSESSMENT**

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

##### **435.5.2 OPERATIONAL PLANS**

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

- (a) Protection of Constitutional rights
- (b) Fair and impartial enforcement of laws
- (c) Protection of life, property, and vital facilities
- (d) Prosecution of violators
- (e) Public and officer safety
- (f) Potential for disruption to the campus
- (g) Command assignments, chain of command structure, roles and responsibilities.
- (h) Staffing and resource allocation.
- (i) Management of criminal investigations.

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- (j) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (k) Deployment of specialized resources.
- (l) Event communications and interoperability in a multijurisdictional event.
- (m) Liaison with demonstration leaders and external agencies.
- (n) Liaison with University Administration and legal staff.
- (o) Media relations.
- (p) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (q) Traffic management plans.
- (r) First aid and emergency medical service provider availability.
- (s) Prisoner transport and detention.
- (t) Review of policies regarding public assemblies and use of force in crowd control.
- (u) Parameters for declaring an unlawful assembly.
- (v) Arrest protocol, including management of mass arrests.
- (w) Protocol for recording information flow and decisions.
- (x) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- (y) Protocol for handling complaints during the event.
- (z) Parameters for the use of body-worn cameras and other portable recording devices.

#### **435.5.3 MUTUAL AID AND EXTERNAL RESOURCES**

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

#### **435.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS**

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The

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announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

For further guidance see the Dispersal Order document in the Attachments section of this policy.

#### **435.7 USE OF FORCE**

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

#### **435.8 ARRESTS**

The University of Illinois Division of Public Safety should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.

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- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Notice to Appear or Summons Releases Policy).

#### **435.9 MEDIA RELATIONS**

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

#### **435.10 DEMOBILIZATION**

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

#### **435.11 POST EVENT**

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, METCAD records/tapes
- (g) Media accounts (print and broadcast media)

##### **435.11.1 AFTER-ACTION REPORTING**

The Incident Commander should work with the University legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events

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- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

#### **435.12 TRAINING**

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

#### **435.13 ATTACHMENTS**

See attachment: [Dispersal Order.pdf](#)

## **Chapter 5 - Traffic Operations**

# Traffic Function and Responsibility

## 500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic crashes. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on crash data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in crash situations, but also in terms of traffic-related needs.

## 500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the University of Illinois Division of Public Safety. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic crash occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location.
- Time.
- Day.
- Violation factors.

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of crash causing violations during high crash hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high crash locations.

Other factors to be considered for deployment are citizen requests, construction zones, or special events.

## 500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed to include:

- (a) Speed violations.
- (b) Other hazardous violations.
- (c) Off-road vehicle violations.
- (d) Equipment violations.
- (e) Public carrier/commercial vehicle violations.
- (f) Violations committed by juveniles.
- (g) Violations committed by non-residents (out of area and/or state).



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- (h) Newly enacted laws and/or regulations.
- (i) Violations resulting in traffic crashes.
- (j) Pedestrian and/or bicycle violations.
- (k) Legislators.
- (l) Military personnel.

This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Several methods are effective in the reduction of crashes:

##### **500.3.1 WARNINGS**

Written warnings should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

##### **500.3.2 CITATIONS**

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

##### **500.3.3 PHYSICAL ARREST**

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Reckless homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.
- (d) Refusal to sign notice to appear.
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

##### **500.4 STOP RECEIPTS**

Whenever an officer conducts a Terry stop on a motorist and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number. (725 ILCS 5/107-14)

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##### **500.5 SEIZURE OF ITEMS**

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

##### **500.6 SUSPENDED OR REVOKED DRIVERS LICENSES**

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to 625 ILCS 5/6-303.

##### **500.7 HIGH-VISIBILITY VESTS**

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

###### **500.7.1 REQUIRED USE**

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, crash investigations, lane closures, and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

##### **500.8 VEHICLE CHECKPOINTS**

The Patrol Lieutenant should establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by the supervising officer. Guidelines for checkpoints should include but are not limited to:

- (a) Reasonable location and duration.
- (b) Neutral criteria for stopping motorists.
- (c) Clear indicators of the official nature of the checkpoint.
- (d) Clearly identified officers and equipment.
- (e) Adequate safety precautions.

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- (f) Minimal detention of motorists.
- (g) Advance public notice.

#### **500.8.1 CHECKPOINT IMPLEMENTATION**

The following procedures should be used by the supervisor assigned to a checkpoint operation when implementing a checkpoint:

- (a) Establish the goal of the checkpoint, (e.g., DUI detection, seatbelt violations.)
- (b) Establish an operational plan that satisfies the guidelines as established by the Patrol Lieutenant.
- (c) Assign and notify the officers chosen to conduct the checkpoint.
- (d) Conduct an operational briefing prior to activation and communicate the operational plan and checkpoint goal.
- (e) Activate the checkpoint.
- (f) Track all contact and traffic that was not stopped.
- (g) Conduct an after-action debriefing when the checkpoint is concluded.
- (h) Generate an after-action report detailing the contacts, arrests, contraband found, areas for improvement, and successes.

#### **500.9 SPEED MEASURING DEVICES**

The use of speed-measuring devices can be an effective means of reducing speed-related traffic violations. Radar equipment shall be used at the discretion of the officer with emphasis on areas where crashes occur and speed is a factor. Radar equipment should also be used in response to citizen complaints when conducting traffic volume and speed studies. The following directive governs the use of radar speed-measuring devices in traffic law enforcement, to include:

- (a) Radar equipment used by the Department meets all standards established by the National Highway Traffic Safety Administration.
- (b) In selecting a location to operate radar, officers should position their patrol vehicles so as not to impede traffic. Officers must make sure that the radar unit being used is functioning properly by testing it before and after any enforcement contacts.
- (c) Officers using radar equipment shall be responsible for reporting to their supervisor any damage or malfunctions.
- (d) All radar equipment shall be inspected and certified every three years. Inspections and all records of certification and repairs shall be maintained by the Patrol Operations Bureau Lieutenant or designee.
- (e) Officers must receive training from a certified speed detection instructor in the use of the radar equipment prior to using the equipment.

# Traffic Crashes

## 501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to, investigating, and reporting traffic crashes.

## 501.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to respond to traffic crashes and render or summon aid to injured victims as needed. The Department will investigate and prepare reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR 1050) Manual.

## 501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this department and there is:
  - 1. A life-threatening injury.
  - 2. A fatality.
  - 3. Involvement of an on- or off-duty member of this department.
- (b) Is within another jurisdiction and there is:
  - 1. Involvement of an on-duty member of this department.

### 501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.
- (b) Proper placement of emergency vehicles, cones, roadway flares, or other devices if available to provide protection for members, the public, and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire hazards requiring the fire department, hazardous materials response, tow vehicles).
- (f) Clearance and cleanup of the roadway.
- (g) Disturbances between the parties.

## 501.4 REPORTING REQUIREMENTS

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##### 501.4.1 TRAFFIC CRASHES INVOLVING DEPARTMENT VEHICLES

Traffic crash investigation reports shall be taken when a department-owned vehicle, including bicycles, is involved in a traffic crash resulting in damage or injury upon a roadway or University property. A traffic crash upon a University-owned roadway or property in which serious injury or death occurs should be referred to an outside agency for investigation. When a department-owned vehicle is involved in a traffic crash upon the jurisdiction of an outside agency, the corresponding agency shall be notified and requested to conduct an investigation into the crash.

In accordance with the Campus Administrative Manual, whenever there is damage to a department vehicle, the damage shall be documented and forwarded to the appropriate supervisor, the fleet manager, and University Claims Management.

Photographs of the crash scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

##### 501.4.2 TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the University of Illinois Division of Public Safety resulting in a serious injury or fatality, a Patrol Lieutenant or the shift supervisor, should notify an allied agency, the County Sheriff, or the Illinois State Police for assistance.

The term serious injury is defined as any injury that may result in a fatality.

##### 501.4.3 TRAFFIC CRASHES WITH OTHER UNIVERSITY EMPLOYEES OR OFFICIALS

The Patrol Lieutenant or on-duty shift supervisor should request assistance from an allied agency, the County Sheriff, or the Illinois State Police for the investigation of any traffic crash involving any University official or employee where a serious injury or fatality has occurred, if there appears to be conflict of interest..

##### 501.4.4 TRAFFIC CRASHES ON PRIVATE PROPERTY

Generally, traffic crash reports shall not be taken for traffic crashes occurring on private property, unless there is a death or injury to any person involved, damage to the property of any one person in excess of \$1,500 (or \$500 if any of the involved vehicles are uninsured in violation of 625 ILCS 5/7-601), a hit-and-run violation, other criminal traffic violation, or a school bus is involved. An Incident Report may be taken at the discretion of any supervisor.

##### 501.4.5 TRAFFIC CRASHES ON ROADWAYS OR HIGHWAYS

Traffic crash reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the crash.
- (b) When there is damage to the property of any one person valued over \$500, including the driver.
- (c) When there is an identifiable violation of the Illinois Vehicle Code or similar local ordinance.

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- (d) When a report is requested by any involved drivers.
- (e) Whenever a school bus is involved.

#### **501.5 ENFORCEMENT ACTION**

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the crash, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

#### **501.6 NOTIFICATION**

If a traffic crash involves a life-threatening injury or fatality, the responding officer shall notify a supervisor. The shift supervisor shall make notification in accordance with the Major Incident Notification Policy.

##### **501.6.1 NOTIFICATION OF FAMILY**

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, department chaplain, or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic crash should not be released until notification is made to the victim's immediate family.

#### **501.7 TRAFFIC CRASH REVIEW BOARD**

- (a) A meeting of the Accident Review Board will be called by the Chief of Police as soon as reasonably practical for any department vehicle accident resulting in damage in excess of \$1,500, an accident resulting in personal injuries or damage to property not belonging to the University.
- (b) The purpose of the accident review board is to:
  - 1. Determine the legal obligations and responsibilities for the cause of an accident involving a department vehicle.
  - 2. Determine if department employees' negligence or improper driving was involved in order to take necessary steps to correct driving habits.
  - 3. Determine if the mechanical condition of the police vehicle was a contributing factor and/or if emergency vehicle equipment is adequate.
  - 4. Determine if road and lighting conditions were a contributing factor in order to recommend changes and/or improvements.
  - 5. Review and evaluate applicable department policies and make recommendations for revisions if needed.

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- (c) The Accident Review Board shall consist of one lieutenant, one sergeant, one patrol officer, and any other persons who may have expertise or special knowledge of circumstances contributing to the vehicle accident.
- (d) Relying on the expertise of each member, after review of patrol procedures and accident reports, methods of increasing safety and reducing the involvement of department vehicles in vehicular accidents may be determined. This board shall be non-adversary in character and design. While the board may determine the negligence or capability of the vehicle's driver, the board shall have no authority to recommend disciplinary action, but may recommend training. The Chief of Police or any supervisor may refer to the facts determined by the board for disciplinary action.
- (e) Any individual involved in a vehicular accident while driving a department vehicle shall receive a letter indicating the findings of the board. A copy of this letter shall be placed in the Accident Review Board Findings' file. The department employee may be advised that he/she may not discuss the findings with any person other than his/her legal counsel, except as ordered to do so by competent authority.

# Vehicle Towing

## 502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

## 502.2 POLICY

The University of Illinois Division of Public Safety will tow vehicles when appropriate and in accordance with the law.

## 502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through METCAD to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (625 ILCS 5/4-203).

Vehicles that are not the property of the University should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

## 502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.



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#### **502.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS**

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

#### **502.6 RECORDS**

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

##### **502.6.1 VEHICLE STORAGE REPORT**

Department members towing a vehicle shall complete a vehicle tow report. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed. Situations that do not require a tow report are listed below.

- (a) Vehicles towed at the owners request due to a motorist assist. A field interview card can serve as documentation.
- (b) Vehicles towed at the owners request due to a traffic crash. The traffic crash report will serve as documentation.

A copy of the vehicle tow report for a vehicle towed shall be provided to the tow service.

##### **502.6.2 NOTICE OF TOW**

The Records Section should send a notice of tow to all registered owners, lienholders and others having a recorded interest in the vehicle within 48 hours, excluding weekends and holidays, but in no event shall the notice be sent later than 10 business days after the tow. Notice shall be sent to all such individuals by certified mail (625 ILCS 5/4-205). The notice shall include:

- (a) The name, address and telephone number of the University of Illinois Division of Public Safety.
- (b) The location where the vehicle is stored.
- (c) A description of the vehicle, including:
  - 1. Color.
  - 2. Manufacturer year.
  - 3. Make and model.
  - 4. License plate number and/or Vehicle Identification Number (VIN).
  - 5. Mileage.
- (d) The authority and purpose for the removal of the vehicle.
- (e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.
- (f) A request for disposition for the vehicle and any information regarding a public sale of the vehicle, if applicable.

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If the registered owner, lienholder or other persons having a recorded interest in the vehicle cannot be immediately determined, the notice shall be sent no later than two days after such determination can be made (625 ILCS 5/4-205).

#### **502.7 TOWING SERVICES**

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed (625 ILCS 5/4-203.5).

##### **502.7.1 TOW ROTATION LIST**

The Deputy Chief or designee is responsible for ensuring that tow rotation lists to be used by department members when authorizing tows is established and maintained (625 ILCS 5/4-203.5). All complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list shall be forwarded to the Chief of Police.

Members should only deviate from the rotation list in the following circumstances (625 ILCS 5/4-203.5):

- (a) A safety emergency justifies deviation.
- (b) The tow service next on the list is incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment.

Members should document the reason for any deviation.

Towing firms are prohibited from soliciting tows that have not been requested by a member or the owner or operator of a disabled vehicle. Members should tell any such tow operator who is present or arrives to leave the scene (625 ILCS 5/4-203.5).

#### **502.8 VEHICLE INVENTORY**

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
- (c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-

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party towing company or an unlocking mechanism for such compartment is available within the vehicle.

- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will be opened for inventory purposes if the container can be opened without damaging it.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report.

When practicable and appropriate, cash, jewelry or other small valuables located during the inventory process should be removed from the vehicle and given to the owner, or booked into property for safekeeping in accordance with the Property and Evidence Section Policy. A copy of the property record should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

#### **502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY**

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

#### **502.10 TOWING OF VEHICLES FROM PRIVATE PROPERTY**

Members of the Department should not tow or assist in towing vehicles from private property unless authorized by state and local law (625 ILCS 5/4-201 et. seq.).

#### **502.11 TOWING OF VEHICLES FROM PUBLIC PROPERTY**

Vehicles abandoned on public property may be towed in accordance with 625 ILCS 5/4-203.

# Vehicle Tow, Storage and Impound Hearings

## 503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings.

## 503.2 VEHICLE TOWS, STORAGE OR IMPOUNDS

When a vehicle is towed or stored by any member of the University of Illinois Division of Public Safety, a hearing may be conducted upon the request of the registered or legal owner of the vehicle or their agent. Hearings for vehicles that are impounded pursuant to a local impound ordinance shall follow hearing procedures provided within the ordinance. Vehicles that are impounded for the purpose of statutory seizure shall have hearings in compliance with the statute.

### 503.2.1 HEARING PROCEDURES

The vehicle tow or storage hearing is an informal process to evaluate the validity of the tow or storage of a vehicle. Any relevant evidence may be submitted and reviewed by the hearing officer to determine if the vehicle in question was properly towed and/or stored in accordance with the law and University of Illinois Division of Public Safety policies and procedures. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a towed and/or stored vehicle shall be submitted in person, writing, or by telephone within ten days of the date of the tow. The Assistant Chief of Operations will generally serve as the hearing officer, however; another agency member may be assigned by the Chief of Police or the Deputy Chief. The person requesting the hearing may record the hearing at his/her own expense.

The vehicle storage/towing hearing officer shall consider all information provided and determine the validity of the towing and/or storage of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of period the vehicle is impounded.

If a decision is made that the vehicle was properly towed and/or stored within the law and department policy, and that mitigating circumstances are not a factor, the hearing officer shall so advise the inquiring party.

A decision that the vehicle was not towed and/or stored in a lawful manner or within department policy will require that the vehicle in storage be released immediately and any or all towing and storage fees will be paid by the department.

If a decision is made that the vehicle was not towed and/or stored in a lawful manner or within department policy, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the Deputy Chief. The hearing officer will recommend to the Deputy Chief that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

# Impaired Driving

## 504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

## 504.2 POLICY

The University of Illinois Division of Public Safety is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Illinois's impaired driving laws.

## 504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Patrol Lieutenant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms and in the report narrative. Information that should be documented includes, at a minimum:

- (a) The officer's observations of the vehicle in motion.
- (b) The officer's observations that indicate suspected impairment once contact with the driver was made.
- (c) Statements regarding the driver's immediate health.
- (d) Performance of the NHTSA approved standardized field sobriety tests (SFSTs) administered.
- (e) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (f) DUI processing details to include important times, disposition of vehicle and the suspect.

## 504.4 FIELD TESTS

Officers should utilize NHTSA-approved standardized field sobriety tests (SFSTs) and any approved alternate tests when investigating violations of DUI laws.

### 504.4.1 MEDICAL CANNABIS CARDHOLDER

A person who is a medical cannabis card holder and is reasonably suspected of driving or in actual physical control of a motor vehicle while impaired by the use of cannabis is deemed to have consented to standardized field sobriety tests (625 ILCS 5/11-501.9(a)).

## 504.5 CHEMICAL TESTS

A person implies consent under Illinois law to a chemical test or tests, and to providing the associated sample, under any of the following:

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- (a) The arresting officer has probable cause to believe that the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof (625 ILCS 5/11-501.1).
- (b) The person is arrested for driving a vehicle involved in a motor vehicle accident resulting in personal injury or death of any person (625 ILCS 5/11-401).
- (c) The person was driving or in actual physical control of a vehicle and involved in a personal injury or fatality accident (625 ILCS 5/11-501.6).
- (d) The person is under the age of 21, was driving or in actual physical control of a vehicle and the officer has probable cause to believe that the person has consumed any amount of an alcoholic beverage (625 ILCS 5/11-501.8).

Chemical tests shall be taken pursuant to the standards promulgated by the Department of State Police (625 ILCS 5/11-501.2(a)).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

#### 504.5.1 STATUTORY NOTIFICATIONS

An officer requesting that a person submit to a chemical test, or to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, shall provide the person with the mandatory statutory warning.

If the person refuses to acknowledge in writing receipt of the warning regarding failure to submit to a chemical test, the officer shall document on the warning that the person refused to sign (See generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

#### 504.5.2 BREATH SAMPLES

The Patrol Lieutenant or designee should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Lieutenant or designee.

#### 504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (625 ILCS 5/11-501.2(a)(2)). The blood draw should be witnessed by the assigned officer.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence.

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The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be treated as a refusal. However, that arrestee may be required to complete another available and viable test.

#### **504.5.4 URINE SAMPLES**

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a medical professional, officer, or jail staff member of the same sex as the person giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

#### **504.5.5 DESIGNATION OF CHEMICAL TESTS**

The Patrol Lieutenant shall designate which type of chemical tests may be administered by officers.

Officers may generally administer up to two additional tests of urine or other bodily substance even if a blood or breath test, or both, has been administered (625 ILCS 5/11-501.1(a); 625 ILCS 5/11-501.6(a); 625 ILCS 5/11-501.8(a)).

#### **504.6 REFUSALS**

When an arrestee refuses to provide a chemical sample during a DUI investigation, or to submit to field sobriety tests during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, officers should:

- (a) Advise the arrestee of the requirement to provide a sample or submit to field sobriety tests (see generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).
- (b) Audio- and/or video-record the admonishment and the response when it is practicable.
- (c) Document the refusal in the appropriate report.

#### **504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL**

Upon refusal to submit to a chemical test, or to submit to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis as required by law, officers shall personally serve the notice of statutory summary suspension or revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held

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by that person and issue the person a temporary driving permit (625 ILCS 5/11-501.1(f); 625 ILCS 5/11-501.9).

#### 504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to a crash investigation or medical treatment of the person.
- (c) Exigent circumstances exist and the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof and caused death or personal injury to another person (625 ILCS 5/11-501.2).

#### 504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
  - 1. This dialogue should be recorded on audio and/or video when practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.
  - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.



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2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
  3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

#### **504.7 ARREST AND INVESTIGATION**

##### **504.7.1 PRELIMINARY BREATH SCREENING TEST**

An officer having reasonable suspicion to believe that a person is DUI may, prior to arrest, request that the person provide a sample of his/her breath for a preliminary breath test (PBT) using a portable device approved by the Department of State Police. The person may refuse the test, however, if a test is administered, the results may be used by the officer for the purpose of determining whether probable cause exists to require a chemical test as authorized by 625 ILCS 5/11-501.1 and 625 ILCS 5/11-501.2 (625 ILCS 5/11-501.5).

##### **504.7.2 ADDITIONAL TESTING**

A person submitting to a chemical test may have qualified medical personnel of his/her own choosing administer an additional chemical test (625 ILCS 5/11-501.2).

##### **504.7.3 OFFICER RESPONSIBILITIES**

If a person refuses to submit to a chemical test or submits to a test that discloses a prohibited alcohol or drug concentration, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.1(d)).

If a medical marijuana card holder refuses to submit to field sobriety tests or submits to a test that discloses impairment by the use of cannabis, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the SOS (625 ILCS 5/11-501.9(e)).

##### **504.7.4 COLLISIONS**

An officer having probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drugs, or intoxicating compounds or any combination thereof has caused the death or personal injury of another person, shall request that the person submit to a chemical test (625 ILCS 5/11-501.2(c)(2)).

##### **504.7.5 REPORTING**

The records division shall ensure that the Department complies with all state reporting requirements pursuant to 20 ILCS 2630/5.

#### *Impaired Driving*

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##### **504.7.6 IMPOUNDMENT**

An officer making an arrest for DUI should impound the vehicle driven by the arrestee when no other person is available to take lawful control of the vehicle and the arrestee may be released and have access to the vehicle within 12 hours (625 ILCS 5/4-203).

##### **504.8 RECORDS SECTION RESPONSIBILITIES**

The Records Supervisor in conjunction with the Detective Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

##### **504.8.1 WARNING NOTIFICATION**

The Records Supervisor shall forward the warning notification and sworn report in accordance with 625 ILCS 5/11-501.1, 625 ILCS 5/11-501.6, 625 ILCS 5/11-501.8, and 625 ILCS 5/11-501.9.

##### **504.9 ADMINISTRATIVE HEARINGS**

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the SOS.

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the SOS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified. The Records Section should forward this to the prosecuting attorney as part of the case file.

##### **504.10 TRAINING**

The Training Coordinator should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Coordinator should confer with the prosecuting attorney's office and update training topics as needed.

## Disabled Vehicles

### 506.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

### 506.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

### 506.3 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the METCAD telecommunicator should be advised of the location of the disabled vehicle and the need for assistance in order to assign another available officer to respond for assistance as soon as practical.

### 506.4 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

#### 506.4.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle.

#### 506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

#### 506.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

#### 506.4.4 EMERGENCY ASSISTANCE

Officers should render all practical assistance to motorists who are involved in emergency situations.

- (a) Medical Emergencies

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#### *Disabled Vehicles*

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1. Request that medical assistance be dispatched to the scene.
  2. Administer first aid, if necessary, until arrival of medical personnel.
  3. Officers shall not transport injured persons in a police vehicle.
- (b) In cases involving gas leaks, vehicle fires, extrications and hazardous materials incidents, the fire department should be contacted.

## Abandoned or Derelict Vehicle Violations

### 507.1 PURPOSE AND SCOPE

This policy provides guidance for the identification, recording, and storage of vehicles parked in violation of the University of Illinois Parking Rules and Regulations or state laws regulating abandoned or derelict vehicles.

#### 507.1.1 DEFINITIONS

Definitions related to this policy include:

**Abandoned vehicle** - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

**Derelict vehicle** - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

### 507.2 MARKING VEHICLES

Vehicles suspected of being in violation of the University of Illinois Parking Rules and Regulations or state laws regarding abandoned or derelict vehicle ordinance shall be marked and noted on the dispatch ticket

If a marked vehicle has been moved or the markings have been removed during the period of observation, the vehicle shall be marked again for the 7-day abandonment period and the dispatch ticket will be updated.

Parking citations for the ordinance violation shall not be issued when the vehicle is towed and stored for the violation.

#### 507.2.1 VEHICLE STORAGE

Any vehicle in violation should be towed and stored by the authorized towing service and a vehicle tow report shall be completed in accordance with the Vehicle Towing Policy.

#### 507.2.2 PROCESSING DERELICT OR ABANDONED VEHICLES AS JUNK

If this department elects or is otherwise required to process a derelict or abandoned vehicle as a junk vehicle the department shall, within 15 days complete the following (625 ILCS 5/3-117.1):

- (a) Surrender the junk vehicle's certificate of title, salvage certificate, certificate of purchase, or a similarly acceptable out of state document of ownership to the Secretary of State along with an application for a junking certificate.
- (b) Dispose of the vehicle as junk upon receipt of the junking certificate.

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#### *Abandoned or Derelict Vehicle Violations*

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Vehicles or vehicle parts that have had the manufacturer's identification number removed, altered, defaced or destroyed shall be identified in compliance with 625 ILCS 5/4-107(i) before processing as junk.

# Traffic and Parking Citations

## 509.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding, and dismissing traffic and parking citations.

## 509.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

## 509.3 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this department. Citations will be kept in a secure location and issued to members by the Records Section staff. Members will sign for the citation books when issued or upon return of unused citations.

Members of the University of Illinois Division of Public Safety shall only use department-approved traffic and parking citation forms.

### 509.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

## 509.4 TRAFFIC CITATIONS

### 509.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and a letter to the member's immediate supervisor requesting a specific correction. Once approved, the citation and letter shall then be forwarded to the Records Section. The Records Supervisor or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the citation recipient in writing.

### 509.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Section.

### 509.4.3 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall

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be referred to the Patrol Lieutenant. Upon a review of the circumstances involving the issuance of the traffic citation, the Patrol Lieutenant may request the Patrol Assistant Chief to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to the member's supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Patrol Assistant Chief to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify the member's immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Assistant Chief for review.

#### 509.4.4 DISPOSITION

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Section.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Records Section.

#### 509.4.5 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing a juvenile a citation.

#### 509.4.6 DATA COLLECTION

Officers conducting a stop regardless of whether a uniform traffic citation or warning citation is issued for an alleged violation of the Illinois Vehicle Code shall collect the data elements required by 625 ILCS 5/11-212 using the Illinois Department of Transportation standardized law enforcement data compilation form (625 ILCS 5/11-212).

The Records Section shall compile the required data and transmit the data to the Illinois Department of Transportation as required by 625 ILCS 5/11-212. (See the Bias-Based Policing Policy for additional guidance).

### 509.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law (625 ILCS 5/11-208.3).



## **Chapter 6 - Investigation Operations**

# Investigation and Prosecution

## 600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

## 600.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

## 600.3 INITIAL INVESTIGATION

### 600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - 1. An initial statement from any witnesses or complainants.
  - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
  - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
  - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Sergeant.
  - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
  - 5. Collect any evidence.
  - 6. Take any appropriate law enforcement action.
  - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

### 600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

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#### **600.4 CUSTODIAL INTERROGATION REQUIREMENTS**

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

##### **600.4.1 AUDIO/VIDEO RECORDINGS**

All custodial interrogations at the University of Illinois Division of Public Safety of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney or the Detective Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

#### **600.5 DISCONTINUATION OF INVESTIGATIONS**

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
  - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
  - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

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- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

#### **600.6 COMPUTERS AND DIGITAL EVIDENCE**

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

#### **600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES**

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

##### **600.7.1 ACCESS RESTRICTIONS**

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information that requires the use of a third party's account or online identifier requires the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

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Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

#### **600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION**

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

#### **600.8 CELL SITE SIMULATOR USE**

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10).

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

#### **600.9 MODIFICATION OF CHARGES FILED**

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of an Assistant Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

#### **600.10 INVESTIGATIVE PROCEDURES**

The Detective Bureau Lieutenant or the authorized designee is responsible for the development of investigative procedures, including:

- (a) Maintain an on-call list of members assigned to investigative responsibilities.
- (b) Management of criminal investigative case files.
- (c) Preliminary and follow-up criminal investigation responsibilities and checklists.
- (d) Multijurisdictional investigative task force roles and responsibilities.
- (e) Use of polygraph examinations.
- (f) Cold case investigations.
- (g) Undercover, surveillance, decoy, and raid operations, including use of surveillance and undercover equipment.
- (h) Collecting, processing, and preserving digital evidence.
- (i) DNA collection from a known source.
- (j) Submission of ballistic evidence to the National Integrated Ballistics Information Network (NIBIN) or to an Illinois State Police laboratory for NIBIN processing (720 ILCS 5/24-8).

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##### **600.11 INVESTIGATION CASE SCREENING**

An investigation case screening system assists in determining if a case requires follow-up investigation and what cases are subject to early closure.

The Department shall use the resources available to measure the assigned caseload, clearance rate, and disposition of cases assigned to members for follow-up investigation.

A supervisor should screen all criminal reports for follow-up assignment to members and ensure timely investigation, or closure based upon solvability factors. The supervisor is responsible for the proper management of all cases.

##### **600.11.1 INVESTIGATION CASE MANAGEMENT SYSTEM**

Access to the open criminal investigation files shall be available to all investigative members, unless the confidential nature of the investigation as determined by the supervisor warrants limiting access.

Internal classification of criminal case files shall be handled as follows:

- (a) Electronic records shall be maintained in the records management system (RMS) with access by password protection and sign on. Any external documents should be scanned into the RMS.
- (b) All original supporting reports, notes, documents, or records obtained during the investigation shall be forwarded to the Records Section for archiving.

##### **600.11.2 INVESTIGATION CLASSIFICATION OF CRIMINAL CASES**

The following classifications should be applied to each case, as applicable:

- (a) Administratively Closed
- (b) Charged by SAO - No Arrest
- (c) Cleared by Arrest, Adult
- (d) Cleared by Arrest, Juvenile
- (e) Inactive
- (f) Pending Investigation
- (g) Pending Prosecution
- (h) Pending Warrant
- (i) Referred
- (j) Unfounded
- (k) Written Warning
- (l) Exceptional Clearance
  - 1. Death of Offender
  - 2. Denied Extradition
  - 3. Refusal to Cooperate

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#### 4. Prosecution Denied

## Asset Forfeiture

### 601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

#### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Fiscal agent** - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the University of Illinois Division of Public Safety seizes property for forfeiture or when the University of Illinois Division of Public Safety is acting as the fiscal agent pursuant to a multi-agency agreement.

**Forfeiture** - The process by which legal ownership of an asset is transferred to a government or other authority.

**Forfeiture reviewer** - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

#### Property subject to forfeiture -

- (a) Profits, proceeds, property, etc. derived from or used for crimes set forth in 725 ILCS 5/124B-10 may be subject to forfeiture
- (b) Receipts obtained, and any interests in, claims against, receipts from, or property or rights resulting from calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)
- (c) Profits, proceeds, property, etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act
- (d) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)
- (e) Vehicles, vessels, or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit any of the offenses identified in 720 ILCS 5/36-1
- (f) Illegal gambling devices or funds (720 ILCS 5/28-5)
- (g) Profits, proceeds, property, etc. derived or used to launder money or conduct unlawful financial transactions (720 ILCS 5/17-10.6; 720 ILCS 5/29B-5)
- (h) Any interest in any enterprise, real property, or personal property including money in violation of the Illinois Street Gang and Racketeer Influenced and Corrupt Organizations Law (720 ILCS 5/33G-6)



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#### *Asset Forfeiture*

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- (i) Any profits, proceeds and property derived or used or intended for use in any manner to facilitate street gang related activity (740 ILCS 147/40)

**Seizure** - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

#### **601.2 POLICY**

The University of Illinois Division of Public Safety recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the University of Illinois Division of Public Safety that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

#### **601.3 ASSET SEIZURE**

Property may be seized for forfeiture as provided in this policy.

##### **601.3.1 PROPERTY SUBJECT TO SEIZURE**

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant or by other court order.
- (b) Property seized without a court order when there is probable cause to believe that the property is subject to forfeiture, the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure), and the seizure is authorized by statute, as in:
  - 1. Seizure of vessels, vehicles, and aircraft under the Criminal Code of 2012 (720 ILCS 5/36-1.1).
  - 2. Money laundering (720 ILCS 5/29B-6).
  - 3. The Illinois Controlled Substances Act (725 ILCS 150/3.1).
  - 4. The Cannabis Control Act (725 ILCS 150/3.1).
  - 5. The Illinois Food, Drug and Cosmetic Act (410 § 620/3.23; 725 ILCS 150/3.1).
  - 6. The Methamphetamine Control and Community Protection Act (725 ILCS 150/3.1).

Officers may request the Attorney General or any state attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

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#### *Asset Forfeiture*

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A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

#### 601.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the statutory or state attorney's current minimum forfeiture thresholds.
- (b) If reasonably known to the officer, property held by a person known as an "innocent owner" or a "lender" who did not have knowledge or intent that would reasonably justify a seizure (720 ILCS 5/29B-17; 725 ILCS 5/124B-130; 725 ILCS 150/8)
- (c) Property that the officer reasonably believes would be excessive as it relates to the offense in question (720 ILCS 5/36-3.1; 725 ILCS 150/9.5)

#### 601.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (720 ILCS 5/36-1.2; 725 ILCS 150/3.2):

- (a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.
- (d) The Cash Denomination Form should be completed with three members signing the form. The original form should be placed with the currency in evidence with a copy filed with the report.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture."

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

#### 601.5 MAINTAINING SEIZED PROPERTY

The Detective Bureau Lieutenant is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (720 ILCS 5/36-1.3; 725 ILCS 150/3.3).

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- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

#### **601.6 FORFEITURE REVIEWER**

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly the Seizure and Forfeiture Reporting Act, the Drug asset Forfeiture Procedure Act, and the forfeiture policies of the state attorney and the Illinois State Police (5 ILCS 810/10 et seq.).
- (b) Serving as the liaison between the Department, the state attorney, and the Illinois State Police and ensuring prompt legal review of all seizures.
  - 1. Presentation for review should generally be accomplished as soon as practicable but within seven days of a seizure (720 ILCS 5/29B-8; 720 ILCS 5/29B-9; 720 ILCS 5/36-1.4; 720 ILCS 5/36-1.5; 725 ILCS 150/3.5; 725 ILCS 150/5).
  - 2. Presentation for review shall include a form 4-64 when required.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
  - 1. Names and contact information for all relevant persons and law enforcement officers involved.
  - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
  - 3. The signature of the person from whom cash or property is being seized.

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4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized (720 ILCS 5/36—1.2; 725 ILCS 150/3.2).
  5. Any other information that may be required for reporting under 5 ILCS 810/10.
- (g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or General Order. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
1. Written documentation of the seizure and the items seized is in the case file.
  2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
  3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (720 ILCS 5/36-2.1; 720 ILCS 5/29B-10; 725 ILCS 150/4).
  4. Property is promptly released to those entitled to its return (720 ILCS 5/29B-25; 720 ILCS 5/36-2; 720 ILCS 5/36-6; 725 ILCS 150/9; 725 ILCS 150/13.1).
  5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
  6. Any cash received is deposited with the fiscal agent.
  7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
  8. Current minimum forfeiture thresholds are communicated appropriately to officers.
  9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
  10. Inventories of seized property and their estimated value are forwarded to the Illinois State Police as appropriate (720 ILCS 5/29B-7; 720 ILCS 5/36—1.3; 725 ILCS 150/3.3).
- (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the University of Illinois Division of Public Safety unless the Chief of Police or designee authorizes in writing the retention of the property for official use.

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- (l) Ensuring compliance with the requirement that a probable cause determination be sought within 14 days of the seizure (725 ILCS 150/3.5).
- (m) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (720 ILCS 5/29B-8; 720 ILCS 5/36-1.4; 725 ILCS 150/5).
- (n) Completing the required seizure reporting under 5 ILCS 810/10
- (o) Assisting the Auditor General when required (5 ILCS 810/15).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and University of Illinois financial directives.

#### **601.7 DISPOSITION OF FORFEITED PROPERTY**

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act, Illinois Cannabis Control Act, Illinois Controlled Substance Act, and Methamphetamine Control and Community Protection Act should be conducted in accordance to the procedures set forth in the Drug Asset Forfeiture Procedure Act (410 ILCS 620/3.23; 720 ILCS 550/12; 720 ILCS 570/505; 720 ILCS 646/85; 725 ILCS 150/13.2)

Distribution and use of forfeited assets related to obscenity offenses should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-420.

Distribution and use of forfeited assets related to child pornography should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-505.

Distribution and use of forfeited assets related to computer and financial crimes should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-605.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police or designee has given written authorization to retain the property for official use.

#### **601.8 ATTACHMENTS**

See [attachment: Cash Denomination Form.pdf](#)

# Informants

## 602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

### 602.1.1 DEFINITIONS

Definitions related to this policy include:

**Informant** - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the University of Illinois Division of Public Safety for law enforcement purposes. This also includes a person agreeing to supply information to the University of Illinois Division of Public Safety for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

## 602.2 POLICY

The University of Illinois Division of Public Safety recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

## 602.3 USE OF INFORMANTS

### 602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

### 602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

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##### **602.3.3 INFORMANT AGREEMENTS**

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

##### **602.4 INFORMANT INTEGRITY**

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Assistant Chief of Police, or the authorized designees.
  - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees, or agents of the University of Illinois Division of Public Safety, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional. At no time should any type of personal relationship other than handler-source relationship develop. This includes, but is not limited to, fraternizing outside of work hours, leisure activities, or other events not related to specific casework.
  - 1. Members shall not become intimately involved with an informant.
  - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation and only with the prior approval of a supervisor.
  - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
  - 4. If a source expresses interest in any type of personal relationship, a supervisor must immediately be notified by the detective or officer.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of a supervisor.
- (f) Officers may meet informants alone in an occupied public place, such as a restaurant.
- (g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

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##### **602.4.1 UNSUITABLE INFORMANTS**

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

##### **602.5 INFORMANT FILES**

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Detective Bureau. The Detective Bureau Lieutenant or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Detective Bureau Assistant Chief, or Lieutenant, or their authorized designees.

The Detective Bureau Lieutenant should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Detective Bureau Lieutenant is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.



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##### **602.5.1 CHAMPAIGN COUNTY STREET CRIMES TASK FORCE**

The Department assigns officers to the Champaign County Street Crimes Task Force. As agreed in the Intergovernmental Agreement between the member agencies, the Champaign Police Department will manage confidential source files and payments to informants for all officers assigned to the task force.

##### **602.5.2 FILE SYSTEM PROCEDURE**

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
  1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

##### **602.6 INFORMANT PAYMENTS**

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

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The Detective Bureau supervisor will discuss the above factors with the Detective Bureau Assistant Chief and recommend the type and level of payment subject to approval by the Chief of Police or designee.

##### 602.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$250 and under may be paid in cash from a buy/expense fund.
  - 1. The supervisor shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments in excess of \$250 must be approved by the Detective Bureau Lieutenant.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
  - 1. The cash transfer form shall include the following:
    - (a) Date
    - (b) Payment amount
    - (c) University of Illinois Division of Public Safety case number
    - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
  - 2. The cash transfer form shall be signed by the informant.
  - 3. The cash transfer form will be kept in the informant's file.

##### 602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

##### 602.6.3 AUDIT OF PAYMENTS

The Detective Bureau Lieutenant or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds

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and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

## Felony Investigation Discovery

### **603.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

### **603.2 INVESTIGATIVE MATERIALS**

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney’s Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

### **603.3 COMPLIANCE**

The Detective Bureau Lieutenant shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney’s Office.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

### **603.4 CONTINUING OBLIGATIONS**

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

# Eyewitness Identification

## 604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (725 ILCS 5/107A-2).

### 604.1.1 DEFINITIONS

Definitions related to the policy include:

**Eyewitness identification process** - Any field identification, live lineup or photographic identification.

**Field identification (Showup)**- A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

**Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

**Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

## 604.2 POLICY

The University of Illinois Division of Public Safety will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

## 604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

## 604.4 LIVE AND PHOTOGRAPHIC LINEUP PROCESSES AND FORM

The Detective Bureau supervisor shall be responsible for the development and maintenance of a Live or Photographic lineup process for use by members when they are conducting live or photographic lineups.

The process should include appropriate forms or reports that provide (725 ILCS 5/107A-2):

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.

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- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) Notice that if an audio/video recording of the lineup is made it will be of the persons in the lineup and the witness.
- (j) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (k) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary to ensure compliance with 725 ILCS 5/107A-2 and applicable judicial decisions. The Detective Bureau supervisor shall prepare guidelines setting forth when simultaneous lineups may be conducted rather than sequential lineups.

#### **604.5 EYEWITNESS IDENTIFICATION**

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses shall view suspects or a lineup individually and outside the presence of other witnesses (725 ILCS 5/107A-2). Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses. Witnesses should be separated or monitored and the lineup administrator shall ensure that all eyewitnesses are monitored to prevent them from conferring with one another while waiting to view the lineup and during the lineup (725 ILCS 5/107A-2).

Whenever feasible, the eyewitness identification procedure shall be audio and/or video recorded and the recording should be retained according to current evidence procedures. If the witness refuses to allow a recording of the process, the refusal shall be recorded and the member shall document in the report that no recording was made and the reason (725 ILCS 5/107A-2).

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##### **604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS**

When practicable, the member presenting the lineup shall not be involved in the investigation of the case or know the identity of the suspect (725 ILCS 5/107A-2).

In no case should the member presenting a lineup to a witness know which photograph or person in the live lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

##### **604.6.1 ADDITIONAL CONSIDERATIONS**

Members presenting a lineup shall also ensure that (725 ILCS 5/107A-2):

- (a) Only one suspect is presented in a photo lineup and a minimum of five filler photos is utilized.
- (b) When practicable there should be five filler subjects used in a live lineup. In no case will fewer than three filler subjects be used.
- (c) No writings or information related to the persons presented is visible or made known to the witness.
- (d) If the witness requests to view a photograph or person again, he/she may do so, but only after first viewing each person or photograph.
- (e) If the witness identifies a person as the perpetrator, he/she shall not be provided with any information concerning the person until after the lineup is completed.
- (f) An automated computer program or other device may be used to display a photo lineup to an eyewitness provided the member administering the lineup cannot view the photos until completion of the lineup process.

##### **604.7 FIELD IDENTIFICATION CONSIDERATIONS**

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

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When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
  - 1. The length of time the witness observed the suspect.
  - 2. The distance between the witness and the suspect.
  - 3. Whether the witness could view the suspect's face.
  - 4. The quality of the lighting when the suspect was observed by the witness.
  - 5. Whether there were distracting noises or activity during the observation.
  - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
  - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of a show-up as the perpetrator, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

#### **604.8 DOCUMENTATION**

A thorough description of the eyewitness process and the results of any eyewitness identification shall be documented in the case report (725 ILCS 5/107A-2). If practicable, an audio or video recording of the witness statements shall be made.

If a photographic lineup is utilized, the actual photographic lineup presented to the witness shall be placed in evidence with a copy included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report. If a live



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lineup is utilized, a photograph or other visual recording shall be included in the case report (725 ILCS 5/107A-2).

If an automated computer process or other similar device is used to conduct a photographic lineup, the results of that lineup, including the photographs displayed, will be saved in a manner that permits the process to be repeated and shall be made part of the case report.

#### **604.9 ATTACHMENTS**

[See attachment: Lineup Advisement Form.pdf](#)

## Brady Material Disclosure

### 605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called *Brady* information) to a prosecuting attorney.

#### 605.1.1 DEFINITIONS

Definitions related to this policy include:

**Brady information** -Information known or possessed by the University of Illinois Division of Public Safety that is both favorable and material to the current prosecution or defense of a criminal defendant.

### 605.2 POLICY

The University of Illinois Division of Public Safety will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the University of Illinois Division of Public Safety will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

### 605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

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##### **605.4 DISCLOSURE OF REQUESTED INFORMATION**

If *Brady* information is located, the following procedure shall apply:

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court.
  - 1. If no motion is filed, the supervisor should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
  - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

##### **605.5 INVESTIGATING BRADY ISSUES**

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

##### **605.6 TRAINING**

Department personnel should receive periodic training on the requirements of this policy.

##### **605.7 BRADY PROCESS**

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Administrative Services Assistant Chief or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the University Counsel's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

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- (b) Maintaining a current list of members who have Brady information in their files or backgrounds.
  - 1. Updating this list whenever potential Brady information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

#### **605.8 SUBPOENA PROCESSING**

The supervisor of the subpoenaed member shall check the subpoenaed member's name against the current list of those who are known to have Brady information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

# DIGNITARY PROTECTION

## 606.1 PURPOSE

The purpose of this policy is to establish guidelines for organizing and providing security and assistance to visitors and dignitaries when requested.

## 606.2 DEFINITIONS

**Dignitary:** Any person, because of his political, social, religious or other position, may be the victim of threats of physical harm to himself, his family, or traveling companions, or may be the victim of threats of intimidation or extortion.

## 606.3 DIGNITARY PROTECTION OPERATIONS

Upon receipt of a request for dignitary protection within the University of Illinois, the Detective Bureau Lieutenant will act as a single point of contact for representatives of the visiting dignitary and other agencies that may be involved in the overall security or event.

- (a) The Detective Bureau Lieutenant will coordinate and supervise all security measures. He/she should make inquiries to the dignitary security representatives regarding:
  - 1. Date and time of visit,
  - 2. Locations and where security is needed, and
  - 3. Specific travel routes of any processions.
- (b) If a dignitary has his own security detail, the Detective Bureau Lieutenant will arrange for coordination between the University police security detail and the outside security detail.
- (c) After the security detail has been terminated, the Detective Bureau Lieutenant will debrief officers and complete a Special Event Report.

Department personnel may be assigned to participate in dignitary protection details.

- (a) The number of department personnel assigned to these details shall be determined by the Detective Bureau Lieutenant based upon determined needs of the event. When possible, personnel assigned to a dignitary protection detail should have completed a specific training course in dignitary protection.
- (b) When necessary, Mutual Aid may be requested. Specialized law enforcement units (e.g. METRO, EOD, etc.) may be requested to provide additional assistance.

## 606.4 SECURITY PROVISIONS

The Detective Bureau Lieutenant shall establish and coordinate various measures which will ensure proper security, such as, but not limited to:

- (a) Advance on-site inspection of locations to be visited
- (b) Time table provision
- (c) Limitation of entrance and exit from secured locations

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- (d) Fire, emergency medical, and University Facilities and Services personnel at various locations
- (e) Radio, telephone, and video equipment
- (f) Body armor for dignitary and security personnel
- (g) Intelligence gathering
- (h) Notification to local medical facilities
- (i) Special personnel/equipment/vehicle needs
  - 1. METRO/EOD and related equipment
  - 2. Vans or buses
  - 3. Escort vehicles
  - 4. Marked, unmarked, and motorcycle police vehicles
  - 5. Fixed-wing aircraft and/or helicopter

#### **606.5 IDENTIFICATION OF ASSIGNED PERSONNEL**

Only specifically assigned personnel shall have access to the dignitary protection detail.

- (a) Uniformed officers shall be identified by name and assignment.
- (b) Non-uniformed officers shall be identified by special I.D. tag and/or lapel pin designation when deemed necessary.

#### **606.6 COORDINATION WITH THE U.S. SECRET SERVICE**

Some visits to the University of Illinois involve outside agency with dignitary security responsibilities (e.g. U.S. Secret Service, U.S. Capital Police, U.S. State Department, Illinois State Police Protective Detail, etc.); therefore, specific arrangements regarding planning and coordination of dignitary security should be made. Contact with the appropriate agency's dignitary security detail should be made by the assigned supervisor as soon as practical to ensure adequate time to prepare for the dignitary visit.

# Sexual Assault Investigations

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in 725 ILCS 203/25(a) and the Child Abuse and Adult Abuse policies.

In addition to other required notifications, victims shall be provided with "Form A – Mandatory Notice for Survivors of Sexual Assault" in the attachments section.

### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**Sexual assault** - Any of the following (725 ILCS 203/10):

- (a) Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the Criminal Code of 2012
- (b) Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the Criminal Code of 1961
- (c) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the Criminal Code of 2012
- (d) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the Criminal Code of 1961

**Sexual Assault Response Team (SART)** - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

## 607.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

### 607.2.1 WRITTEN GUIDELINES

The Detective Bureau supervisor should ensure that written procedures are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of, sexual assaults (725 ILCS 203/15).

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##### **607.3 QUALIFIED INVESTIGATORS**

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.21).
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of reported sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

##### **607.4 REPORTING**

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

###### **607.4.1 REPORTING REQUIREMENTS**

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

- (a) The victim's name or other identifier
- (b) The victim's contact information
- (c) The time, date and location of the offense
- (d) Information provided by the victim
- (e) The suspect's description and name, if known
- (f) The names of persons with information relevant to the time before, during or after the offense, and their contact information
- (g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense
- (h) Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement
- (i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement
- (j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement
- (k) Other relevant information



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##### **607.4.2 THIRD-PARTY COMPLAINTS**

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

- (a) His/her name and contact information
- (b) Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the sexual assault or sexual abuse

Officers must give the person making the third-party report a copy of all victim notices required under this Act and ask that the person give the notices to the victim.

##### **607.4.3 JURISDICTIONAL ISSUES**

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of University of Illinois, the Supervisor should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725 ILCS 203/20).

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Supervisor should ensure that a written confirmation or receipt is sent by fax or email or delivered in person. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20). See "Form D – Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction" in the attachments section.

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the University of Illinois member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

##### **607.5 VICTIM INTERVIEWS**

The primary considerations in sexual assault investigations, which begin with the initial call to METCAD, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview will not typically be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to allow the victim at least two full sleep cycles. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

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No opinion of whether the case is unfounded should be included in a report.

No victim shall be compelled or required to submit to an interview (725 ILCS 203/20).

Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electrical lie detector test (34 USC § 10451; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

#### **607.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE**

Victims should be permitted to have an advocate present during the medical evidentiary and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected. The victim should be provided "Form B – Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing" in the attachments section.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should still be collected and stored appropriately. The victim should be provided "Form C – Storage and Future Testing of Sexual Assault Evidence" in the attachments section.

##### **607.6.1 MEMBER RESPONSIBILITIES**

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

- (a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.
- (b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.
- (c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
- (d) Document the date when consent was given by a victim to have the victim's forensic examination evidence tested.
- (e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.

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- (f) Not be present in the examination room during a medical examination, unless the victim is in custody and it is determined to be necessary for safety after consulting with the qualified medical care provider and the rape crisis advocate (77 Ill. Adm. Code 545.60; 77 Ill. Adm. Code 545.65).
- (g) Provide the victim with information about the Illinois State Police sexual assault evidence tracking system, including the victim's unique log-in information to access the system (725 ILCS 203/11).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Section Policy.

#### **607.6.2 RELEASE PROTOCOL**

The Detective Bureau supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

#### **607.6.3 DNA TEST RESULTS**

Members investigating sexual assault cases should notify victims of the status of any DNA test (725 ILCS 203/35).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results. Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

#### **607.7 DISPOSITION OF CASES**

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Bureau supervisor.

Classification of a sexual assault case as unfounded requires the Detective Bureau supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

#### **607.8 CASE REVIEW**

The Detective Bureau supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

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The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

##### **607.8.1 INVENTORY REPORT**

The Detective Bureau supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the University of Illinois Division of Public Safety and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

##### **607.9 RELEASING INFORMATION TO THE PUBLIC**

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Bureau supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

##### **607.10 CRIMINAL INVESTIGATION OF AN OFFICER**

Any member uncovering or receiving a complaint of a criminal sexual assault involving an officer of the University of Illinois Division of Public Safety should as soon as practicable notify a supervisor, who should immediately notify his/her chain of command so that the Chief of Police can contact an outside agency to conduct the criminal investigation (5 ILCS 815/10).

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

##### **607.11 TRAINING**

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

- (a) Members who are first responders. Training should include:
  - 1. Initial response to sexual assaults.
  - 2. Legal issues.
  - 3. Victim advocacy.
  - 4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
  - (a) Interviewing sexual assault victims.
  - (b) SART.
  - (c) Medical and legal aspects of sexual assault investigations.

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- (d) Serial crimes investigations.
- (e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
- (f) Techniques for communication with victims to minimize trauma.

#### **607.12 ATTACHMENTS**

[See attachment: Form A - Mandatory Notice for Survivors of Sexual Assault.pdf](#)

[See attachment: Form B – Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing.pdf](#)

[See attachment: Form C - Storage and Future Testing of Sexual Assault Evidence.pdf](#)

[See attachment: Form D – Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction.pdf](#)

## Warrant Service

### 608.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

### 608.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

### 608.3 OPERATIONS DIRECTOR

The operations director or designee (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

#### 608.3.1 OPERATIONS DIRECTOR VERIFICATION

The operations director shall verify the address of the warrant service and plans for children and vulnerable people.

### 608.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy). The operations director will contact the METRO team commander when appropriate.

### 608.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit

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it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

#### **608.6 WARRANT PREPARATION**

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched (numerical address, location relative to other buildings, color, unique identifying features), including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).
- (i) Additional information required by 725 ILCS 5/108-8 (e.g., ability to record warrant execution).

#### **608.7 HIGH-RISK WARRANT SERVICE**

The operations director or the authorized designee, in conjunction with the METRO commander shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

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- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service, to include no-knock warrant service, is video-recorded when practicable and legal to do so under 720 ILCS 5/26-4. The warrant service may be audio-recorded if done in an open and conspicuous manner or with the consent of all parties (720 ILCS 5/14-2).
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

#### **608.8 DETENTIONS DURING WARRANT SERVICE**

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

#### **608.9 ACTIONS AFTER WARRANT SERVICE**

The supervisor shall ensure that all affidavits, warrants, receipts, and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.



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Officers shall notify a supervisor as soon as practicable if a warrant is executed at a location other than that listed in the warrant. Supervisors should take steps to arrange an internal investigation into the circumstances (725 ILCS 5/108-8).

#### **608.9.1 DOCUMENTATION**

The operations director shall document information of all warrant services and maintain records to include:

- (a) Date and time received.
- (b) Department tracking method.
- (c) Nature of document.
- (d) Source of document.
- (e) Name of complainant and defendant.
- (f) Name of 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.
- (k) Reason for non-service.

#### **608.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS**

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the University of Illinois Division of Public Safety are utilized appropriately. Any concerns regarding the requested use of University of Illinois Division of Public Safety members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

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If the operations director is unavailable, the Shift Sergeant should assume this role.

If officers intend to serve a warrant outside University of Illinois Division of Public Safety jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the University of Illinois Division of Public Safety when assisting outside agencies or serving a warrant outside University of Illinois Division of Public Safety jurisdiction.

#### **608.11 MEDIA ACCESS**

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

#### **608.12 TRAINING**

The Training Coordinator should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

#### **608.13 ATTACHMENT**

[METRO Risk Assessment Worksheet](#)

# Operations Planning and Deconfliction

## 609.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

### 609.1.1 DEFINITIONS

Definitions related to this policy include:

**High-risk operations** - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

## 609.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

## 609.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

## 609.4 RISK ASSESSMENT

### 609.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

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- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

#### 609.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

#### 609.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
  - (a) Metropolitan Emergency Tactical Response Operations (METRO) Team
  - (b) Additional personnel
  - (c) Outside agency assistance
  - (d) Special equipment
  - (e) Medical personnel
  - (f) Persons trained in negotiation
  - (g) Additional surveillance

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- (h) Canines
- (i) Crime Scene Technicians or analytical personnel to assist with cataloguing seizures
- (j) Forensic specialists
- (k) Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
- (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
- (d) Coordinate the actual operation.

#### **609.5 DECONFLICTION**

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information has been shared with local agencies and an applicable deconfliction system, such as Statewide Terrorism and Intelligence Center (STIC), to determine if there is reported conflicting activity. This should occur as early in the process as practicable. The officer should also forward relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

#### **609.6 OPERATIONS PLAN**

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
  - 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
  - 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

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- availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
- 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
- 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
  - 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
  - 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
  - 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

#### **609.6.1 OPERATIONS PLAN RETENTION**

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

#### **609.7 OPERATIONS BRIEFING**

When feasible, a briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

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- (a) A briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
  - 1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
  - (a) It is the responsibility of the operations director to ensure that METCAD is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
  - (b) If the radio channel needs to be monitored by METCAD, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
  - (c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

#### **609.8 SWAT PARTICIPATION**

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

#### **609.9 MEDIA ACCESS**

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

#### **609.10 OPERATIONS DEBRIEFING**

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

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##### **609.11 TRAINING**

The Training Coordinator should ensure officers who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

##### 609.11.1 ATTACHMENT

[METRO Risk Assessment Worksheet](#)



# Unmanned Aerial System

## 610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS.

### 610.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned aerial system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

## 610.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## 610.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

## 610.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require authorization of the Chief of Police or the authorized designee, depending on the type of mission.

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- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Ensuring that the department's current UAS policy is posted on the department's website (725 ILCS 167/35).

#### **610.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

The Department may not use the UAS to gather information except (725 ILCS 167/15):

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- (a) To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
- (b) Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
- (c) Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect, or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person, engage in search and rescue operations, or aid a person who cannot otherwise be safely reached while not also undertaking a criminal investigation.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- (f) To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts.
- (g) To conduct an inspection of the infrastructure of a designated building or structure when requested by a local government agency.
- (h) To locate victims, assist with victims' immediate health or safety needs, or coordinate the response of emergency vehicles and personnel, when dispatched to an emergency.
- (i) In advance of or during a routed event or special event, as defined in 725 ILCS 167/5, for those uses allowed under 725 ILCS 167/15.
  - 1. The notice for UAS use in these instances should be posted at a time, place, and manner as required by 725 ILCS 167/15.

#### 610.5.1 PRIVATE UAS OWNERS

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

#### 610.5.2 FACIAL RECOGNITION WITH UAS

Facial recognition software onboard a UAS shall not be used during a flight (725 ILCS 167/17).

Use of facial recognition software to evaluate information gathered by a UAS is permissible only under those circumstances described below:(725 ILCS 167/17)

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- (a) To counter a high risk of a terrorist attack by a specific individual or organization and the United States Secretary of Homeland Security has determined that credible intelligence indicates that there is such a risk or,
- (b) The department possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life or to forestall the imminent escape of a suspect or the destruction of evidence.

#### **610.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized (725 ILCS 167/18).

#### **610.7 RETENTION OF UAS INFORMATION**

The Program Coordinator shall destroy all information gathered by the UAS within the timeframe specified by law (725 ILCS 167/20).

- (a) For most instances of UAS usage the information gathered will be destroyed within 30 days after being gathered.
- (b) When the UAS is utilized at a routed or special event the information gathered will be destroyed within 24 hours after being gathered.
- (c) When the UAS is utilized for infrastructure inspections at the request of a local government agency, the information gathered shall be immediately destroyed after being turned over to the requesting government agency.

Information may be retained by a department supervisor when (725 ILCS 167/20):

- (a) There is reasonable suspicion that the information contains evidence of criminal activity.
- (b) The information is relevant to an ongoing investigation or pending criminal trial.
- (c) The information will be used exclusively for training purposes and all personally identifiable information has been removed from it.
- (d) The information contains only flight path data, metadata, or telemetry information of the UAS.

#### **610.8 REPORTING**

The Program Coordinator shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UASs owned by the Department and any other required information to be reported under 725 ILCS 167/35 to include:

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- (a) Number of times the UAS was used
- (b) Date and time of UAS use
- (c) Reason for UAS use
- (d) Location of UAS use
- (e) Whether video was recorded
- (f) Whether the video is designated for retention for training purposes

The report shall contain a copy of the department's current UAS policy (725 ILCS 167/35).

#### **610.9 DISCLOSURE OF UAS INFORMATION**

Information gathered during an inspection of the infrastructure of a designated building or structure shall be given, as soon as practicable, to the requesting local government agency before it is destroyed (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except (725 ILCS 167/25):

- (a) To another government agency when there is reasonable suspicion that the information contains evidence of criminal activity or the information is relevant to an ongoing investigation or pending criminal trial.
- (b) Pursuant to a court order or subpoena in connection with a criminal proceeding.
- (c) In regard to a completed traffic crash investigation.

Available records of drone usage (e.g., flight path data, metadata, telemetry information of specific flights) may be disclosed subject to the Freedom of Information Act, 5 ILCS 140/1 et seq., and rules adopted under it (725 ILCS 167/25).

#### **610.10 COMPLIANCE WITH THE DRONES AS FIRST RESPONDERS ACT**

If a determination is made that a member has violated the Act, the Department shall take prompt and appropriate action (e.g., training, discipline) (725 ILCS 167/45). If a determination is made that a UAS pilot has willfully violated the Act, the Department shall promptly remove the pilot from its UAS program and take other appropriate action (see the Personnel Complaints Policy) (725 ILCS 167/45).

## Chapter 7 - Equipment

## Department Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

### 700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

### 700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property shall be made pursuant to any applicable collective bargaining agreement. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Assistant Chief, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Business Office.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

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##### **700.3.1 REPORTING REQUIREMENT**

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

##### **700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

##### **700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY**

If employees of another jurisdiction cause damage to real or personal property belonging to the University, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Chief.

##### **700.5 INSPECTIONS**

At least twice a year, the bureau lieutenant or designee shall conduct an inspection of stored agency property/equipment under their control. The purpose of this inspection is to insure the equipment is in a state of operational readiness for immediate deployment. The lieutenant should insure that supplies are replenished as necessary. The inspecting lieutenant shall complete the Stored Equipment Inspection Form (See attachment) and forward it to the Accreditation Manager for filing.

##### **700.6 ATTACHMENTS**

[See attachment: Stored Equipment Inspection Form.pdf](#)



## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 701.2 POLICY

The University of Illinois Division of Public Safety allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCDs issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

### 701.4 DEPARTMENT-ISSUED OR FUNDED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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##### **701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to the provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device may be used for work-related purposes however, members may have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) If a PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the University of Illinois Division of Public Safety and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

##### **701.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an appropriate carrier.

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- (b) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (c) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (d) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (e) Members will not access social networking sites for any purpose that is not official department business.
- (f) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **701.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

#### **701.8 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles while performing official duties should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (625 ILCS 5/12-610.2). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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##### **701.9 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

# Vehicle Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

## 702.2 POLICY

The University of Illinois Division of Public Safety will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

## 702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

## 702.4 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded to the department fleet manager for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

### 702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

### 702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

### 702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

## 702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

### 702.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- (a) IFAK (Individual first aid kit)
- (b) First Aid Kit

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- (c) Hobble or leg restraints
- (d) AED

Marked patrol vehicles shall be conspicuously marked, equipped with emergency lights and siren in operational order and radio communications that allow the operator the ability to maintain constant communication.

Unmarked vehicles used for patrol or traffic enforcement shall be equipped with emergency lights and siren in operational order and radio communications that allow the operator the ability to maintain constant communication.

#### **702.5.2 EMERGENCY EQUIPMENT**

Patrol vehicles used in general patrol service shall be conspicuously marked and:

- (a) Be equipped with a siren, in operational order.
- (b) Be equipped with emergency lights, in operational order.
- (c) The operator shall have constant communications with METCAD.

Unmarked vehicles used for patrol shall require the same equipment.

#### **702.6 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service or returned from service with less than one-half tank of fuel. Patrol vehicles shall only be refueled at the authorized location.

#### **702.7 WASHING OF VEHICLES**

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

Patrol officers should obtain clearance from the shift supervisor before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

#### **702.8 MONTHLY VEHICLE INSPECTIONS**

Vehicles shall be inspected monthly. Officers with assigned take home vehicles will inspect their assigned vehicle. Upon completing the inspection, the officer will complete the monthly inspection sheet. The officer will replace missing equipment and clean the interior and exterior of the vehicle. Equipment that cannot be replaced by the officer or their supervisor will be documented on the inspection sheet and reported to the inspection sergeant or fleet manager.

#### **702.9 ATTACHMENTS**

[Vehicle Inspection Sheet](#)

## Vehicle Use

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the of University of Illinois to provide assigned take-home vehicles.

### 703.2 POLICY

The University of Illinois Division of Public Safety provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

### 703.3 USE OF VEHICLES

#### 703.3.1 SHIFT ASSIGNED VEHICLES

The shift supervisor shall ensure a copy of the shift assignment roster, indicating member assignments is completed for each shift and retained in accordance with the established records retention schedule. Officers shall notify METCAD with their vehicle number at the beginning of their shift. If an officer exchanges vehicles during his/her shift, the new vehicle number shall be communicated to METCAD.

#### 703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the shift supervisor.

A notation will be made on the shift roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the garage or car wash.

#### 703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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All patrol vehicles will be inspected monthly to ensure the vehicle and equipment are operationally ready, clean and supplies are replenished. Inspection reports shall be completed by the officer conducting the inspection.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

#### 703.3.5 MOBILE DIGITAL COMPUTER

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify METCAD. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

#### 703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may not be used in the course of personnel investigations, such as those related to, but not limited to, workplace attendance or work quality to discipline employee unless: a formal complaint of misconduct has been made; a use of force incident has occurred; as corroboration of other evidence of criminal misconduct. System data may not be used for the sole purpose of initiating disciplinary action or finding potential policy violations.

All data captured by the system shall be retained in accordance with the established records retention schedule.



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##### **703.3.7 KEYS**

Members approved to operate marked patrol vehicles should be given access to the keys in the key keeper system. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

##### **703.3.8 AUTHORIZED PASSENGERS**

Members operating department vehicles shall not permit persons other than department personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

##### **703.3.9 ALCOHOL**

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

##### **703.3.10 PARKING**

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned parking spots. Members shall not park privately owned vehicles in parking spots assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

##### **703.3.11 ACCESSORIES AND/OR MODIFICATIONS**

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

##### **703.3.12 NON-SWORN MEMBER USE**

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-sworn members shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

#### **703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES**

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

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##### 703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

##### 703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Department.
- (b) Other reasonable transportation options are not available.
- (c) Vehicles will be locked when not attended.
- (d) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

##### 703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the nature of the member's duties, job description and essential functions; and the member's employment or appointment status.

Department members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a University vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Deputy Chief gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
  - (a) In circumstances when a member has been placed on call by the Chief of Police, Deputy Chief or Assistant Chief and there is a high probability that the member will be called back to duty.
  - (b) When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.

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- (c) When the member has received permission from the Chief of Police, Deputy Chief or Assistant Chief.
- (d) When the vehicle is being used by the Chief of Police, Deputy Chief or Assistant Chief or members who are in on-call administrative positions.
- (e) When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to respond to an emergency call for service.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
  - 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
  - 2. All weapons shall be secured while the vehicle is unattended.
  - 3. All department identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles should be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
  - 1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
  - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

#### 703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the University of Illinois Division of Public Safety or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

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##### **703.4.5 MAINTENANCE**

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the University. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will notify the garage and fleet manager explaining the service or repair.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to officers under their command to ensure the vehicles are being maintained in accordance with this policy.

##### **703.5 UNMARKED VEHICLES**

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall notify the supervisor of that division. The vehicle use shall also be recorded with the shift supervisor on the shift assignment roster.

##### **703.6 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the shift supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

##### **703.7 TOLL ROAD USAGE**

Law enforcement vehicles while performing emergency services or duties are not required to pay toll road charges (605 ILCS 10/19).

Members operating department vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

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Members may submit a request for reimbursement from the University for any toll fees incurred in the course of official business.

#### **703.7 ATTIRE AND APPEARANCE**

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

# Cash Handling, Security and Management

## 704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

## 704.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

## 704.3 PETTY CASH FUNDS

The University of Illinois Urbana-Champaign Police Department does not utilize petty cash funds.

## 704.4 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Street Crimes Task Force supervisor duties shall discharge those duties in accordance with the Property and Evidence Section and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

## 704.5 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

## 704.6 BUDGET

The Department shall follow the budget and accounting process of the University to include 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.
- (d) Unencumbered balance.

# Personal Protective Equipment

## 705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

### 705.1.1 DEFINITIONS

Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, or other workplace hazards.

**Respiratory PPE** - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

## 705.2 POLICY

The University of Illinois Division of Public Safety endeavors to protect members by supplying certain PPE to members as provided in this policy.

## 705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

## 705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

## 705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Firearms Coordinator shall ensure eye protection meets or exceeds the requirements provided in 29 CFR 1910.133, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

#### **705.6 HEAD AND BODY PROTECTION**

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

#### **705.7 RESPIRATORY PROTECTION**

The Assistant Chief, or designee is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

##### **705.7.1 RESPIRATORY PROTECTION USE**

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):



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- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge or canister.

#### 705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area and ensure that a supervisor is notified.

#### 705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.

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- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

#### **705.7.4 SELF-CONTAINED BREATHING APPARATUS**

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

#### **705.7.5 RESPIRATOR FIT TESTING**

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

#### **705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE**

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

#### **705.8 RECORDS**

The Training Coordinator or designee is responsible for maintaining records of all:

- (a) PPE training.

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- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
  - 1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

#### **705.9 TRAINING**

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

# Access Control System

## 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide employees guidance on the use, possession and reporting of lost or stolen keys, key fobs and i-cards.

## 706.2 DEFINITIONS

**Door Access Manager** – A Department of Public Safety employee who has been designated by the Chief of Police to manage the key inventory and electronic permissions for all door access systems.

**Key** – A metal key used to gain access into a locked item or door.

**Key Fob** – A key fob is a small electronic security device with built-in authentication protocols or mechanisms to allow whoever possesses it to enter a secured location.

**i-card** – A plastic card issued by the University of Illinois that contains the owners photograph, University Identification Number (UIN) and a magnetic strip/RFID chip allowing access into secure locations.

## 706.3 ISSUANCE OF KEYS AND I-CARD

Each employee will be issued keys to secure locations on an as needed basis as determined by the Chief of Police or Door Access Manager. All employees of the department will be issued an i-card through the University of Illinois System. Proxy access of the i-card will be determined by the department Door Access Manager. Use of the i-card is governed by the University of Illinois System. Information can be found at <https://www.icardnet.uillinois.edu/public/index.cfm>

Key Fobs are assigned to each patrol squad car. These fobs allow officers to access secure areas of various University buildings. In addition to an i-card, employees may be issued a key fob that will allow access to secure locations within University buildings.

## 706.4 POSSESSION OF KEYS

Employees shall not use or possess unauthorized keys, key fobs or i-cards which are capable of admitting the employee to University facilities. "Unauthorized" keys, key fobs and i-cards are those that have not been issued to the employee or authorized by the department Door Access Manager.

Employees shall use authorized keys, key fobs and i-cards to enter secure areas for official department business only.

## 706.5 REPORTING LOST OR STOLEN KEYS

Employees shall immediately report in writing any lost key, key fob, or i-card to their immediate supervisor as well as the department Door Access Manager.

Officers shall immediately report in writing any lost or missing key fob assigned to a squad car to their immediate supervisor as well as the department Door Access Manager.

## Special Purpose Vehicles

### 707.1 PURPOSE AND SCOPE

The University of Illinois Division of Public Safety has multiple types of special purpose vehicles for the purpose of enhancing safety in the community. The purpose of this policy is to provide guidelines for the safe and effective operations of the special purpose vehicles.

### 707.2 POLICY

Special purpose vehicles may be used for a variety of duties, depending on the type of vehicle. These duties include, but are not limited to, regular patrol duty, traffic enforcement, traffic control, or special events. The use of the special purpose vehicle will emphasize their mobility and visibility to the community. Special purpose vehicles may be deployed to any area at all hours of the day or night, according to Department needs, as staffing levels allow and supervisor approval.

Special Purpose Vehicles consist of the following types of vehicles:

- All-Terrain Vehicle (ATV) and Utility Vehicle (UTV)
- Police Motorcycle
  - Harley Davidson Motorcycle
  - BMW Motorcycle
- Explosive Ordinance Disposal (EOD) Truck
- Metropolitan Emergency Tactical Response Operation (METRO) Van

### 707.3 ALL-TERRAIN VEHICLE (ATV) AND UTILITY VEHICLE (UTV)

The ATV/UTV may be used to patrol remote areas such as the South Farms, parks or trails; used for emergencies in isolated areas or areas not accessible by police cars due to weather or other factors; specialized details when an incident requires its use; and for use in parades and special events. Good judgment and safe operating procedures should be followed when using the ATV/UTV. The ATV/UTV will not be operated in such areas or at such speeds as to place the operator or anyone else in physical danger or damage property.

#### 707.3.1 ATV/UTV MAINTENANCE

The officer utilizing the ATV/UTV will be responsible for ensuring proper maintenance procedures are followed each time the vehicle is used. This includes, but is not limited to:

- (a) Making sure the vehicle is clean
- (b) Checking the oil level
- (c) Filling the vehicle with fuel
- (d) Attach the battery tender

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#### *Special Purpose Vehicles*

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The ATV/UTV key shall not be left in the vehicle when left unattended. Any damage or maintenance issues should immediately be reported to a patrol lieutenant, or designee, who will make arrangements for repairs.

##### **707.3.2 ATV/UTV UNIFORMS AND EQUIPMENT**

Operators shall wear the prescribed police uniform approved by the Department while operating the ATV, unless otherwise directed by their bureau lieutenant or the detail commander. Officers must wear the appropriate safety gear, which includes eye protection, and helmet.

UTV operators are not required to wear eye protection or helmets. Seat belts by the operator and/or passengers are required unless exigent circumstances require a quick dismount or the UTV is driven under 15 mph

##### **707.3.3 ATV/UTV TRAINING**

Prior to operating the ATV/UTV, officers must successfully complete a department-approved course of instruction regarding the proper and safe use of ATV's, storage and maintenance.

Prior to operating the ATV/UTV the officers must review and sign the University of Illinois "Procedure for Operating Unlicensed Motorized Vehicles on Walkways" document. The signed copy of the document will be forwarded to the training coordinator for record-keeping purposes.

##### **707.3.4 ATV/UTV PROHIBITIONS**

Generally, the ATV/UTV is not designed or intended to be operated on a public roadway. It may be necessary to operate an ATV/UTV on a public roadway during an incident, special event, or specialized detail in a controlled environment or when the situation requires a rapid response. All emergency equipment should be activated when responding to an emergency call for service. ATV's/UTV should not participate in motor vehicle stops or be utilized for traffic-related enforcement on major roadways or thoroughfares unless an officer believes an articulable emergency exists.

If an ATV/UTV officer makes an arrest, they will call for a patrol vehicle to do the transport.

The maximum number of personnel allowed in the UTV at any one time should be two. No personnel should be allowed to be transported in the rear UTV bed.

#### **707.4 POLICE MOTORCYCLE**

The department utilizes two types of motorcycles, the Harley Davidson police motorcycle and the smaller BMW motorcycle. Subject to supervisor approval, the police motorcycle may be used for general patrol, traffic enforcement, special details and special events.

##### **707.4.1 MOTORCYCLE MAINTENANCE**

The motorcycle should be kept clean, oil checked and fuel filled and it will be the responsibility of the officer using it each time to ensure proper maintenance procedures are followed. The keys shall not be left in the motorcycle when it is unattended. Motorcycle officers to whom a motorcycle is assigned are responsible for the condition and maintenance of the motorcycle. At least once quarterly, during the riding season, a documented inspection of the motorcycles will be conducted

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#### *Special Purpose Vehicles*

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by the logistics sergeant. Any damage or maintenance issues should immediately be reported to a patrol lieutenant, or designee, who will make arrangements for repairs.

#### **707.4.2 MOTORCYCLE UNIFORMS AND EQUIPMENT**

Police motorcycles will be marked similar to marked patrol vehicles, and shall be equipped with emergency lights and siren.

Motorcycle officers shall wear the prescribed police uniform approved by the Department while operating the motorcycle. Officers must wear the appropriate safety gear which includes eye protection, and helmet.

#### **707.4.3 MOTORCYCLE TRAINING**

Prior to operating the motorcycle, officers must successfully complete a department-approved course of instruction regarding the proper and safe use of the motorcycle and possess a valid driver's license with the proper motorcycle classification.

In order to operate the Harley-Davidson motorcycle, officers must successfully complete the two-week Illinois State Police Motorcycle Operator course or similar department-approved course.

In order to operate the BMW motorcycle, officers must successfully complete the Motorcycle Basic Rider course offered through the University of Illinois Motorcycle Safety Foundation or similar department-approved course.

#### **707.5 EXPLOSIVE ORDNANCE DISPOSAL (EOD) VEHICLE**

The Department maintains a truck that is assigned to the University of Illinois/Champaign Police Explosive Ordnance Disposal (EOD) unit. The truck is used to transport team members and store tactical equipment. The vehicle may only be driven by members of the EOD unit.

Any damage or maintenance problems shall immediately be reported to the EOD Commander who is responsible for the condition and maintenance of the vehicle.

The EOD vehicle shall be equipped with a fire extinguisher.

#### **707.6 METROPOLITAN EMERGENCE TACTICAL RESPONSE OPERATION (METRO) VEHICLE**

The Department maintains a vehicle that is assigned to the METRO team. The vehicle is used to transport team members and store tactical equipment. The vehicle may only be driven by members of the METRO team or officers actively involved in a METRO operation.

Any damage or maintenance problems shall immediately be reported to the METRO Commander who is responsible for the condition and maintenance of the vehicle.

The METRO vehicle shall be equipped with a fire extinguisher.

## **Chapter 8 - Support Services**



# Crime Analysis

## 800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

## 800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Booking information
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Mobile Capture and Reporting Computer System
- Illinois Traffic Crash Report SR 1050

## 800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

## 800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated unless impractical, hazardous, or in conflict with operations, to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic

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#### *Crime Analysis*

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plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

#### **800.5 BRIEFING**

As crime patterns or trends are identified, the Detective Bureau Lieutenant shall brief the Chief of Police.

# METCAD

## 801.1 PURPOSE AND SCOPE

This policy establishes general guidelines for the basic functions of METCAD. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

## 801.2 POLICY

The University of Illinois Division of Public Safety contracts with METCAD to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between METCAD and department members in the field. METCAD maintains a separate policy and procedural manual for the operations of their agency.

## 801.3 METCAD

The communications function is vital and central to all emergency service operations. The safety and security of METCAD, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for METCAD.

Access to METCAD should be limited to METCAD members, authorized personnel on official business and others upon approval of a METCAD supervisor.

## 801.4 RESPONSIBILITIES

### 801.4.1 OPERATIONS MANAGER

The METCAD Director may appoint and delegate certain responsibilities to an Operations Manager.

The responsibilities of the Operations Manager include, but are not limited to:

- (a) Overseeing the efficient and effective operation of METCAD in coordination with other supervisors.
- (b) Scheduling and maintaining telecommunicator time records.
- (c) Supervising, training and evaluating telecommunicators.
- (d) Ensuring the radio and telephone recording system is operational.
  - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of METCAD information for release.
- (f) Maintaining METCAD database systems.
- (g) Maintaining and updating METCAD procedures manual.
  - (a) Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim

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#### METCAD

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of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

- (b) Ensuring compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the METCAD Policy.
- (i) Maintaining a current contact list of agencies to be notified in the event of a utility service emergency.
- (j) Ensuring the operational readiness of alternate sources of power (generators) by scheduled and routine testing.

#### 801.4.2 ADDITIONAL PROCEDURES

The Operations Director or designee should establish procedures for:

- (a) Recording all telephone and radio communications and playback issues.
  - 1. Recordings shall be made using equipment in accordance with the manufacturer's manuals.
  - 2. Recording equipment shall allow for immediate playback at METCAD positions to allow for telecommunicator review of information.
    - (a) During playback, all other emergency phone lines shall be recorded.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Review of recordings.
  - 1. Upon request by a member, METCAD may authorize the review of the recordings of emergency calls and radio recordings for legitimate law enforcement purposes (e.g., training, investigations, court, internal investigations) subject to approval by a supervisor.
- (e) Availability of current information for telecommunicators (e.g., member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (f) Assignment of field members and safety check intervals.
- (g) Emergency Medical Dispatch (EMD) instructions.
- (h) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- (i) Immediate access to duty schedules for incoming shifts are available via UIPD telecommunicators.
- (j) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).
- (k) Protection of radio transmission lines, antennas, and power sources for METCAD (e.g., security cameras, fences).

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- (l) Handling misdirected, silent, and hang-up calls.
- (m) Handling private security alarms, if applicable.
- (n) Radio interoperability issues.
- (o) Requesting call location information from a wireless service provider (20 ILCS 2605/2605-52.1).

#### 801.4.3 TELECOMMUNICATORS

METCAD Telecommunicators are employees of METCAD and report to the METCAD Communications Supervisors. The responsibilities of the METCAD telecommunicator include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
  - 1. Emergency 9-1-1 lines.
  - 2. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
  - 3. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
  - 4. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry of information through METCAD, and other law enforcement database systems (e.g., LEADS, ILETS, NCIC).
- (d) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (e) Notifying the shift supervisor of emergency activity, including, but not limited to:
  - (a) Vehicle pursuits.
  - (b) Foot pursuits.

#### 801.4.4 PROTECTION OF EQUIPMENT AND TESTING

All equipment used to maintain continuous operation of METCAD shall be protected to meet the needs of the Department and have emergency backup generator power available.

Alternative power sources shall be tested routinely in conformance with manufacturer's recommendations.

#### 801.5 CALL HANDLING

METCAD provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

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When a call for services is received, the telecommunicator will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the telecommunicator determines that the caller has a hearing and/or speech impairment or disability, he/she should immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the telecommunicator determines that the caller is a limited English proficiency (LEP) individual, the telecommunicator should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in METCAD, the telecommunicator should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the telecommunicator is unable to identify the caller's language, the telecommunicator should contact the contracted telephonic interpretation service and establish a three-party call connecting the telecommunicator, the LEP individual and the interpreter.

Telecommunicators should be courteous, patient and respectful when dealing with the public.

#### 801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the telecommunicator has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The shift supervisor should be notified of pending emergency calls for service when department members are unavailable for dispatch.

#### 801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the telecommunicator to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the telecommunicator returning to the telephone line or when there will be a delay in the response for service.

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#### **801.6 RADIO COMMUNICATIONS**

The police radio system is for official use only, to be used by telecommunicators to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions should include, but are not limited to:

- (a) Members acknowledging the telecommunicator with their radio identification call signs and current location.
- (b) Telecommunicators acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the telecommunicator advised of their status and location.
- (d) Member and telecommunicator acknowledgements shall be concise and without further comment unless additional information is needed.

The METCAD Communications Supervisor shall be notified of radio procedure violations or other causes for complaint.

##### **801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE**

University of Illinois Division of Public Safety radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

##### **801.6.2 RADIO IDENTIFICATION**

Radio call signs are assigned to department members. Telecommunicators should identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the telecommunicator. The use of the call sign allows for a brief pause so that the telecommunicator can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign.

#### **801.7 DOCUMENTATION**

It is the responsibility of METCAD to document all relevant information on calls for service or self-initiated activity. Telecommunicators should attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.

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- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

#### **801.8 CONFIDENTIALITY**

Information that becomes available through METCAD may be confidential or sensitive in nature.

Automated data, such as Secretary of State records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.



## Property and Evidence Section

### 802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

### 802.2 DEFINITIONS

**Property** - Includes all items taken for safekeeping, lost or found property and abandoned property.

**Evidence**- Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

**Safekeeping** - Includes the following types of property:

- Property obtained by the Department for safekeeping
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

**Lost or Found Property** - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

**Abandoned Property** - Includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

### 802.3 PROPERTY AND EVIDENCE HANDLING

Any employee who first comes into possession of any property/evidence shall retain such property/evidence in his/her possession until it is properly packaged, tagged and placed in the designated property or evidence locker, dropbox, or property storage room along with the property form or evidence tag. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner. The electronic property form must be completed to document the release of property and the owner shall sign the form acknowledging receipt of the item(s).

#### 802.3.1 PROPERTY AND EVIDENCE BOOKING PROCEDURE

All property/evidence must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property/evidence shall observe the following guidelines:

- (a) Complete the electronic property form describing each item of property/evidence separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.

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1. An explanation of how the property/evidence came into the employee's possession should be included in the report.
- (b) Package all items of evidence in an appropriately sized container (envelope, box, paper or plastic bag, etc.) and seal with evidence tape.
- (c) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
- (d) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
- (e) When the property/evidence is too large to be placed in a locker, the item may be retained in the large evidence warehouse. Notify the evidence custodian that property/evidence is being stored in the warehouse.
- (f) Under no circumstances will property or evidence be subject to personal use or stored in employees' personal desks, lockers, vehicles, homes or other places that would permit the chain of custody to be interrupted.

#### 802.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics, dangerous drugs, prescription medications, and cannabis shall be booked separately using a separate property/evidence tag.

The officer seizing the narcotics, dangerous drugs, prescription medications, or cannabis shall place them in a designated evidence locker or the evidence room dropbox.

#### 802.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling, and disposal of all suspected explosives.

Explosives, including fireworks, will not be retained in the police facility. The Bomb Squad is responsible for the destruction on a regular basis, of any fireworks or signaling devices that are not retained as evidence.

#### 802.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) Bodily fluids such as blood or semen stains shall be air-dried prior to booking.
- (b) License plates found not to be stolen or connected with a known crime, should be released directly to the Evidence Custodian/Property Custodian, for destruction in accordance with this policy.
- (c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame with either a zip tie or tape. The property may be released directly to the Evidence Custodian/Property Custodian, or placed in the bicycle storage area until an Evidence Custodian/Property Custodian can log the property.

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- (d) All currency shall be counted in the presence of a supervisor, a cash denomination form completed, and the property/evidence packaging initialed by the booking officer and the supervisor. A copy of the cash denomination form shall be placed with the currency.

University property, unless connected to a known criminal case, should be released directly to the appropriate University department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

#### **802.4 STORAGE AREAS**

The Evidence Custodian/Property Custodian shall maintain secure permanent storage areas for the storage, auditing, and retrieval of property or evidence in department possession, consistent with this policy.

The Evidence Custodian/Property Custodian shall also designate secure temporary storage lockers for members to temporarily place and store property or evidence until the Evidence Custodian/Property Custodian can move it to permanent storage.

Each temporary storage locker shall be secured with the locking mechanism provided on the property or evidence locker. Only the Evidence Custodian/Property Custodian shall have access to the locker key.

Members shall notify the Evidence Custodian/Property Custodian if the property size or composition makes it impossible to adequately secure the item inside.

#### **802.5 PACKAGING OF PROPERTY AND EVIDENCE**

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics, dangerous drugs, and drug paraphernalia.
- (b) Firearms (ensure they are unloaded and made temporarily inoperable by placing a zip-tie or other item through the barrel and breech). Firearms shall be booked separately from ammunition). Firearms should be packaged in a firearm box.
- (c) Property with more than one known owner.
- (d) Fireworks or explosives shall be photographed if necessary and transferred to the Bomb Squad.
- (e) Flammable liquids/gases shall be stored in the large evidence storage area or upon approval of a supervisor, photographed if necessary and released to the Department of Research Safety for destruction.
- (f) Contraband.

##### **802.5.1 PACKAGING CONTAINER**

Employees shall package all property/evidence, in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

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A property tag shall be securely attached to the outside of the package containing the property/evidence. Property tags shall not be attached directly to the item of property/evidence and should be secured by tape or zip tie if the item is too large to be packaged.

##### **802.5.2 PACKAGING NARCOTICS**

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in an evidence locker or the evidence drop box. Prior to packaging, and if the quantity allows and safe to do so, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in a container or package of appropriate size. The booking officer shall place evidence tape over the seal and initial the evidence tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed evidence tag shall be attached to the outside of the container.

##### **802.6 RECORDING OF PROPERTY/EVIDENCE**

The Evidence Custodian/Property Custodian receiving custody of evidence or property shall record his/her name, I.D. number, the date and time the property/evidence was received, and where the property will be stored in the computerized property/evidence software.

A property/evidence tag shall be created for each item or group of items. Any changes in the location of property/evidence held by the University of Illinois Urbana-Champaign Police Department shall be noted in the computerized property/evidence software.

##### **802.7 PROPERTY/EVIDENCE CONTROL**

Each time the Evidence Custodian/Property Custodian receives property/evidence or releases property/evidence to another person, he/she shall enter this information in the computerized property/evidence software. Officers desiring evidence for court shall contact the Evidence Custodian at least one day prior to the court day.

###### **802.7.1 RESPONSIBILITY OF OTHER PERSONNEL**

Every time property/evidence is released or received, an appropriate entry shall be recorded in the computerized property/evidence software to maintain the chain of possession.

Request for a forensic analysis of items shall be submitted to the Evidence Custodian. This request may be completed any time after booking of the property or evidence.

###### **802.7.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY**

The Evidence Custodian or designee will check the evidence out of the evidence room, indicating the date and time and the request for laboratory analysis in the computerized property/evidence software.

The lab forms will be transported with the evidence to the examining laboratory. The evidence receipt from the lab will be returned to the Records Section for filing with the case.

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#### *Property and Evidence Section*

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The Detective Bureau Supervisor will ensure that Illinois State Police Sexual Assault Evidence Kits are submitted to an approved laboratory in conformance with the rules set forth in 20 Illinois Administrative Code 1255.10 et seq.

#### 802.7.3 STATUS OF PROPERTY/EVIDENCE

Each person receiving property/evidence will make the appropriate entry to document the chain of evidence. Temporary release of property/evidence to officers for investigative purposes, or for court, shall be noted in the computerized property/evidence software, stating the date, time and to whom released.

The Evidence Custodian shall obtain the signature of the person to whom property is released. Any employee receiving property/evidence shall be responsible for such property/evidence until it is properly returned to property/evidence or properly released to another authorized person or entity.

The return of the property/evidence should be recorded in the computerized property/evidence software, indicating date, time, and the person who returned the property.

#### 802.7.4 AUTHORITY TO RELEASE EVIDENCE

The Detective Bureau shall authorize the disposition or release of all evidence coming into the care and custody of the Department.

#### 802.7.5 RELEASE OF EVIDENCE

All reasonable attempts shall be made to identify the rightful owner of evidence not needed for an investigation.

Release of evidence shall be made upon reasonable and satisfactory proof of ownership or right to possession. Release of evidence shall be granted upon receipt of an authorized release form, listing the name and address of the person to whom the evidence is to be released. The evidence release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the evidence form or must specify the specific item(s) to be released. Release of all evidence shall be documented in the computerized property/evidence software. The Department may require reimbursement for all reasonable expenses of such custody (765 ILCS 1030/2(a)).

With the exception of firearms and other evidence specifically regulated by statute, unclaimed evidence will be kept for a minimum of thirty days. During such period, evidence personnel shall attempt to contact the rightful owner by telephone and/or certified mail when sufficient identifying information is available. Evidence not held for any other purpose and not claimed within thirty days after notification (or receipt, if notification is not feasible) may be destroyed or auctioned to the highest bidder at a properly published public auction. If such evidence is not sold at auction or otherwise lawfully claimed, the Chief of Police may dispose in accordance with University policy. It may also be transferred to the government of which the law enforcement agency is a branch. If such evidence is not sold at auction or otherwise lawfully claimed, it may be offered or sold at a subsequent public auction without notice. The final disposition of all such property shall be fully documented in related reports (765 ILCS 1030/3).

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Proceeds of the sale of the evidence at public auction, less reimbursement of the reasonable expenses of custody thereof, shall be deposited in the University general fund (765 ILCS 1030/4).

The Evidence Custodian shall release the evidence upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the evidence shall be recorded on the evidence form or in the computerized property/evidence software.

#### **802.7.6 RELEASE OF PROPERTY**

All reasonable attempts shall be made to identify the rightful owner of property.

Release of property shall be made upon reasonable and satisfactory proof of ownership or right to possession. The name and contact information of the person to whom the property is released shall be documented in the computerized property/evidence software. The Department may require reimbursement for all reasonable expenses of such custody (765 ILCS 1030/2(a)).

With the exception of property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 6 months. During such period, property personnel shall attempt to contact the rightful owner when sufficient identifying information is available. Property not held for any other purpose and not claimed within 6 months after notification (or receipt, if notification is not feasible) may be destroyed, or auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, the Chief of Police may dispose in accordance with University policy. It may also be transferred to the government of which the law enforcement agency is a branch. If such property is not sold at auction or otherwise lawfully claimed, it may be offered or sold at a subsequent public auction without notice. The final disposition of all such property shall be fully documented in related reports (765 ILCS 1030/3).

Proceeds of the sale of the property at public auction, less reimbursement of the reasonable expenses of custody thereof, shall be deposited in the University general fund (765 ILCS 1030/4).

The Property Custodian shall release the property upon proper identification being presented by the owner. A signature of the person receiving the property shall be recorded on the property form or in the computerized property/evidence software.

#### **802.7.7 DISPUTED CLAIMS TO PROPERTY/EVIDENCE**

Occasionally more than one party may claim an interest in property/evidence being held by the Department, and the legal rights of the parties cannot be clearly established. Such property/evidence shall not be released until one party has obtained a valid court order or other undisputed right to the involved property/evidence.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the University may wish to file an Interpleader in court to resolve the disputed claim (735 ILCS 5/2-409).

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##### 802.7.8 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Evidence Custodian will be responsible for the storage, control, and destruction of all narcotics, dangerous drugs, prescription medications, cannabis and drug paraphernalia coming into the custody of this department. This includes forwarding the property to the Drug Enforcement Administration, U.S. Department of Justice, or its successor agency, for disposition if required (720 ILCS 600/5(e)).

##### 802.7.9 RELEASE OF FIREARMS

Any firearm held for safekeeping shall be returned to the person from whom it was obtained or to the lawful owner provided he/she is lawfully entitled to possess the firearm. Firearms seized as evidence shall only be returned when approved by the Detective Bureau supervisor or the States Attorney's office or as otherwise ordered by the court. Seized firearms shall only be released to the lawful owner provided he/she is lawfully entitled to possess the firearm.

- (a) If the firearm or other weapon has not been retained as evidence, the Department is not required to retain the firearm any longer than 180 days after notice has been provided to the owner that it is available for return. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law and University regulations as specified in the Office of Business and Financial Services. <https://www.obfs.uillinois.edu/bfpp/section-12-property-accounting/dispose-of-firearms>

When firearms are to be destroyed, two people must witness the transfer of firearms from property or evidence to the approved destruction facility. One person must complete a police report for tracking purposes in the police records management system, including the receipt of transfer for destruction (see form in attachments section).

##### 802.7.10 DOMESTIC VIOLENCE AND CONCEALED CARRY MATTERS

Any weapon seized in a domestic violence or concealed carry investigation shall be returned to the person from whom it was seized when it is no longer needed for evidentiary purposes, unless the court orders otherwise or the weapon was reported stolen. Weapons not returned shall be disposed of as provided in 720 ILCS 5/24-6 (750 ILCS 60/304(c)).

##### 802.7.11 FIREARMS RESTRAINING ORDERS

Any firearm seized pursuant to a firearms restraining order shall be returned to the person from whom it was seized upon the expiration of the period of safekeeping, unless the court orders otherwise. Firearms not returned shall be disposed of as provided in 430 ILCS 67/35 or 430 ILCS 67/40.

##### 802.7.12 RELEASE OF FIREARMS IN MENTAL HEALTH COMMITMENT MATTERS

The Department shall maintain possession of any firearm received from a mental hospital that admitted a patient pursuant to any of the provisions of the Mental Health and Developmental Disabilities Code for a minimum of 90 days. After that time, the firearm may be disposed of pursuant to 720 ILCS 5/24-6(b).

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##### **802.7.13 OTHER MATTERS**

A weapon seized and confiscated pursuant to court order under 720 ILCS 5/24-6 shall be retained for at least 90 days. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law.

##### **802.7.14 ACCESS TO EVIDENCE ROOM**

Unescorted access to the evidence room and large evidence storage is limited to the Evidence Custodian, Detective Bureau Lieutenant and Detective Bureau Sergeant.

##### **802.7.15 ACCESS TO PROPERTY ROOM**

Unescorted access to the temporary property storage cabinet is limited to the Property Custodian, Assistant Property Custodian, Telecommunicators, and the Administrative Lieutenant.

Unescorted access to the property storage room is limited to the Property Custodian, Assistant Property Custodian, and the Administrative Lieutenant.

##### **802.7.16 REVOKED AND SURRENDERED FOID CARDS**

Members should accept a revoked FOID card surrendered by the cardholder and provide a receipt. After confirming through the Illinois State Police prohibited persons portal that a surrendered FOID card has been revoked by the Illinois State Police, the FOID card shall be destroyed. The fact that the revoked FOID card has been destroyed and the date of its destruction should be documented and communicated to the Illinois State Police. If the surrendered FOID card has not been revoked, it shall be returned to the cardholder (430 ILCS 65/9.5; 20 ILCS 2605/2605-304).

It is a misdemeanor for a person to fail to surrender a FOID card within 48 hours of receiving notice of its revocation. Officers observing a FOID card in the possession of a person whose FOID card has been revoked should consider seizing the FOID card as evidence, if there are articulable facts that establish the person was aware of the revocation. If the FOID card is seized as evidence, the Illinois State Police should be notified as soon as practicable. A copy of the report should be forwarded to the Illinois State Police.

#### **802.8 DISPOSITION OF PROPERTY**

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Evidence Custodian/Property Custodian shall request a disposition or status on all property which has been held in excess of 180 days, and for which no disposition has been received from a supervisor or detective.

##### **802.8.1 EXCEPTIONAL DISPOSITIONS**

The following types of property/evidence shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:



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- Upon conviction, weapons used or possessed by an offender during the offense (720 ILCS 5/24-6)
- Weapons possessed by an individual admitted into a mental hospital (720 ILCS 5/24-6)
- Weapons declared by a court for safekeeping, not to exceed one year (725 ILCS 165/2)
- Confiscated property or evidence obtained for violation of the Wildlife Code (520 ILCS 5/1.25)
- Confiscated property or evidence obtained for violation of the Fish and Aquatic Life Code (515 ILCS 5/1-215)
- Gambling devices (720 ILCS 5/28-5)
- Vehicles, vessels, aircraft, or component parts (625 ILCS 5/4-107)
- Narcotics and drugs (720 ILCS 646/85; 720 ILCS 570/505; 720 ILCS 550/12; 210 ILCS 150/18)
- Drug paraphernalia (720 ILCS 600/5)
- Property seized for money laundering (720 ILCS 5/29B-1)
- Abandoned, lost, stolen, or unclaimed property (765 ILCS 1030/1; 765 ILCS 1030/2)
- Counterfeiting equipment
- Destructive devices

#### 802.8.2 DISPOSITIONS OF EVIDENCE IN DEATH INVESTIGATIONS

- If death is by means of accident, all evidence will be held for 2 ½ years (30 months) following the date of death.
- If death is by means of accident and the deceased was a contractual employee of the University, all items of evidence will be held for 10 ½ years (126 months), after which the items will be returned to the family of the deceased or destroyed as appropriate.
- If death is ruled a suicide by the Coroner, the evidence may be released by the Detective Sergeant or Detective Lieutenant
- If death is by homicide or unknown causes, all evidence will be kept indefinitely.
- If death is due to natural causes, items will be returned to the family of the deceased at the conclusion of the Coroner's inquest.

#### 802.8.3 UNCLAIMED MONEY

Money found or seized under circumstances supporting a reasonable belief that such property was abandoned, lost or stolen, or otherwise illegally possessed that is in the Department's possession may be deposited in the University of Illinois general fund. The Department shall make reasonable inquiry and efforts to identify and notify the owner or other person entitled to possession, prior to the conversion of money to the University (765 ILCS 1030/0.01 et seq.).

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##### **802.8.4 DISPOSITION OF COURT SEIZED PROPERTY**

Evidence seized upon service of a search warrant or other court order shall be retained until final disposition of the investigation or upon further directions of the court.

##### **802.8.5 UNUSED MEDICATIONS**

Unused prescription medications of a deceased individual collected at the scene of a death investigation should be disposed of in compliance with 210 ILCS 150/17 or other state- or federally-approved drug disposal program (210 ILCS 150/18).

If an autopsy is performed as part of the death investigation, no medication shall be disposed of until after receipt of the toxicology report (210 ILCS 150/18(h)).

#### **802.9 INSPECTIONS OF THE PROPERTY/EVIDENCE ROOM**

- (a) On at least a quarterly basis, the respective supervisors of the evidence custodian and the property custodian shall make an inspection of the evidence and property storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence and property storage areas shall be conducted twice per year as directed by the Chief of Police.
- (c) An annual audit of evidence held by the department shall be conducted by a Supervisor (as appointed by the Chief of Police) not routinely or directly connected with evidence control. A complete report of the findings of the audit will be forwarded to the Chief of Police.
- (d) Whenever a change is made in the primary property or evidence custodian personnel, an inventory of property/evidence shall be made by an individual(s) not associated to the property/evidence room or function and the new property or evidence custodian to ensure that records are correct and property/evidence is accounted for.

#### **802.10 DISPOSITION OF BIOLOGICAL EVIDENCE**

The Evidence Custodian shall preserve, subject to a continuous chain of custody, any physical evidence in his/her possession or control that is reasonably likely to contain forensic evidence, including biological material secured in relation to a trial, and with sufficient documentation to locate that evidence (725 ILCS 5/116-4(a)).

##### **802.10.1 RETENTION PERIODS**

Biological evidence shall be retained for the following periods (725 ILCS 5/116-4):

- (a) Permanently if a death sentence is imposed
- (b) Until the completion of the sentence for a homicide offense as set forth in 720 ILCS 5/9
- (c) Until the completion of the sentence, including any period of supervised release, for any conviction for an offense set forth in:
  - 1. 720 ILCS 5/11-1.20 (Criminal Sexual Assault)
  - 2. 720 ILCS 5/11-1.30 (Aggravated Criminal Sexual Assault)
  - 3. 720 ILCS 5/11-1.40 (Predatory Criminal Sexual Assault of a Child)

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4. 720 ILCS 5/11-1.50 (Criminal Sexual Abuse)
5. 720 ILCS 5/11-1.60 (Aggravated Criminal Sexual Abuse)
- (d) Seven years following any conviction for any felony for which the defendant's genetic profile may be taken and submitted for comparison in a forensic DNA database (725 ILCS 5/116-4(b)).
- (e) All other biological evidence shall be retained for the minimum period established by law, the minimum period established by the Detective Bureau supervisor, or the expiration of any sentence imposed related to the evidence, whichever time period is greater.

#### 802.10.2 REQUEST FOR DESTRUCTION OF EVIDENCE PRIOR TO END OF RETENTION PERIOD

After a judgment of conviction is entered but prior to the end of the statutory retention period, the Department may petition the court to allow destruction of evidence when the evidence:

- (a) Has no significant value for forensic analysis and should be returned to its rightful owner.
- (b) Has no significant value for forensic analysis and is of a size, bulk, or physical character not usually retained by the Department and cannot practically be retained.
- (c) Is no longer needed because of the death of the defendant (does not apply if a sentence of death was imposed).
- (d) The court allows the defendant the opportunity to take reasonable measures to remove or preserve portions of the evidence for future testing (725 ILCS 5/116-4(c)).

The Department shall give notice of any such petition to the defendant or his/her estate and the defendant's attorney of record.

No evidence shall be disposed of until 30 days after the entry of a court order granting the petition and until the time period for any appeal has lapsed, or any appeal has concluded, whichever is longer.

#### 802.10.3 NOTIFICATION BEFORE DESTRUCTION

Absent any court order arising from the process set forth herein, the Detective Bureau supervisor will ensure that no biological evidence is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant or the defendant's estate
- (b) The defendant's attorney
- (c) The appropriate prosecutor
- (d) Any sexual assault victim (725 ILCS 203/30)

Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after the date specified in the notice unless a motion seeking an order to retain the sample is served on the Department within 90 days of the date of

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the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the case file as well and forwarded to the Detective Bureau supervisor for appropriate disposition.

Even after the retention period, biological evidence related to a homicide may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

All records associated with the possession, control, storage and destruction of biological evidence shall be retained for as long as the evidence exists and may not be destroyed without the approval of the local records commission (725 ILCS 5/116-4(d-10)).

#### **802.11 ATTACHMENTS**

[See attachment: Gun Destruction Sheet.pdf](#)

## Records Section

### **803.1 PURPOSE AND SCOPE**

The Records Supervisor shall maintain the Department Records Section Procedures Manual on a current basis to reflect the procedures being followed within the Records Section. Policies and procedures that apply to all employees of this department are contained in this chapter.

#### **803.1.1 NUMERICAL FILING SYSTEM**

Case reports are filed numerically within the Records Section by Records Section personnel.

Reports are numbered commencing with the four digits of the current year followed by a the corresponding CAD incident number. As an example, case number 2022-00001 would be the case associated with CAD incident number 0001 in the year 2022.

The case report number or arrest number shall be assigned to each person arrested for an IUCR offense.

### **803.2 FILE ACCESS AND SECURITY**

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Section accessible only to authorized personnel via permissions in the records management system. Access to report files after hours or when records personnel are otherwise not available may be obtained through the shift supervisor.

University of Illinois Division of Public Safety employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

#### **803.2.1 ORIGINAL REPORTS**

Original reports are maintained within the computerized records management system with access controlled via permissions set by the Records Supervisor. The records management system audit feature will list all individuals who have accessed and/or printed the report.

#### **803.2.2 COURT FILES**

If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Records Section file and the requirements of the Requesting Original Reports section of this policy shall also be followed. If a subpoena is issued for records, the Records Section shall gather the requested documents and forward to the Office of University Counsel for review.

#### **803.2.3 JUVENILE RECORDS**

Juvenile records in hard copy form, including fingerprints and photographs, shall be clearly marked as "Juvenile," separated from adult records, and stored in locked receptacles within the Records Section under the supervision of the Records Supervisor. Computerized juvenile records shall be

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categorized as "Juvenile" within the records management system and access shall be restricted to authorized members via password.

#### **803.3 MASTER NAME INDEX**

An alphabetical master name index that includes the names of persons identified in field reports is maintained within the Records Section by Records Section personnel.

#### **803.4 FILE TYPES**

The Records Section should maintain files to include:

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

## Records Maintenance and Release

### 804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

### 804.2 POLICY

The University of Illinois Division of Public Safety is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

### 804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer liaison who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
  - 1. Identifying the minimum length of time the Department must keep records.
  - 2. Identifying the division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
  - (a) No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
  - (b) Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
  - (c) The cost of search, examination, review, and the redaction and separation of exempt from nonexempt information will not be assessed.
- (g) Ensuring the prominent display at the University of Illinois Department of Public Safety headquarters of information that conveys the department's mission, budget, office locations, number of employees, and an organizational chart that depicts the department structure and the relationship of the department to the University. This information also needs to be available on the department or University website.
- (h) Ensuring information identifying the University's Freedom of Information Officer, the categories of available records, and the process for requesting public records, including the address for submitting requests, will also be displayed.

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- (i) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the Department shall immediately disclose upon request.
- (j) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.
- (k) Expeditiously advising the Chief of Police or designee of any denials of public records requests, issues associated with the processing of records requests, and requests that may involve potentially sensitive or newsworthy matters.
- (l) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.
- (m) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members (including pointing of firearms in the direction of a person), hate crimes, domestic crimes, index crimes, school incidents, incidents involving persons in mental health crisis, and use of force. The report should include information and data required by the Uniform Crime Reporting Act (50 ILCS 709/5-12; 20 Ill. Adm. Code 1244.30).
- (n) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
- (o) Ensuring the annual report on body-worn cameras is submitted to the Illinois Law Enforcement Training and Standards Board (50 ILCS 706/10-25).
- (p) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to the individual for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).
- (q) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).
  - 1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.
- (r) Submitting an annual report regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received to the Illinois Attorney General (5 ILCS 805/25).
- (s) Submitting an annual report regarding the number and processing of requests for U visas and T visas to the Illinois Attorney General (5 ILCS 825/20).
- (t) Ensuring an arrest or case number is assigned to each person arrested.

#### **804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS**

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

##### **804.4.1 REQUESTS FOR RECORDS**

The processing of requests for any record is subject to the following:



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- (a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).
  - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) The University Freedom of Information Officer shall:
  - 1. Document the date the request was received.
  - 2. Compute the date that the time to respond expires and note the information on the request.
  - 3. Maintain an electronic or hard copy of the request.
  - 4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.
- (d) The University Freedom of Information Officer shall ensure that requests are processed within five business days after receipt, with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).
  - 1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
  - 2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.
- (e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).
- (f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

#### 804.4.2 DENIALS

The denial of a request for records by the University Freedom of Information Officer is subject to the following:

- (a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer Liaison shall consult with the Chief of Police or designee prior to issuing a denial.

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- (b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

#### 804.4.3 FEES

Fees shall be collected prior to the release of records. Fees may be waived by the Administrative Services Assistant Chief if it is determined by the supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

#### 804.4.4 PUBLIC ACCESS COUNSELOR

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the University accompanied by a specific list of documents for the University to furnish to the Public Access Counselor. The University's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Administrative Services Assistant Chief of all such communications (5 ILCS 140/9.5).

#### **804.5 RELEASE RESTRICTIONS**

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic crash reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private information, including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).
- (c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7).
  - 1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).
- (d) The identity of child victims and adult victims of criminal sexual offenses unless authorized by court order (725 ILCS 190/3; 725 ILCS 191/10).

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- (e) Reports of elder abuse and neglect (320 ILCS 20/8).
- (f) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).
- (g) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).
- (h) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.
  - 1. The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).
  - 2. The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).
- (i) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)).
- (j) Any record relating to vulnerability assessments, security measures, and response policies or plans (5 ILCS 140/7(1)(v)).
- (k) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).
- (l) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).
- (m) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).
- (n) Information including but not limited to evidence and records in the state-wide tracking system pursuant to the Sexual Assault Evidence Submission Act (5 ILCS 140/7.5).
- (o) Names and all identifying information relating to an employee, communications, notes, records, and reports arising out of a peer support counseling session under the First Responders Suicide Prevention Act (5 ILCS 140/7.5).
- (p) Information reported to the Illinois Criminal Justice Information Authority regarding in-custody deaths that is deemed by the Authority to be privileged or protected under state or federal law (730 ILCS 210/3-5).
- (q) Records or reports accessed from the ISP prohibited persons portal or LEADS system regarding persons whose Firearm Owner's Identification (FOID) cards have been revoked or suspended (5 ILCS 140/7.5; 20 ILCS 2605/2605-304).
- (r) Any report or information received under the Student Confidential Reporting Act program (5 ILCS 140/7).
- (s) Information contained in an affidavit or application for an endorsement as provided in the Protect Illinois Communities Act (5 ILCS 140/7.5; 720 ILCS 5/24-1.9).

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- (t) Automated license plate reader (ALPR) information requested for the purpose of enforcing laws restricting access to reproductive health care services or laws that permit the detention or investigation of a person due to immigration status (5 ILCS 140/7; 625 ILCS 5/2-130).

#### **804.6 ARREST RECORDS**

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating agency, and, if the individual is incarcerated, the time and date the individual was transferred from department custody shall be furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15; 110 ILCS 12/15).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, University Counsel, Illinois Attorney General, local prosecutor, or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

##### **804.6.1 REQUESTS TO RETRACT OR DELETE ARREST RECORDS**

Requests from a Chief of Police, county Sheriff or State's Attorney to delete or retract arrest records of individuals mistakenly identified should be forwarded to the Custodian of Records for handling (5 ILCS 160/17; 50 ILCS 205/4).

#### **804.7 SUBPOENAS AND DISCOVERY REQUESTS**

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the State Attorney, University Counsel or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

#### **804.8 RELEASED RECORDS TO BE MARKED**

Any written record released pursuant to this policy should be documented to include to the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

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##### **804.9 SECURITY BREACHES**

Members who become aware that any University of Illinois Division of Public Safety system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

- (a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities any time there is a reasonable belief that an unauthorized person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.
- (b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

##### **804.10 EXPUNGEMENT AND SEALING**

Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

###### **804.10.1 AUTOMATIC EXPUNGEMENTS FOR CANNABIS OFFENSES**

The Custodian of Records should make all automatic expungements within the time frames set in 20 ILCS 2630/5.2.

The Custodian of Records should provide a certificate of disposition or certification of expungement upon inquiry by any individual whose record was expunged (20 ILCS 2630/5.2).

###### **804.10.2 ARREST RECORDS**

When a request is made for arrest records of an individual whose records were retracted or deleted in the case of mistaken identity in accordance with 5 ILCS 160/17 and 50 ILCS 205/4, members should respond that no such records exist.

###### **804.10.3 JUVENILE RECORDS**

On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

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If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

#### **804.11 TRAINING**

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

The department Freedom of Information Officer liaison should complete on-going training as required.

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

#### **804.12 FILE TYPES**

Records shall be maintained for the following types of reports at a minimum:

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

## Protected Information

### 805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the University of Illinois Division of Public Safety. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

#### 805.1.1 DEFINITIONS

Definitions related to this policy include:

**Protected information** - Any information or data that is collected, stored or accessed by members of the University of Illinois Division of Public Safety and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

### 805.2 POLICY

Members of the University of Illinois Division of Public Safety will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

### 805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

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- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

#### **805.4 ACCESS TO PROTECTED INFORMATION**

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, University of Illinois Division of Public Safety policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

##### **805.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS**

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

#### **805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION**

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.



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##### **805.6 SECURITY OF PROTECTED INFORMATION**

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

##### **805.6.1 MEMBER RESPONSIBILITIES**

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

##### **805.6.2 MAINTENANCE AND TECHNICAL SERVICES**

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

##### **805.6.3 PROTECTION OF LEADS DATA**

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

##### **805.7 TRAINING**

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

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authorized access and use of protected information, as well as its proper handling and dissemination.

# Animal Control

## 806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

## 806.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

## 806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Champaign County Animal Control and include the following:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

## 806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to the public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
- (f) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
- (g) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

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- (h) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

#### **806.5 ANIMAL CRUELTY COMPLAINTS**

Laws relating to the cruelty to animals should be enforced including but not limited to cruel treatment of animals, aggravated cruelty to animals, animal torture, animal fighting, and animals confined in vehicles (510 ILCS 70/3.01; 510 ILCS 70/3.02; 510 ILCS 70/3.03; 510 ILCS 70/4.01; 720 ILCS 5/48-1; 510 ILCS 70/7.1):

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.
- (c) Members may enter during normal business hours on a premise where the animal is housed or kept for the purpose of conducting an investigation except such entry shall not be made into a person's residence without a search warrant or court order (510 ILCS 70/10).
- (d) Members who lawfully seize an animal shall comply with impound and notice requirements (510 ILCS 70/3.04; 510 ILCS 70/4.02).

#### **806.6 ANIMAL BITE REPORTS**

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

#### **806.7 STRAY DOGS**

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

#### **806.8 PUBLIC NUISANCE CALLS RELATING TO ANIMALS**

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

#### **806.9 DECEASED ANIMALS**

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be reported to Facility and Services for removal.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

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##### **806.10 INJURED ANIMALS**

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact the owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

##### **806.10.1 INJURED WILDLIFE**

- (a) Injured wildlife should be referred to one of several locations as applicable and depending upon available resources and type of animal:
  - (a) University of Illinois College of Veterinary Medicine
  - (b) A local Rehabilitator, preserve or wildlife care center
  - (c) A shelter by the Anti-Cruelty Society, Illinois Society for the Prevention of Cruelty to Animals (SPCA), or the Illinois Department of Natural Resources
- (b) Injured wildlife may be briefly held and transported to wildlife Rehabilitators licensed by the State of Illinois. In addition, migratory birds may be taken only to Rehabilitators who are in possession of appropriate Federal permits issued by the United States Fish and Wildlife Service (USFWS).
- (c) The driver involved in a deer accident may take possession of the dead animal. If the driver does not want the deer, any Illinois resident may claim it (17 Ill. Adm. Code 750.10).

##### **806.11 DESTRUCTION OF ANIMALS**

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

# Jeanne Clery Campus Security Act

## 807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

## 807.2 POLICY

The University of Illinois Division of Public Safety encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any University of Illinois Division of Public Safety facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the University of Illinois Division of Public Safety to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the University of Illinois Division of Public Safety and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

## 807.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Chief of Police in cooperation with the University will:

- (a) Ensure that the University of Illinois Division of Public Safety establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).
- (b) Enter into agreements as appropriate with local law enforcement agencies to:
  - 1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
  - 2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
  - 3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).
  - 4. Notify the University of Illinois Division of Public Safety of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).
  - 5. Notify the University of Illinois Division of Public Safety of criminal offenses reported to local law enforcement agencies to assist in making information

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available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

- (c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).
- (d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).
- (e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including, but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explains the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).
- (f) Appoint a designee to make the appropriate notifications to staff at the institution regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

#### **807.4 RECORDS COLLECTION AND RETENTION**

The Records Supervisor in conjunction with the Clery Compliance Coordinator is responsible for maintaining University of Illinois Division of Public Safety statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
  - 1. Murder and Non-negligent Manslaughter
  - 2. Manslaughter by negligence
  - 3. Sexual Assault
    - (a) Rape
    - (b) Fondling
    - (c) Incest
    - (d) Statutory Rape
  - 4. Robbery
  - 5. Aggravated assault/battery

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6. Burglary
  7. Motor vehicle theft
  8. Arson
  9. Domestic violence and dating violence
  10. Stalking
  11. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
- (c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
1. On campus.
  2. In or on a non-campus building or property.
  3. On public property.
  4. In dormitories or other on-campus, residential, student facilities.
- (d) Statistics will be included by the calendar year in which the crime was reported to the University of Illinois Division of Public Safety (34 CFR 668.46(c)(3)).
- (e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred on Clery Act geography or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (g) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

#### 807.4.1 CRIME LOG

The Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):



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- (a) The daily crime log will record all crimes reported to the University of Illinois Division of Public Safety, including the nature, date, time and general location of each crime, and the disposition, if known.
- (b) All log entries shall be made within two business days of the initial report being made to the Department.
- (c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.
- (d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:
  - 1. Disclosure of the information is prohibited by law.
  - 2. Disclosure would jeopardize the confidentiality of the victim.
  - 3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

#### **807.5 INFORMATION DISSEMINATION**

It is the responsibility of the Clery Compliance Coordinator in conjunction with the Assistant Chief to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

- (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e) and (g)).
- (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to, the following:
  - 1. Crime statistics and the policies for preparing the crime statistics.
  - 2. Crime and emergency reporting procedures, including the responses to such reports.
  - 3. Policies concerning security of and access to campus facilities.
  - 4. Crime, dating violence, domestic violence, sexual assault and stalking awareness and prevention programs, including
    - (a) Procedures victims should follow.

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- (b) Procedures for protecting the confidentiality of victims and other necessary parties.
- 5. Enforcement policies related to alcohol and illegal drugs.
- 6. Locations where the campus community can obtain information about registered sex offenders.
- 7. Emergency response and evacuation procedures.
- 8. Missing student notification procedures.
- 9. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

#### **807.6 STATE REQUIREMENTS**

The Executive Director of Emergency Management shall ensure that the institution's administration is assisted in meeting the Illinois Campus Security Enhancement Act requirements, including the development of (110 ILCS 12/20):

- (a) A National Incident Management System-compliant, all hazards, emergency response plan and training exercises, in partnership with the institution's county or major municipal emergency management official.
- (b) An interdisciplinary and multijurisdictional campus violence prevention plan, including development and implementation of a campus violence prevention committee and a campus threat assessment team.

## **Chapter 9 - Custody**

# Temporary Custody of Adults

## 900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the University of Illinois Division of Public Safety for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

### 900.1.1 DEFINITIONS

Definitions related to this policy include:

**Holding cell/cell** - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

**Safety checks** - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

**Temporary custody** - The time period an adult is in custody at the University of Illinois Division of Public Safety prior to being released or transported to a housing or other type of facility.

**Temporary Detention Area** - The secure area outside of an including the DUI processing room.

## 900.2 POLICY

The University of Illinois Division of Public Safety is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

The University of Illinois Department of Public Safety is not a secure detention facility and does not have holding cells used for secure detention. Temporary custody as it relates to this policy would apply to interviews, investigations and processing of persons in custody while in the Department's interview and DUI processing rooms.

## 900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer reasonably necessary prior to transfer to the Champaign County jail.

### 900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the University of Illinois Division of Public Safety, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

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- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).
  - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a known history of a mental disorder or mental defect, or who shows evidence of such condition (20 Ill. Adm. Code 720.30).
  - 1. If the officer taking custody of an individual believes that he/she may have such a history or condition, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

#### 900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising should be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with the member's supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, reasonable accommodations shall be provided (see the Communications with Persons with Disabilities Policy) (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

During the interview/interrogation of a person in temporary custody or a suspect, additional personnel should be in close proximity to the room, available to intervene on behalf of the person or member immediately as necessary.

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No person in temporary custody shall be left alone in an interview room without constant monitoring through visual and/or audio/video technology.

##### **900.3.3 ENTRY RESTRICTIONS**

Entry into any location where a person is held in temporary custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

##### **900.3.4 INTERVIEW ROOMS**

Any room used to interview a person in temporary custody shall be searched before and after any interviews. All persons in temporary custody will be searched prior to entry into the DUI processing or interview rooms.

Members shall be in close proximity to the room to intervene on behalf of the person in custody or other members present.

All locks on the interview room doors shall be disabled so that the doors cannot lock. Access to the DUI processing room shall be controlled by electronic key card access and the exterior door shall have a panic push bar to allow for emergency exit.

#### **900.4 INITIATING TEMPORARY CUSTODY**

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

If there is any suspicion that the individual may be suicidal, he/she shall be transported to the Champaign County jail or the appropriate mental health facility.

The officer should promptly notify a supervisor of any conditions that may warrant immediate medical attention or other appropriate action.

##### **900.4.1 CONSULAR NOTIFICATION**

Consular notification may be mandatory when certain foreign nationals are arrested. This notification will normally be made by Champaign County Sheriff's Office correctional staff at the time of booking. The jail should maintain a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation.

If notification is not completed by the Champaign County Sheriff's Office staff, department members assigned to process a foreign national shall:

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- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
  - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
  - 1. If the country is on the mandatory notification list, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
    - (c) Forward any communication from the individual to his/her consular officers without delay.
    - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
  - 2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Forward any communication from the individual to his/her consular officers without delay.

## **900.5 SAFETY, HEALTH, AND OTHER PROVISIONS**

### **900.5.1 TEMPORARY CUSTODY REQUIREMENTS**

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted in a police report.
- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
  - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
  - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins (20 Ill. Adm. Code 720.50).
- (d) There is reasonable access to a drinking fountain or water (20 Ill. Adm. Code 720.60).
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

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- (h) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (i) Adequate furnishings are available, including suitable chairs or benches.

#### 900.5.2 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the University of Illinois Division of Public Safety. They should be released or transferred to another facility as appropriate.

#### 900.5.3 INSPECTIONS

The temporary detention area and DUI processing room will be inspected on a weekly basis by shift supervisors for unsafe conditions and cleanliness.

The Deputy Chief of Police, or designee, shall on an annual basis inspect the temporary detention areas and review related procedures to ensure the standards are current and the departments process remains safe and efficient.

#### 900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance.

#### 900.5.5 TELEPHONE CALLS

Every individual in temporary custody shall be allowed to make three telephone calls as soon as possible after arrival and in no event any later than three hours after arrival (725 ILCS 5/103-3.5; 20 Ill. Adm. Code 720.20).

- (a) Telephone calls may be local or long distance.
  - 1. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).
  - 2. Telephone calls to the individual's attorney of choice and family members should be free of charge (725 ILCS 5/103-3.5).
- (b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.



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1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may reasonably determine the duration of the calls.
- (c) The individual shall have access to the individual's cell phone to retrieve phone numbers from the phone's contact list prior to the cell phone being placed into inventory (725 ILCS 5/103-3.5).
- (d) Calls between an individual in temporary custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.
- (e) A notice informing persons in custody to their rights regarding telephone calls and, where applicable, providing the telephone contact information for the public defender or court appointed attorney (725 ILCS 5/103-3.5).
- (f) The three hours requirement shall not apply while the person is asleep, unconscious, or otherwise incapacitated and is renewed upon transfer to another facility (725 ILCS 5/103-3.5).

#### 900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in temporary custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

#### 900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in the DUI processing room or interview rooms where individuals are in temporary custody or are processed (20 Ill. Adm. Code 720.70). They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

#### 900.5.8 ATTORNEYS

A person in temporary custody shall be allowed to consult with a licensed attorney a reasonable number of times and for reasonable periods of time (20 Ill. Adm. Code 720.20(c)).

- (a) Attorneys who need to interview a person in temporary custody should do so inside a secure interview room.

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- (b) Both the attorney and person in temporary custody should be searched for weapons prior to and after being admitted to the interview room.
- (c) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.
- (d) Interviews between attorneys and their clients shall not be monitored or recorded.

#### **900.5.9 NONDISCRIMINATION**

The University of Illinois Division of Public Safety shall not deny services, benefits, privileges, or opportunities to individuals in temporary custody on the basis of citizenship or immigration status, or on the basis of the existence of an immigration detainer or civil immigration warrant, except as required by law (5 ILCS 805/15).

#### **900.6 USE OF RESTRAINT DEVICES**

Individuals in temporary custody may be handcuffed in accordance with the Handcuffing and Restraints Policy.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the University of Illinois Division of Public Safety unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in temporary custody and monitored to protect them from abuse.

Individuals shall not be secured to a fixed object unless necessary to prevent them from injuring themselves or others or damaging or destroying property. Individuals shall not be secured to an immovable object, unless it is designed and intended for such use, such as the bench outside the DUI processing room.

#### **900.6.1 PROCEDURES WHEN RESTRAINTS ARE USED**

The following provisions shall be followed when utilizing restraints other than the temporary use of restraints such as handcuffing or leg irons to control an individual during movement and transportation inside or outside the facility (20 Ill. Adm. Code 720.60):

- (a) Officers applying restraints shall make a written report including:
  - 1. The date and time restraints were applied.
  - 2. The purpose for which the restraints were applied.
  - 3. The type of restraint used.
  - 4. When the restraint was removed.
- (b) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort, or restrict blood flow or breathing (e.g., hog-tying).
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure.

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- (d) Members shall conduct continuous direct face-to-face observation to check the person's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation.
- (e) Restraints shall not be utilized any longer than is reasonably necessary. If the person in temporary custody requires restraints, other than handcuffs the person should be transferred to the Champaign County jail or other medical facility.

#### 900.6.2 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

#### 900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be released to them or transferred to the Champaign County jail with the person.

#### 900.8 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Patrol Assistance Chief will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the University of Illinois Division of Public Safety. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the shift supervisor, Chief of Police, and Deputy Chief .
- (c) Notification of the spouse, next of kin, or other appropriate person (see Officer-Involved Shootings and Deaths Policy for additional requirements regarding deaths related to a use of force).
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the University Counsel.
- (f) Notification of the Coroner.
- (g) Evidence preservation.

#### 900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (b) It has been confirmed that the correct individual is being released or transported.

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- (c) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (d) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (e) The individual is not permitted in any nonpublic areas of the University of Illinois Division of Public Safety unless escorted by a member of the Department.
- (f) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
  - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (g) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
- (h) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

#### 900.9.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person being released from custody who is under the influence of alcohol or drugs (50 ILCS 705/10.17-5).

#### 900.9.2 ESCAPE DURING TRANSPORT OR CUSTODY

The Patrol Assistant Chief will ensure procedures are in place to address any escape of an individual during transport or while in custody of the Department. The procedures should include:

- (a) Actions to be taken by the officers conducting the transport to include:
  - 1. Notifying METCAD.
  - 2. Securing any additional persons in custody being transported.
- (b) Supervisor responsibilities.
- (c) Re-capture planning.
- (d) Persons to be notified of the escape to include:
  - 1. Patrol Lieutenant
  - 2. Officers in the immediate area.
- (e) Written reports by the officers conducting the transport.

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##### **900.11 TRAINING**

Department members should be trained and familiar with this policy and any supplemental procedures and refresher training should be provided at least every four years.

# Custodial Searches

## 901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the University of Illinois Division of Public Safety facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

### 901.1.1 DEFINITIONS

Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

**Physical body cavity search** - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

**Strip search** - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

## 901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

## 901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

## 901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the University of Illinois Division of Public Safety facilities. Except in exigent circumstances, the search should

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be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

##### **901.4.1 PROPERTY**

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The inventory should be witnessed by another department member. The inventory should include the case/incident number, date, time, member's University of Illinois Division of Public Safety identification number and information regarding how and when the property may be released.

##### **901.4.2 VERIFICATION OF MONEY**

All money should be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

##### **901.5 STRIP SEARCHES**

When a strip search is warranted, the arrested person will be transported to the Champaign County Sheriff's Office (CCSO) for search by a correctional officer in accordance with CCSO policy.

No individual in temporary custody at any University of Illinois Division of Public Safety facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has or is concealing a weapon. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon.

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1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of weapons, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

#### 901.5.1 STRIP SEARCH PROCEDURES

Strip searches at University of Illinois Division of Public Safety facilities shall be conducted as follows (28 CFR 115.115; 725 ILCS 5/103-1):

- (a) Written authorization from a supervisor shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
  1. The facts that led to the decision to perform a strip search.
  2. The reasons less intrusive methods of searching were not used or were insufficient.
  3. The written authorization for the search, obtained from the supervisor.
  4. The name of the individual who was searched.
  5. The name and sex of the members who conducted the search.
  6. The name, sex and role of any person present during the search.
  7. The time and date of the search.
  8. The place at which the search was conducted.
  9. A list of the items, if any, that were recovered.



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10. The facts upon which the member based his/her belief that the individual was concealing a weapon.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search.

#### 901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with supervisor authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the supervisor authorization does not need to be in writing.

#### 901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

- (a) No individual shall be subjected to a physical body cavity search without the approval of a Lieutenant and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) A physical body cavity search shall be conducted either by or under the supervision of a physician.
- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
  1. The facts that led to the decision to perform a physical body cavity search of the individual.
  2. The reasons less intrusive methods of searching were not used or were insufficient.
  3. The Lieutenant's approval.
  4. A copy of the search warrant.
  5. The time, date and location of the search.
  6. The medical personnel present.
  7. The names, sex and roles of any department members present.

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- 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

#### **901.7 TRAINING**

The Training Coordinator shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

## Prisoner Transports

### 902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of persons in custody by the University of Illinois Urbana-Champaign Police Department.

### 902.2 PRISONER SEARCH PRIOR TO TRANSPORT

An officer making a full-custody arrest shall transport the prisoner, or cause the prisoner to be transported, to a place of confinement safely and without delay. In most cases, this will be the Champaign County Correctional Center. In all cases, the prisoner shall be thoroughly searched prior to transport.

If the transporting officer is not the arresting officer, it should never be assumed that the prisoner has already been searched. Even if the prisoner has previously been searched by another officer at the scene, the transporting officer will conduct a second search.

### 902.3 VEHICLE INSPECTIONS

Whenever a prisoner is transported in a police vehicle, a thorough search of the vehicle must be done prior to and after completion of the transport. Any weapons and/or contraband located during the search of the vehicle should immediately be reported to a supervisor and the contraband inventoried according to department procedure. This search should be documented in the police report.

### 902.4 TRANSPORTING PRISONERS IN VEHICLES

Prisoners shall be handcuffed and/or restrained, in accordance with the Handcuffing and Restraints policy, prior to transport.

Prisoners who are transported in a vehicle which has a safety barrier shall be secured in the rear passenger compartment, separated from the driver by the safety barrier. Normally, the prisoner should be placed behind the front passenger seat. When transporting two prisoners, one prisoner will be placed in the back seat behind the front passenger seat, and the second prisoner will be placed in the back seat behind the driver's seat. No more than two prisoners shall be transported in the back seat of any police vehicle equipped with a safety barrier. The prisoner should be secured by a seat belt for safety purposes.

Prisoners being transported in police vehicles which do not have a safety barrier should be avoided. If necessary, the prisoner shall be secured in the rear passenger compartment and wearing a seat belt. Two officers should be present for the transport. When two officers are present, the second officer may ride in the rear compartment with the prisoner. If not riding in the same vehicle, the second officer may follow the transporting officer in another vehicle.

If circumstances are such that the transporting officer is alone, the prisoner should be seated as far away from the driver as possible. Vehicles without barriers will transport only one prisoner per officer.

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Documentation of prisoner transport should be included in the incident/arrest report.

##### 902.4.1 TRANSPORTING SICK, INJURED, MENTALLY ILL OR DISABLED PRISONERS

If a person who has been placed under arrest in the field requires immediate medical attention due to injury or illness, the arresting officer shall promptly request that METCAD dispatch EMS personnel to the scene.

As in the transport of any prisoner, the safety of the transporting officer and the prisoner is of primary concern. In transporting a prisoner who is mentally ill, disabled or suspected to have a communicable disease, such as AIDS, hepatitis or tuberculosis, special accommodations for transport may be required. A supervisor shall be notified, and the occurrence and action taken documented. Depending on the type of disability and the special needs of the prisoner, the transporting officer may, as approved or directed by a supervisor, utilize a vehicle other than a police vehicle for transport. Depending on the type and/or magnitude of the prisoner/person in-custody's mental illness, the prisoner/person in-custody, may be transported by ambulance. Prisoners displaying symptoms of, or known to have an easily transmitted communicable disease may, as approved or directed by a supervisor be transported by ambulance.

##### 902.4.2 TRANSPORTING PRISONERS TO MEDICAL FACILITIES

Prisoners who require medical treatment for minor injuries may be transported to the hospital by squad. In such cases, the officer conducting the transport shall notify a shift supervisor of the transport to the hospital.

Prisoners who have significant injuries, who are likely to contaminate the transport area with blood or other bodily fluids, or who request an ambulance will be transported to the hospital by ambulance. When a prisoner is being transported to the hospital by ambulance, the prisoner will be handcuffed or restrained by an authorized method, in coordination with emergency medical personnel, unless prevented due to medical reasons. Unless otherwise directed by a supervisor, an officer will ride in the ambulance with the prisoner. If an officer does not ride in the ambulance, an officer will follow the ambulance to the hospital.

Officers will remain with prisoners during medical treatment unless the attending physician requests the officer(s) leave the treatment area. When this occurs, the officer(s) will position themselves in a location so as to prevent escape.

The use of restraints on a prisoner receiving medical care shall be at the discretion of the officer. The officer should base his decision on the circumstances at hand, the requests of medical personnel, and the medical needs of the prisoner. Generally, restraints should not be used when they will interfere with treatment or otherwise aggravate the prisoner's condition.

After treatment has been provided and the prisoner has been released from the hospital, the transporting officer will initiate the completion of a current "Prisoner Medical Clearance Report Form" and bring the form with the prisoner to the Champaign County Correctional Center.

If a prisoner is admitted to the hospital, the transporting officer shall advise a shift supervisor of that fact. The supervisor will then determine the most appropriate course of action. In deciding

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the most appropriate course of action, the supervisor shall weigh the seriousness of any charges against the seriousness of the prisoner's illness or injury. The supervisor has the latitude to:

- (a) Leave the prisoner in the custody of hospital security and request that the police department be notified prior to the prisoner's release; or
- (b) Authorize the issuance of a Notice to Appear (NTA) in court and release the prisoner to the hospital; or
- (c) Post an officer at the hospital to guard and maintain custody of the prisoner until the prisoner can be released.

#### **902.5 VISUAL SCRUTINY OF PRISONERS**

Prisoners are to be kept under observation at all times during transport. In the event that a prisoner in custody must leave the transport vehicle during transportation, the transporting officer(s) will maintain physical control and visual observation of the prisoner at all times.

The Mobile Audio Video (MAV) recording system should be used to record the actions of a prisoner when the prisoner is combative, uncooperative, or harming or threatening to harm him/herself. The MAV should also be utilized when recording the prisoner's actions that might otherwise serve to refute claims of mistreatment against the officer.

Stops should not typically be made during the transportation of a prisoner. Except in the case of a medical emergency or a life-threatening situation, an officer shall not stop during prisoner transport without the permission of a command officer.

Long distance transports shall be done with at least two officers, one of which shall be the same sex as the prisoner. During a long distance transport, reasonable care shall be taken when stopping for fuel and/or meals, and in allowing prisoners to use the restroom

In all cases, the primary responsibility of the transporting officer(s) shall always be officer safety, and the custody and safety of the prisoner(s).

#### **902.6 PRISONER COMMUNICATION**

Officer(s) transporting prisoners will not permit the prisoner(s) to communicate with non-law enforcement personnel

#### **902.7 PRISONER TRANSPORT TO ANOTHER FACILITY**

An officer transporting prisoners to another facility will:

- (a) Secure his/her firearms in compliance with that facility's policies.
- (b) Remove prisoner restraints at the direction of the personnel at the facility.
- (c) Provide all necessary paperwork and documentation to the receiving facility.
- (d) Provide relevant information when the prisoner poses a potential medical or security hazard.

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- (e) Document on the Arrest Without Warrant (AWOW) form (or other intake facility document) the name of the agency, location, date, and time, along with obtaining the signature of the receiving officer.

#### **902.8 PRISONER ESCAPE DURING TRANSPORT**

If a prisoner escapes within Champaign County, the officer shall immediately notify METCAD. If outside Champaign County, the officer shall immediately initiate an ISPERN broadcast, and notify the local jurisdiction where the escape occurred. In either situation, the following details should be provided:

- (a) The location of the escape
- (b) The escapee's direction and mode of travel
- (c) The escapee's physical and clothing description
- (d) The pending charges against the escapee
- (e) Apprehension efforts that have been undertaken
- (f) Any other information that may be of assistance

Officers shall immediately notify the shift supervisor of the escape.

A written report stating the circumstances surrounding the escape is to be submitted before the officer ends his/her tour of duty.

If the prisoner is subsequently apprehended, the transporting officer shall pursue appropriate criminal charges, in addition to canceling the appropriate LEADS/ISPERN messages.

#### **902.9 PRISONER SECURITY RISKS**

Known conditions involving the prisoner's welfare shall be communicated to correctional personnel upon arrival at the correctional facility. Information relative to any potential or existing medical hazards or security risks shall also be communicated to correctional personnel upon arrival at the correctional facility.

#### **902.10 SPECIAL TRANSPORTS**

Juvenile prisoners will be transported in the same manner as adults. However, adult and juvenile prisoners shall not be transported together in any vehicle. Prisoners of the opposite sex shall not be transported together.

Officers are permitted to provide transportation to citizens (non-prisoners) at their own discretion.

Officers should be mindful of the risk involved in transporting an individual who has not been searched or patted down. Whenever an officer feels that it is necessary to search an individual prior to transport in order to ensure their safety, the officer may require that the individual consent to a search of their person and any bags or container in their possession. An officer may decline to provide transportation to any individual if that individual refuses consent to search their person or any bags or containers in their possession.

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An officer transporting a prisoner or citizen (non-prisoner) shall provide the following information to METCAD by radio prior to transport:

- (a) The starting location and destination
- (b) The beginning and ending mileage
- (c) If non-prisoner, the reason for the transport

## **Chapter 10 - Personnel**



# Recruitment and Selection

## 1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the University of Illinois Division of Public Safety and that are promulgated and maintained by the State University Civil Service System and Illinois Human Resources.

## 1000.2 POLICY

In accordance with applicable federal, state, and local law, the University of Illinois Division of Public Safety provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

## 1000.3 RECRUITMENT

The Chief of Police or designee should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Department shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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##### **1000.4 SELECTION PROCESS**

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

In addition to administering the testing and selection process, Illinois Human Resources ensures that the selection process is administered by trained personnel, and complies with statutes and rules of the State University Civil Service, and the University's equal employment opportunity policies.

The examination of applicants shall be public, competitive, and open to all citizens of the United States and those legally authorized to work in the United States under federal law if they are authorized to possess firearms under federal law, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-6033; 55 ILCS 5/3-8010; 55 ILCS 5/3-7008; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
  - 1. Candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment (820 ILCS 112/10).
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Medical and psychological examination (may only be given after a conditional offer of employment)
- (i) Review board or selection committee assessment

##### **1000.4.1 EXPUNGED JUVENILE RECORDS**

Application forms for employment should contain language informing the applicant that he/she is not required to disclose expunged juvenile records (705 ILCS 405/5-923). No member of the Department may ask an applicant whether he/she has had a juvenile record expunged.

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##### 1000.4.2 VETERAN PREFERENCE

The University will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

##### 1000.4.3 TESTING RESULTS

The department, in conjunction with Illinois Human Resources, shall maintain records on the testing results of each applicant in accordance with the Illinois Compiled Statutes.

#### **1000.5 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the University of Illinois Division of Public Safety (50 ILCS 705/10.2).

##### 1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

##### 1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, members shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Department may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from personal online accounts to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the background investigator should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

##### 1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to rescind a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions.

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The report and all supporting documentation shall be included in the candidate's background investigation file.

#### 1000.5.4 RECORDS RETENTION

The background report, all supporting documentation, and testing results shall be maintained in accordance with the established records retention schedule and Illinois Compiled Statutes.

#### **1000.6 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

#### **1000.7 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Illinois Human Resources should maintain validated standards for all positions.

##### 1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Illinois law, including those provided in 55 ILCS 5/3-8010, 65 ILCS 5/10-1-5, 65 ILCS 5/10-2.1-5, and the Illinois Police Training Act (50 ILCS 705/8.1).

Candidates shall not have been convicted of, found guilty of, entered a plea of guilty to, or entered a plea of nolo contendere to, any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

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##### **1000.8 PROBATIONARY PERIODS**

The Administrative Services Assistant Chief should coordinate with Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

##### **1000.9 TRAINING**

All steps involved in the recruitment and selection process (e.g., recruitment techniques, polygraph examinations, medical examinations) shall be conducted by trained personnel.

# Evaluation of Employees

## 1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

## 1001.2 POLICY

The University of Illinois Division of Public Safety utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

## 1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-sworn supervisory personnel should attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified of such performance as soon as possible in order to have an opportunity to remediate the issues.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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##### **1001.4 FULL TIME PROBATIONARY PERSONNEL**

Regular evaluations are completed for all full-time non-sworn personnel during their probationary period.

Probationary officers are evaluated daily, weekly and monthly during the probationary period.

##### **1001.5 FULL-TIME PERMANENT STATUS PERSONNEL**

Permanent employees are subject to three types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor.

**Transfer** - If an employee is transferred from one assignment to another during an evaluation period and less than six months have transpired since the transfer at the time the evaluation is due, then the evaluation shall be completed by the current supervisor with input from the previous supervisor.

###### **1001.5.1 RATINGS**

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

**Excellent** - Represents actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

**Above Average** - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

**Satisfactory** - Represents performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

**Needs Improvement** - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

**Unsatisfactory** - Represents performance that is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. A rating under any job dimension marked other than "Meets Standards" shall be substantiated in the rater comments section.

##### **1001.6 EVALUATION INTERVIEW**

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable objections to any of the ratings, the supervisor may make

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appropriate changes to the evaluation. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

#### **1001.7 EVALUATION REVIEW**

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor who shall review the evaluation for fairness, impartiality, uniformity, and consistency and place any comments needed on the evaluation. The evaluation will be returned to the supervisor for the appropriate signature. The employee will sign the evaluation last and place any comments in the section provided. The Deputy Chief shall evaluate the supervisor on the quality of ratings given.

#### **1001.8 EVALUATION DISTRIBUTION**

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to Illinois Human Resources.



# Special Assignments and Promotions

## 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the University of Illinois Division of Public Safety.

## 1002.2 POLICY

The University of Illinois Division of Public Safety determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

## 1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Crisis Negotiations Unit member
- (b) METRO Team member
- (c) Detective
- (d) All Terrain Vehicle (ATV) Officer
- (e) Motorcycle officer
- (f) Bicycle Patrol officer
- (g) Canine handler
- (h) Explosives Ordinance Disposal Technician (Bomb Squad)
- (i) Field Training Officer
- (j) Behavioral Health Detective
- (k) Community Outreach and Support Team (C.O.A.S.T.)
- (l) Joint Terrorism Task Force (JTTF) Member
- (m) Firearms Instructor
- (n) Control Tactics Instructor
- (o) Strategy and Tactics Instructor
- (p) Taser Instructor
- (q) Crime Scene Unit Technician
- (r) Fitness Trainer
- (s) Honor Guard Member
- (t) Mobile Field Force Member
- (u) Peer Support Team member

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##### 1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) At least two years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Illinois Law Enforcement Training and Standards Board (ILETSB) or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

##### 1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition that aids in his/her performance
- (c) Expresses an interest in the assignment
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making
  - 4. Personal integrity and ethical conduct
  - 5. Leadership skills
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to department goals and objectives in a positive manner

##### 1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate may submit a recommendation.
  - 1. The supervisor recommendations will be submitted to the Assistant Chief or designated supervisor for whom the candidate will work.
- (b) Assistant Chief or Designee interview - The Assistant Chief or designee will schedule interviews with each candidate.
  - 1. Based on supervisor recommendations and those of the Assistant Chief after the interview, the Assistant Chief or designee will submit his/her recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

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The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

##### 1002.3.4 SPECIAL ASSIGNMENT COMMITMENT

Assignments to special units often involve specialized training and the purchase of specialized equipment at a financial cost to the department. Unless outlined differently in a specific special assignment policy, members selected for a special assignment are expected to make the following commitment to the team/unit.

- (a) Serve on the team/unit for a minimum of two years from the time of appointment, unless removed from the team/unit by the Chief of Police.
- (b) Attend at least 75% of the team/unit scheduled training on an annual basis.

##### 1002.3.5 REMOVAL FROM SPECIAL ASSIGNMENT

Members are assigned to a special assignment position at the direction of the Chief of Police and may be removed at the discretion of the Chief of Police. Removal from a special assignment does not in and of itself constitute discipline.

#### **1002.4 PROMOTIONAL REQUIREMENTS**

Requirements and information regarding any promotional process are available at the Illinois Human Resources and State Universities Civil Service System websites.

##### 1002.4.1 PROMOTIONAL PROCESS

The Administrative Services Lieutenant should coordinate with Illinois Human Resources and the State Universities Civil Service System to develop a written promotional process for both sworn and non-sworn positions, which may include:

- (a) Describing the elements to be used in the promotion process.
- (b) Providing eligible employees with a written announcement of the promotion process.
- (c) Review of results for each element of the promotion process.
- (d) A minimum requirement for years of service or time in rank/grade requirement for promotion.
- (e) Ensuring all elements used in the promotional process are job related.

##### 1002.4.2 ELIGIBILITY LISTS

The State Universities Civil Service System and Illinois Human Resources should develop criteria and procedures for developing each eligibility list, which should specify:

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

# Grievance Procedure

## 1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

### 1003.1.1 GRIEVANCE DEFINED

A grievance is a complaint, dispute, or request regarding the administration and/or interpretation of the terms or conditions of employment or the interpretation of any of the following documents by the persons affected:

- A collective bargaining agreement. If the employee's collective bargaining agreement contains a grievance provision, those grievance procedures will be followed (5 ILCS 315/8)
- This Policy Manual or any written Department procedure
- University rules and regulations covering personnel practices or working conditions

Grievances may be brought by an individual employee or by a group representative.

Specifically outside the category of grievance are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaints Policy.

## 1003.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, then that employee shall observe the following procedure:

- (a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.
- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Assistant Chief of the affected division or bureau.
- (c) If a successful resolution is not found with the Assistant Chief, the employee may request a meeting with the Deputy Chief of Police or Chief of Police.
- (d) If the employee and the Deputy Chief or Chief of Police are unable to arrive at a mutual solution, then the employee shall proceed as follows:
  1. Submit in writing a written statement of the grievance and deliver one copy to the Chief of Police and another copy to the immediate supervisor and include the following information:

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- (a) The basis for the grievance (i.e., what are the facts of the case?).
- (b) Allegation of the specific wrongful act and the harm done.
- (c) What you would like to accomplish from this grievance.
- (e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
- (f) The Chief of Police will receive the grievance in writing. The Chief of Police and the Chancellor or designee will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the Chancellor or designee is considered final.

#### **1003.3 EMPLOYEE REPRESENTATION**

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

In matters concerning the employee's collective bargaining agreement, the exclusive representative will be notified to attend any conference or settlement even if not requested by the employee (5 ILCS 315/6(b)).

#### **1003.4 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Office of the Chief of Police for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the Illinois Human Resource office to monitor the grievance process. A third copy will be maintained in the personnel file of the individual grievant (820 ILCS 40/1 et seq. and 820 ILCS 40/4)

#### **1003.5 GRIEVANCE AUDITS**

The Deputy Chief shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Deputy Chief shall record these findings in a confidential and generic memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Deputy Chief should promptly notify the Chief of Police.

## Anti-Retaliation

### 1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

### 1004.2 POLICY

The University of Illinois Division of Public Safety has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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##### **1004.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police, Human Resources or the University Office for Access & Equity.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

##### **1004.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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##### **1004.6 COMMAND STAFF RESPONSIBILITIES**

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

##### **1004.7 WHISTLE-BLOWING**

The Illinois Whistleblower Act protects an employee who, with reasonable cause to believe the information communicated discloses a violation of a law, rule, or regulation (740 ILCS 174/1 et seq.):

- (a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.
- (b) Refuses to participate in an activity that would result in a violation of a law, rule, or regulation.
- (c) Engages in any other act or omission if the employee is disclosing or attempting to disclose public corruption or wrongdoing.

Retaliation is also prohibited against any employee who reports, cooperates in an investigation conducted by an individual responsible for receiving and investigating complaints of misconduct, reviewing the performance of the department's members, and/or the integrity of the University operations and programs involving, or testifies in a proceeding or prosecution regarding, improper government action (50 ILCS 105/4.1).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Chief of Police for investigation pursuant to the Personnel Complaints Policy.

##### **1004.8 RECORDS RETENTION AND RELEASE**

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

##### **1004.9 TRAINING**

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.



# Reporting of Arrests, Convictions, and Court Orders

## 1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the University of Illinois Division of Public Safety. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm.

## 1005.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

## 1005.3 OTHER CRIMINAL CONVICTIONS

Any person convicted or found guilty, or having entered a plea of guilty or of nolo contendere to any of the offenses described in 50 ILCS 705/6.1 is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1). This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea, or nolo contendere plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of pretrial release, may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 5/32-10; 720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

## 1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of

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retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

#### 1005.4.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD NOTIFICATION

In the event of an arrest, conviction, finding of guilty, plea of guilty, or plea of nolo contendere disposition of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such disposition to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 14 days and also to the officer's Chief of Police of the arrest, conviction, finding of guilty, or plea of guilty, for an offense identified in 50 ILCS 705/6.1, as well as any name change, change in employment, and filing of any criminal indictment or charges against the officer for the offenses (50 ILCS 705/8.1).

Any full-time or part-time police officers who knowingly make, submit, cause to be submitted, or file a false or untruthful report to ILETSB must have their certificate or waiver either immediately decertified or revoked. Members shall notify the ILETSB on the prescribed form within seven days of becoming aware of the following alleged violations by an officer (50 ILCS 705/6.3):

- (a) An act that would constitute a felony or misdemeanor that could serve as basis for automatic decertification, whether or not the officer was criminally prosecuted, and whether or not the officer's employment was terminated.
- (b) Excessive use of force.
- (c) Failure to intervene whether by action or omission.
- (d) Tampering with or directing another individual to tamper with a dash camera or body worn camera, or data from such devices for the purpose of concealing, destroying, or altering potential evidence.
- (e) During the reporting, investigation, or prosecution of a crime, engaging in perjury, making a false statement, or knowingly tampering with or fabricating evidence.
- (f) Engaging in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public.

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Members are additionally required to notify their supervisor upon becoming aware of the above alleged conduct as soon as practicable (50 ILCS 705/6.3).

#### **1005.5 POLICY**

The University of Illinois Division of Public Safety requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

## Drug- and Alcohol-Free Workplace

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

### 1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

### 1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1006.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

#### 1006.3.2 CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

Sworn officers shall not consume, possess, sell, purchase or deliver cannabis or cannabis-infused substance while on or off-duty, other than in an official capacity required in the performance of their duties.

### 1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

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Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

#### **1006.5 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Illinois Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

#### **1006.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

#### **1006.7 REQUESTING SCREENING TESTS**

A supervisor may require an employee to submit to a screening test under any of the following circumstances and in compliance with any applicable collective bargaining agreements:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm in the performance of the employee's duties (excluding training or authorized euthanizing of an animal).
- (c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.
- (d) The employee drives a motor vehicle in the performance of the employee's duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

##### **1006.7.1 SUPERVISOR RESPONSIBILITIES**

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

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- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### 1006.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that the controlled substance was taken as directed, pursuant to a current and lawful prescription issued in the employee's name.

#### **1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

#### **1006.9 CONFIDENTIALITY**

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

## Sick Leave

### 1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the University personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Illinois Employee Sick Leave Act (820 ILCS 191/1 et seq.).

### 1007.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to provide eligible employees with a sick leave benefit.

### 1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

#### 1007.3.1 NOTIFICATION

All members should notify the appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with as much advance notice as possible.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

### 1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

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Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

#### **1007.5 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with a department human resources representative or the Illinois Human Resources as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
  - 1. Negatively affected the member's performance or ability to complete assigned duties.
  - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.



# Communicable Diseases

## 1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

### 1008.1.1 DEFINITIONS

Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

**Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the University of Illinois Division of Public Safety. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

## 1008.2 POLICY

The University of Illinois Division of Public Safety is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

In addition to this policy, the University of Illinois Exposure Control Plan is available online at the UIUC Division of Research Safety website.

## 1008.3 EXPOSURE CONTROL OFFICER

The Administrative Services Assistant Chief will serve as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:

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1. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).
2. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.
3. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
4. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
5. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
6. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and the University Department of Research Safety and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

#### **1008.4 EXPOSURE PREVENTION AND MITIGATION**

##### **1008.4.1 GENERAL PRECAUTIONS**

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

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1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

#### 1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

### 1008.5 POST EXPOSURE

#### 1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practical.

#### 1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Name of the member exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited.

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The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

##### 1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

##### 1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 820 ILCS 219/25).

##### 1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Contacting the Department of Public Health or local health authority and providing information regarding the circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).
- (c) In cases of possible exposure to infectious diseases, including HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7 and/or 410 ILCS 312/10.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the University Counsel to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

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##### **1008.6 CONFIDENTIALITY OF REPORTS**

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

##### **1008.7 TRAINING**

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. At a minimum sworn officers, security guards, crisis outreach counselors and the evidence custodian shall participate in communicable diseases training. The training (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

# Smoking and Tobacco Use

## **1009.1 PURPOSE AND SCOPE**

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while on or in University owned property, facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

In addition to this policy the Campus Administrative Policy FO-64 addresses smoking and tobacco use on campus.

## **1009.2 POLICY**

The University of Illinois Division of Public Safety recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors on all campus property, both indoors and outdoors, and in university-owned vehicles and in privately owned vehicles parked on campus property.

## **1009.3 SMOKING AND TOBACCO USE**

Smoking and tobacco use by members is prohibited anytime members are in public view representing the University of Illinois Division of Public Safety.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside University facilities and vehicles.

## **1009.4 ADDITIONAL PROHIBITIONS**

No employee shall smoke, even if out of public view in any public place, child/adult day care center, health care facility or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

# Personnel Complaints

## 1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the University of Illinois Division of Public Safety. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

## 1010.2 POLICY

The University of Illinois Division of Public Safety takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

## 1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

### 1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the Assistant Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints should be investigated by a supervisor designated by the Chief of Police depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Detective Bureau supervisor, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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##### 1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct by another department member shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

##### **1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

###### 1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained at the public area of the police facility and be accessible through the department website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

###### 1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

###### 1010.4.3 TIME LIMITS

Complaints shall be filed within 30 days of the date of the incident giving rise to the complaint unless the complainant is physically unable to file a complaint because he/she has been hospitalized or called to active military duty. In such case, the complaint must be filed within 15 days of the date the person becomes physically able to file or on active military service.

##### **1010.5 DOCUMENTATION**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.



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On an annual basis, the Deputy Chief should audit the log and send an audit report to the Chief of Police or the authorized designee.

#### **1010.6 ADMINISTRATIVE INVESTIGATIONS**

The Administrative Services Assistant Chief or the supervisor in charge of the internal affairs function shall have direct access to the Chief of Police or the assigned authorized designee.

Allegations of misconduct will be administratively investigated as follows.

##### **1010.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
  - 1. The original complaint form will be directed to the supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
  - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Assistant Chief or the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
  - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
  - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the appropriate Assistant Chief.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the appropriate Assistant Chief, Deputy Chief and Chief of Police are notified via the chain of command as soon as practicable.
  - 1. This notification is required when there are allegations of a failure to intervene, unreasonable uses of force, perjury, tampering with evidence, or other categories required under state law. The Chief of Police or the authorized designee shall take steps to notify the Illinois Law Enforcement Training and

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Standards Board (ILETSB) within seven days of the Department becoming aware of the allegations. After preliminary review by ILETSB, an investigation should be conducted, if necessary (50 ILCS 705/6.3).

- (e) Promptly contacting the departmental human resources representative and the appropriate Assistant Chief for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the appropriate Assistant Chief, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
  - 1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
  - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

#### 1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Detective Bureau, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).
- (b) Unless waived by the member, interviews of an accused member shall be at the University of Illinois Division of Public Safety or other reasonable and appropriate place (50 ILCS 725/3.1).
- (c) The accused member shall be informed in writing of the interviewers and all persons who will be present on behalf of the Department during any interview. The accused member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4).
- (d) No more than two interviewers should ask questions of an accused member.
- (e) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).
- (f) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).

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- (g) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers (50 ILCS 725/3.6).
- (h) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
  - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
  - 2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (i) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).
- (j) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal, or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).
- (k) All members subjected to interviews that could result in discipline have the right to have representation by counsel of the member's choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (l) All members shall provide complete and truthful responses to questions posed during interviews.
- (m) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).

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- (n) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state, or local criminal law (50 ILCS 725/5).

#### 1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

**Introduction** - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a brief summary of the facts giving rise to the investigation.

**Summary** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

**Evidence** - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

#### 1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

#### 1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within sixty

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days from the date of discovery by an individual authorized to initiate an investigation, unless an extension is granted by the Chief of Police.

#### **1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS**

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

#### **1010.7 ADMINISTRATIVE SEARCHES**

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct or upon the approval of an Assistant Chief.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

#### **1010.8 ADMINISTRATIVE LEAVE**

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.
- (d) May have access to protected information (NCIC, LEADS) disabled during the time of Administrative Leave. The investigating supervisor should coordinate with the LEADS Coordinator to ensure applicable policies are followed.

#### **1010.9 CRIMINAL INVESTIGATION**

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

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The University of Illinois Division of Public Safety may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

#### **1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES**

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

##### **1010.10.1 ASSISTANT CHIEF RESPONSIBILITIES**

Upon receipt of any completed personnel investigation, the Assistant Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Assistant Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Assistant Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Assistant Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

##### **1010.10.2 CHIEF OF POLICE RESPONSIBILITIES**

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Assistant Chief for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
  - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

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Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

#### **1010.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT**

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

#### **1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE**

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

#### **1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

#### **1010.13 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal as provided by law or the applicable collective bargaining agreement (55 ILCS 5/3-8014; 65 ILCS 5/10-2.1-17; 65 ILCS 5/10-1-45).

#### **1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set

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out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

#### **1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES**

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy and the Local Records Act (50 ILCS 205/25).

#### **1010.16 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

The Chief of Police or the authorized designee shall notify the ILETSB when (50 ILCS 705/6.2; 50 ILCS 705/9.2):

- (a) Any final determination of willful violation of University of Illinois Division of Public Safety policy, official misconduct, or violation of law results in:
  - 1. Discharge or dismissal.
  - 2. A suspension of at least 10 days, or
  - 3. An official investigation pursuant to University of Illinois Division of Public Safety policy.
- (b) An allegation of misconduct or regarding truthfulness as to a material fact, bias, or integrity is made.
- (c) An officer resigns during the course of an investigation and after being served notice of the investigation.

The notification shall occur within 10 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

#### **1010.17 ATTACHMENT**

See attachment: [Citizen Complaint Form](#)



## Seat Belts

### 1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

#### 1011.1.1 DEFINITIONS

Definitions related to this policy include:

**Child restraint system** - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

### 1011.2 POLICY

It is the policy of the University of Illinois Division of Public Safety that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle crash.

### 1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

### 1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 625 ILCS 25/4.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

### 1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is

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not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

#### **1011.6 INOPERABLE SEAT BELTS**

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

#### **1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS**

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

#### **1011.8 VEHICLE AIRBAGS**

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

# Body Armor

## 1012.1 PURPOSE AND SCOPE

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

## 1012.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

## 1012.3 ISSUANCE OF BODY ARMOR

The Administrative Services Assistant Chief or designee shall ensure that body armor is issued to all officers, community service officers (CSO's) and security guards when they begin service at the University of Illinois Division of Public Safety and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice (50 ILCS 712/10).

The Administrative Services Assistant Chief or designee shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to this schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

### 1012.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers, CSO's and Security Guards shall only wear agency-approved body armor.
- (b) Officers, CSO's and Security Guards shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers, CSO's and Security Guards may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when Officers, CSO's and Security Guards are working in uniform.
- (e) Donning body armor wear is encouraged by any officer taking part in Department range training.
- (f) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
- (g) Officers may elect to wear approved external body armor carriers in lieu of wearing concealable body armor.
  - 1. A maximum of five approved gear pouches may be worn on the external carrier.

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##### 1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted by an authorized designee for fit, cleanliness, and signs of damage, abuse and wear.

##### 1012.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

##### 1012.3.4 WARRANTY PERIODS

All body armor shall be replaced before or at the expiration of the warranty at the Department's expense (50 ILCS 712/10).

#### **1012.4 QUARTERMASTER RESPONSIBILITIES**

The Quartermaster should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

#### **1012.5 FUNDING**

The Assistant Chief of Administrative Services or designee should coordinate with other University of Illinois officials as appropriate to ensure grant funding is sought as appropriate (50 ILCS 712/10). The Assistant Chief of Administrative Services or designee should also ensure that Department procedures are not in conflict with the terms of any applicable grant.

## Personnel Records

### 1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

### 1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

### 1013.3 UNIVERSITY FILE

The University file, which is maintained by Illinois Human Resources and should be maintained as a record of a person's employment/appointment with this University. The University file may contain, at a minimum:

- (a) Personal data, including marital status, educational and employment history, or similar information.
- (b) Election of employee benefits.
- (c) Applicable Discipline records, including copies of sustained personnel complaints. These should be permanently retained. 50 ILCS 205/25
- (d) Adverse comments such as supervisor notes or memos may be retained in the University file after the member has had the opportunity to read and initial the comment.
  - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
  - 2. Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
  - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

### 1013.4 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (c) Original performance evaluations. These should be permanently maintained.

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- (d) Discipline records, including copies of sustained personnel complaints. These should be permanently retained (50 ILCS 205/25).
- (e) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
  - (a) Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
  - (b) Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
  - (c) If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (f) Commendations and awards.
- (g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

#### **1013.5 SUPERVISOR WORKING FILE**

Supervisor working files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Supervisor working file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

#### **1013.6 TRAINING FILE**

An individual training file shall be maintained by the Training Coordinator for each member. Training files will contain records of all training; electronic copies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Training Coordinator with evidence of completed training/education in a timely manner.
- (b) The Training Coordinator shall ensure that copies of such training records are placed in the member's training file.

#### **1013.6 INTERNAL AFFAIRS FILE**

Internal affairs files shall be maintained under the exclusive control of the office of the Chief of Police. Access to these files may only be approved by the Chief of Police.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

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- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

#### **1013.7 MEDICAL FILE**

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

#### **1013.8 SECURITY**

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Chancellor, University Counsel or other attorneys or representatives of the University in connection with official business.

##### **1013.8.1 REQUESTS FOR DISCLOSURE**

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records, FOIA Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

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##### 1013.8.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

##### **1013.9 MEMBER ACCESS TO OWN PERSONNEL RECORDS**

Any member may request access to their own personnel records during the normal business hours of those responsible for maintaining such files twice in a calendar year or as otherwise provided in a collective bargaining agreement. The Department will grant the inspection within seven working days. The Department shall, upon written request of the member, mail or email a copy of any requested records to the member (820 ILCS 40/2).

Any member seeking the removal or correction of any item from their personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove or correct any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record as long as the contested item is a part of the file (820 ILCS 40/6).

A member who is involved in a current grievance against the Department may designate in writing a representative of the member's union or collective bargaining unit or other representative to inspect the member's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Members may be restricted from accessing files containing any of the following information (820 ILCS 40/10):

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline
- (b) Confidential portions of internal affairs files that have not been sustained against the member
- (c) Criminal investigations involving the member
- (d) Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments, or other comments or ratings used for department planning purposes



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- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding

#### **1013.10 RETENTION AND PURGING**

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training, and career development.
- (b) The Chief of Police or designee should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (c) If a supervisor determines that records of prior discipline, not related to police misconduct, should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (d) Records related to complaints, investigations, and adjudications of police misconduct shall be permanently retained and may not be destroyed (50 ILCS 205/25).

##### **1013.10.1 SPECIFIC RETENTION REQUIREMENTS**

Unless provided otherwise in this policy, the following records shall be maintained (56 Ill. Adm. Code 320.140):

- (a) Member payroll records, including name, address, occupation, wages, records of wages and other forms of compensation, dates of hire, promotion and dates of pay increases shall be maintained by Illinois Human Resources.
- (b) Personnel records, including qualifications for hire, records of promotion, transfer, discipline, certifications, evaluations, written job offers and any available explanations of member compensation shall be maintained for a minimum of six years following separation from employment.

# Commendations and Awards

## 1014.1 PURPOSE AND SCOPE

The purpose of this directive is to recognize the acts or exceptional performance of employees and community members.

### 1014.1.1 DEFINITIONS

**Critical Incident:** Any rapidly unfolding and dynamic incident involving the commission of a forcible felony.

**Exceptional Tactics:** Utilization of proper tactics and appropriate application of force, which mitigated the level of danger to the officer or others.

**Saving a Human Life:** An action that if not performed would, beyond a reasonable doubt, have resulted in the death of a person(s).

**Significant Risk:** A condition that may produce death, but such death would be an accompanying factor in the condition rather than a specifically intended result (e.g., an officer frees a person trapped in a burning automobile at an accident scene).

## 1014.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

## 1014.3 SPECIAL PERFORMANCE AWARDS

The following awards are established for recognition of exceptional service by Division employees.

### 1014.3.1 COMMENDATION AWARD

A Division Commendation, upon approval by the Chief of Police, may be awarded to a member of the Division who has performed in such a manner as to significantly improve a Division operation or in such a manner as to bring great credit upon himself/herself, this Division, or law enforcement or public safety efforts. Examples of such performance may include innovative development of a procedure, training instrument or other procedural improvement or by performance of duty, which has caused him/ her to be singled out as performing at a level far superior to that of his/her peers. Letters from members of the public indicating that the officer was particularly polite or went out of his/her way to be of service would generally not be considered as cause for a commendation award.

### 1014.3.2 MERIT AWARD

A Division Merit award, upon approval by the Chief of Police, may be presented to a member of the Division who has performed a duty at some risk to his/her life or health or has made a critical judgment, followed by action and use of exceptional tactics, that led to the successful resolution of a critical incident, thereby setting a standard for safety and professionalism to which all officers should aspire.

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#### 1014.3.3 EXCELLENCE IN COMMUNITY POLICING AWARD

An Excellence in Community Policing award, upon approval by the Chief of Police, may be presented to a member(s) of the Division or community. The recipient(s) of this award will have made innovative and exemplary efforts, which demonstrate strategies and techniques of community policing in all of the following categories: work in focus area, partnership development and problem solving.

#### 1014.3.4 EDUCATIONAL ACHIEVEMENT AWARD

A Division Education Achievement Award, upon approval by the Chief of Police, may be presented to a member of the Division who has earned, while a member of the Division, an associate, bachelor or advanced degree from an accredited University/College.

#### 1014.3.5 PATRIOT AWARD

A Division Patriot Award, upon approval by the Chief of Police, may be presented to a member of the Division who has served in the United States military with honor during an armed conflict/war.

#### 1014.3.6 LIFE SAVING AWARD

A Division Life Saving award, upon approval by the Chief of Police, may be presented to a member of the Division who has made a critical judgment, followed by action, that has resulted in saving a human life.

#### 1014.3.7 VALOR AWARD

A Division Valor award, upon approval by the Chief of Police may be awarded to a member of the Division who has performed his/her duties or saved a person from death or great bodily harm under hazardous circumstances at significant risk to his/her life and safety, without regard for his/her personal safety.

#### 1014.3.8 SPECIAL PERFORMANCE AWARDS SELECTION CRITERIA

Any member of the Division may recommend another member of the Division for an award. Such recommendation shall, however, be in writing and detail the circumstances surrounding the incident for which he/she is being recommended.

Upon receipt of such recommendation, the Chief of Police shall forward all nominations to the awards committee.

The awards committee will consist of members of the Ralph F. Hamlin Officer of the Year selection board and one civilian employee. The awards committee shall suggest an appropriate award or reject the recommendation. The officer involved and the officer submitting the recommendation may, if considered necessary, be interviewed by the awards committee.

The final determination shall be made by the Chief of Police. Approved awards shall be maintained in the employee's personnel file.

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##### **1014.4 RALPH F. HAMLIN OFFICER OF THE YEAR**

The Officer of the Year Award is named in honor of Ralph Hamlin. Ralph served 16 of his 26-year law enforcement career with the University Police Department. Ralph epitomized the criteria for the award with his unmatched professionalism, good-natured demeanor and tenacious investigative skills. In addition, Ralph was able to maintain the balance necessary to complete a career in law enforcement while sustaining a devotion to his family which as every officer knows is difficult to accomplish. Ralph was not only genuinely liked, but more importantly respected by his fellow officers. This admiration resulted in Ralph being awarded the Officer of the Year Award twice, once in 1993 and again in 1998. In 1990, he also received the Ervin H. Warren Award from the Police Training Institute, which is given to one officer from every PTI class who best exemplifies today's concept of tomorrow's police officer. Ralph was not only a positive role model to personnel within the Department; he served as a "father figure" to new police officers as they learned the requisite skills to become leaders in the campus community. Ralph exemplified true loyalty, integrity and service, all of which equate to the qualities necessary for a police officer to be awarded this highest honor within the University Police Department. It is therefore a fitting honor to bestow his name to the Officer of the Year Award.

- (a) This award shall be issued to individuals who are recognized as someone who provides consistent positive individual performance of duty and for his/her conscientious efforts at self-improvement. The Police Division's "Officer of the Year" award will recognize this consistently good performance as a police officer. This award will be given during the division's annual award reception.
- (b) The following criteria shall be used to select the award recipient:
  - 1. Only sworn police officers in permanent employment status are eligible for consideration.
  - 2. Performance of Duty: The officer regularly performs his/her duties in a professionally acceptable manner, is familiar with statutory requirements and offense elements of the Criminal Code, Code of Criminal Procedure, Juvenile Court Act and Vehicle Code, is familiar with and complies with Division Policy and Procedure, performs duty without close supervision and is successful in contacting members of the public. Officer regularly performs his/her duties in a manner that demonstrates commitment to the Division's mission, vision, values, and goals.
  - 3. Demeanor: Is favorably distinguished from his/her peers in the manner in which he/she interacts with others and his/her conduct reflects favorably on himself/herself, this Division and the University of Illinois.
  - 4. Self-improvement Efforts: Strives, continually to be better informed, seeks self-improvement opportunities, encourages others, and takes advantage of every opportunity to improve his/ her ability to be more professionally competent.
  - 5. Community Policing: The officer works to build an atmosphere of trust with his/her focus area and entire community to address issues related to crime and quality of life. Demonstrates strategies and techniques of community policing including work in focus area, partnership development and problem solving.

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- (c) The following method of selection will be used:
  - 1. Any employee may nominate any other sworn police officer within the Division by submitting his/her name and a brief written statement supporting their nomination. The nomination shall be consistent with the aforementioned criteria.
  - 2. Nominations should be submitted no later than 45 days prior to the Division's annual awards banquet.
  - 3. The selection board will determine the award recipient by reviewing each nomination and casting a ballot, if necessary, with a simple majority ruling. The board shall consist of:
    - (a) One police officer selected by shift members from each of the three shifts of the Patrol Bureau.
    - (b) One supervisory officer selected by the sergeants and lieutenants.
    - (c) One police officer assigned to the non-Patrol Bureau unit selected by the members of the non-Patrol units.
    - (d) The selection board will serve for a one-year term.

#### **1014.5 DIRECTOR OF PUBLIC SAFETY RECOGNITION AWARD**

- (a) The purpose of this award is for formally acknowledging outstanding performance that has either been brought to the Director's attention on more than one occasion by others both outside and inside of the Division of Public Safety or through the Director's personal observations.
- (b) This award will only be given if no other similar type of award has been issued. Only the Director of Public Safety will make selection of this award. This award will be issued only if a member of the Division of Public Safety is worthy of this award. This award will not be easily obtained. Other Criteria:
  - 1. Performance in the line of duty or while off duty. Community members may be recognized by their performance in conjunction with Division efforts and initiatives such as committee work, problem solving projects, program development, etc.
  - 2. Performance over a prolonged period of time.
  - 3. Performance that shows a great deal of initiative, self sacrifice, and results in a tangible benefit to the Division of Public Safety and the University community.
  - 4. Performance that makes full use of previous training.
  - 5. Performance that reflects credit upon the recipient and the Division of Public Safety.
- (c) This award will normally be issued during the annual awards reception; however, this award can be issued at any time.

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##### **1014.6 CAROL BAILEY CIVILIAN EMPLOYEE OF THE YEAR AWARD**

- (a) This award is intended to give recognition to an individual who has demonstrated commitment and a high level of service to the Division of Public Safety and the University of Illinois.
- (b) The Civilian Employee Award was first established in 1989. Carol Bailey was awarded the first Civilian Employee of the Year award on May 1, 1990. In 2005, the award was renamed the Carol Bailey Civilian Employee of the Year award in honor of Carol. Carol was a staff member of the Police Department from 1964 until her retirement in 1994. During her 30 years with the University Police Department, Carol served as the ultimate role model. Carol contributed greatly to the mission of the Department through her knowledge, courtesy and willingness to help others. Carol's dedication and loyalty to the University of Illinois Police Department were unsurpassed and the renaming of the award serves as a constant reminder of the importance of courtesy, a willingness to help others and a pleasant attitude.
- (c) The following criteria shall be used to select the award recipient:
  - 1. Eligibility - all status civilian employees of the Division of Public Safety are eligible.
  - 2. Nominations - any employee within the Division of Public Safety may nominate a person for this award. The nomination must be in writing and should include in detail the reasons for the nomination.
  - 3. Selection of Recipient - a committee appointed by the Director of the Division of Public Safety will review the nominations and choose the recipient.

##### **1014.7 FITNESS AWARDS**

- (a) Superior Fitness Award
  - 1. The Superior Fitness Award is presented to those sworn members of the Division who place in the ninety-fifth to one hundredth percentiles for each of the five categories of the physical fitness assessment which place them in the superior category of overall fitness.
- (b) Excellence in Fitness Award
  - 1. The Excellence in Fitness Award is presented to those sworn members of the Division who place in the eightieth to one hundredth percentiles for each of the five categories of the physical fitness assessment, which place them in the excellent category of overall fitness.
- (c) Most Improved Fitness Award
  - 1. The Most Improved Fitness Award is presented to the sworn member of the Division who has made the most improvement in overall physical fitness based on performance in the annual fitness assessment.
- (d) Fitness Recognition Award
  - 1. A Fitness Recognition Award may be presented to a sworn member of the Division who has demonstrated physical fitness performance in such a way that

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deserves special recognition, and/or reflects favorably on the officer and/or the Division.

#### **1014.8 COMMUNITY RECOGNITION AWARDS**

- (a) **Cecil Coleman Award** - The Division of Public Safety will honor the outstanding contributions to the public safety of the University of Illinois community by awarding this to the person who has made significant contributions to campus safety. The nominee must have performed either a substantial act or acts in furtherance of the protection of people and/or property on campus in the spirit of risk reduction.
1. Cecil Coleman served as the University of Illinois Campus Risk Manager from 1980 to 1988. Cecil had previously served as Athletic Director on campus. Cecil worked closely with the University of Illinois Police Department in addressing a wide range of safety issues on campus in a pro-active risk management-based manner. He organized various individuals across campus to identify and address these safety issues. Cecil was instrumental in starting the lighting program where groups of individuals would walk the campus at night to identify and prioritize lighting needs. This group remains today as the "Campus Lighting Committee". Cecil would spend evening hours walking with police officers to gain additional input on safety issues. From this and many other input mechanisms, he would then effectively address these safety issues in his role as Campus Risk Manager.
  2. The following additional criteria shall be used to select the award recipient:
    - (a) Eligibility – any civilian community member.
    - (b) Nominations – any faculty, staff, or student may nominate a candidate.
    - (c) Selection of Recipient – The Executive Leadership Team shall evaluate and select one candidate to receive the award.
- (b) **Lorraine "Cathy" Acevedo Award** - The Division of Public Safety will honor the outstanding contributions of the University of Illinois community by awarding this to the person who has made the greatest contribution to inclusiveness and public safety. The nominee must have demonstrated substantial accomplishments that have strengthened our community in the spirit of diversity, inclusiveness, student rights and police-student relationships.
1. Lorraine "Cathy" Acevedo served as Associate Dean of Students until her untimely passing in April, 2008. Cathy dedicated her work to achieving an inclusive and diverse University of Illinois. She was a valued partner with the Division of Public Safety assisting with event planning for student events, police officer interviews and a constant provider of input on student issues. She was a tireless advocate for our students, and an advocate for our community. She was a valued voice of reason and counsel. Cathy's efforts made a significant difference to individuals and the entire campus but she would quickly remind all of us that much more needs to be accomplished to achieve our common goal of an inclusive University of Illinois.
  2. The following additional criteria shall be used to select the award recipient:

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- (a) Eligibility – any campus, community or Division of Public Safety member.
  - (b) Nominations – any faculty, staff or student may nominate a candidate.
  - (c) Selection of Recipient – The Division of Public Safety Executive Leadership Team and representation from the Dean of Student's Office will evaluate and select one candidate to receive the award.
- (c) **Campus Emergency Planning Recognition Award** - The purpose of this award is to formally acknowledge outstanding performance that has either been brought to the Executive Director of Emergency Management's attention on more than one occasion by others both outside and inside the Office of Campus Emergency Planning or through the Executive Director of Emergency Management's personal observations.
1. The Office of Campus Emergency Planning will honor the outstanding contributions of a Division of Public Safety or campus community member by awarding this to the person who has made significant contributions to the emergency planning efforts of the University of Illinois. The recipient must have performed either a substantial act or acts in furtherance of the overall emergency preparedness goals set forth by the University.
  2. This award will be given if no other similar type of award has been issued. Only the Executive Director of Emergency Management will make the selection of this award. The award will be issued only if a member of the Division of Public Safety or campus community member is worthy of this award.
  3. The following additional criteria shall be used to select the award recipient:
    - (a) Performance during the commission of an individual's duties – A member of the Division of Public Safety or campus community member may be recognized by their performance in conjunction with the Office of Campus Emergency Planning efforts and initiatives such as committee work, problem solving, program development, etc.
    - (b) b. Performance sustained over a prolonged period of time.
    - (c) c. Performance that shows a great deal of initiative, compliance with University emergency planning mandates and/or efforts and results in the tangible benefit to the Office of Campus Emergency Planning and the University community.
    - (d) d. Performance that makes full use of previous training.
    - (e) e. Performance that reflects credit upon the recipient and/or the Office of Campus Emergency Planning.
- (d) **Citizen Commendation Award** - A Citizen Commendation, upon approval of the Chief of Police, may be awarded to community members when they provide information and/or assistance leading to the arrest and conviction of an offender, when they assist in saving or attempting to save a life, or when they provide a service at some risk to their well-being and health.



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#### **1014.9 STUDENT PATROL AWARDS**

- (a) **Student Patrol Academic Merit Award** - The Student Patrol Academic Merit Award, upon approval by the Chief of Police, may be presented for fall and spring semesters to the Student Patrol Officer who exemplifies outstanding work ethic both academically and within the Student Patrol program.
  - 1. His/her peers may nominate candidates for this award for exemplary work done within the Student Patrol program.
  - 2. Three (3) letters of recommendation for the nominees will also be required from current professors or teaching assistants confirming outstanding work in school. Nominations will be reviewed by the Student Patrol Coordinator and the appropriate Assistant Chief, or designee, and a recommendation will be made to the Chief of Police. The awards for both semesters will be presented at the Division's annual awards banquet.
- (b) **Student Patrol Commendation** - Student Patrol Commendation, upon approval by the Chief of Police, may be awarded to a Student Patrol Officer for an outstanding act or achievement which brings credit to the Division and involves performance above and beyond that required by the Student Patrol Officer's basic assignment.
- (c) **Student Patrol Officer of the Year Award** - The Student Patrol Officer of the Year Award, upon approval of the Chief of Police, may be presented to the Student Patrol Officer who consistently maintains good performance and work ethic. The recipient shall have maintained a professional demeanor characterized by favorable interactions with members of the public, knowledge of public safety issues and crime trends in the campus area, and the ability to motivate fellow Student Patrol Officers. The recipient of this award shall also have maintained acceptable academic standards set forth by the University of Illinois during the award year. His/her peers will nominate candidates for this award. Nominations will be reviewed by the Student Patrol Coordinator and the appropriate Assistant Chief, or designee, and a recommendation will be made to the Chief of Police. The award will be presented at the Division's annual awards reception.

#### **1014.10 AWARDS PRECEDENCE AND APPEARANCE**

All award recipients will receive an appropriate certificate issued by the Division. Awards displayed on uniforms will conform to the Uniform and Equipment Specifications Manual.

- (a) Ralph F. Hamlin Officer of the Year – Corresponding award bar and plaque.
- (b) Director of Public Safety Recognition – Corresponding award bar.
- (c) Valor Award – Corresponding award bar.
- (d) Life Saving – Corresponding award bar.
- (e) Merit Award – Corresponding award bar.
- (f) Commendation Award – Corresponding award bar.
- (g) Excellence in Community Policing Award -Corresponding award bar.
- (h) Patriot Award – Corresponding award bar.

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- (i) Educational Achievement Award – Corresponding award bar.
- (j) Fitness Awards – Corresponding award bar.
- (k) Other Police Agencies – Appropriate public and division recognition.
- (l) Carol Bailey Civilian of the Year – Appropriate public and division recognition, including a plaque.
- (m) Cecil Coleman Award – Appropriate public and division recognition, including a plaque.
- (n) Lorraine "Cathy" Acevedo Award – Appropriate public and division recognition, including a plaque.
- (o) Campus Emergency Planning Recognition Award – Appropriate public and division recognition, including a plaque.
- (p) Citizen's Commendation – Appropriate public notice and division recognition.
- (q) Student Patrol Academic Merit Award – Appropriate public and division recognition.
- (r) Student Patrol Officer of the Year – Appropriate public and division recognition, including a plaque.
- (s) Student Patrol Commendation – Appropriate public and division recognition.

#### **1014.11 PUBLIC RECOGNITION**

The Department makes information on recognizing exceptional employee performance available to the public through the Department's website.

Copies of citizen letters of appreciation will be forwarded to the officer being commended and filed in the officer's working personnel file.

## **Fitness for Duty**

### **1015.1 PURPOSE AND SCOPE**

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all employees of this department remain fit for duty and able to perform their job functions.

### **1015.2 EMPLOYEE RESPONSIBILITIES**

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform the member's respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform the employee's duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform the employee's duties, such observations and/or belief shall be promptly reported to a supervisor.

### **1015.3 SUPERVISOR RESPONSIBILITIES**

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Lieutenant, the employee's available Assistant Chief or the Emergency Management Executive Director, a determination should be made whether or not the employee should be temporarily relieved from their duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

### **1015.4 NON-WORK-RELATED CONDITIONS**

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

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##### **1015.5 WORK-RELATED CONDITIONS**

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of a supervisor and concurrence of the Deputy Chief, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

##### **1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS**

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Illinois Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform his or her job duties. If the employee places his or her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

##### **1015.6.1 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS EXPENSE**

If an employee is required to undergo a physical and/or psychological examination pursuant to this policy, it shall be at no cost to the employee.

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##### **1015.7 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD**

Possession of a Firearm Owner's Identification Card (FOID) is not a condition of continued employment if the officer's FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

##### **1015.7.1 DOCUMENTATION**

If a determination is made that an officer poses a clear and present danger to him/herself or others, such determination shall be documented in the officer's medical file (50 ILCS 725/7.2).

##### **1015.8 LIMITATION ON HOURS WORKED**

Absent emergency operations or exigent circumstances or as outlined in a collective bargaining agreement, members should not work more than:

- 16 hours in one day (24 hour) period or
- 30 hours in any two-day (48 hour) period or
- 84 hours in any seven-day (168 hour) period

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other on or off-duty work assignments including, but not limited to, work authorized by the department under the Outside Employment Policy.

##### **1015.9 APPEALS**

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy or applicable collective bargaining agreements.

## Meal Periods, Breaks, Restricted Leave

### 1016.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all University employees that has been established by the Chancellor (820 ILCS 140/3).

#### 1016.1.1 MEAL PERIODS

Sworn employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

All employees will receive an appropriate meal period not more than five hours from the start of the work period absent emergency situations (820 ILCS 140/3).

Uniformed patrol officers should notify METCAD upon taking a meal period. Uniformed officers shall take their meal period within reasonable proximity to the core campus unless prior approval of a supervisor is sought and received.

The time spent for the meal period shall not exceed the authorized time allowed.

#### 1016.1.2 BREAKS

Each employee is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in or near the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Patrol officers should take their breaks in their assigned areas or reasonably close to them, subject to calls for service, and shall monitor their radios. Generally, no more than three uniformed officers should be taking a break at the same time, without supervisor approval.

### 1016.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave or more if authorized by the collective bargaining agreement to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).

## Lactation Break Policy

### 1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for members desiring to express breast milk for the member's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10; 29 USC § 207).

### 1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child up to one year after the child's birth (820 ILCS 260/10; 29 USC § 207).

### 1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify METCAD or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10; 775 ILCS 5/2-102).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

### 1017.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the member ends her shift.

## Payroll Records

### 1018.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

### 1018.2 POLICY

The University of Illinois Division of Public Safety maintains timely and accurate payroll records.

### 1018.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

### 1018.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administrative Services as established by the University payroll procedures.

### 1018.5 RECORDS

The Administrative Services Assistant Chief shall ensure that accurate and timely payroll records are maintained for a minimum of five years (56 Ill. Adm. Code 320.140).

#### 1018.5.1 SALARY RECORDS

The Department shall maintain information on the salary program, to include:

- (a) Entry level salary for department members.
- (b) Salary differential within ranks.
- (c) Salary differential between ranks.
- (d) Salary levels for those with special skills, if any.



# Overtime Compensation Requests

## 1019.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages or by the allowance of accrual of compensatory time off as provided in the personnel manual or as agreed and in effect through any applicable collective bargaining agreement. In order to qualify for either, the employee or a supervisor must complete and submit a Request for Overtime Payment via internal software applications as soon as practical after overtime is worked.

### 1019.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department without compensation. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work in the course of a normal duty day may be handled between the supervisor and the employee by flexing a subsequent shift schedule within the same period to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete an overtime form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed the maximum limit of compensatory time as dictated by their collective bargaining agreement or University rules.

## 1019.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Business Office in accordance with University deadlines for payroll entry.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

### 1019.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor. Employees submitting overtime requests for on-call pay when off duty shall submit requests within the pay period.

### 1019.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

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After the entry has been approved, the overtime payment form is forwarded to the business office for processing.

#### **1019.3 ACCOUNTING FOR OVERTIME WORKED**

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid, (e.g., three hours for callback ).

##### **1019.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR**

Time spent on university business must be recorded daily to the nearest quarter hour and submitted on a weekly basis (Sunday – Saturday).

# Outside Employment

## 1020.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

### 1020.1.1 DEFINITIONS

**Outside Employment** - Where any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

## 1020.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

To obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration, along with any applicable comments or review of work history provided by the submitting supervisor or any other supervisor having information which should be legitimately considered as factors for approval or rejection.

If approved, the employee will be provided with a copy of an approved request form. Unless otherwise indicated in writing on the approved form, authorization will be valid through the end of the calendar year in which the permit is approved, except in cases where the permit is revoked as allowed for elsewhere in this policy, prior to the end of the calendar year. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

### 1020.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee shall file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievance Policy.

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##### **1020.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS**

Any outside employment permit may be revoked or suspended under the following circumstances:

- (a) When an employee's performance at this department is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.
- (b) When included as a term or condition of sustained discipline.
- (c) When an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

##### **1020.3 PROHIBITED OUTSIDE EMPLOYMENT**

The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of or reliance upon the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient.

##### **1020.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT**

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No officer may engage in secondary employment as a private security guard, private investigator or peace officer for any other public agency without prior written authorization of the Chief of Police.

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##### **1020.4 DEPARTMENT RESOURCES**

Employees are prohibited from utilizing other departmental employees, and any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

##### **1020.5 TERMINATION OF OUTSIDE EMPLOYMENT**

If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

##### **1020.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY**

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the University's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the University of Illinois Division of Public Safety, a request (in writing) may be made to the Chief of Police to restore the permit.

##### **1020.7 ATTACHMENTS**

Attachment:

[Off Duty Employment Form](#)

# Occupational Disease and Work-Related Injury Reporting

## 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues and work-related injuries.

### 1021.1.1 DEFINITIONS

Definitions related to this policy include:

**Occupational disease or work-related injury or illness** - Any accidental injury or disease arising out of and in the course of the employment or which has become aggravated and rendered disabling as a result of the exposure of the employment (820 ILCS 310/1(d)).

## 1021.2 POLICY

The University of Illinois Division of Public Safety will address occupational diseases, applicable mental health issues and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (820 ILCS 310/1 et seq.).

## 1021.3 RESPONSIBILITIES

### 1021.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, in accordance with the University-wide disease- or injury-reporting protocol and shall seek medical care when appropriate (820 ILCS 310/6(c)).

### 1021.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required workers' compensation documents are completed and forwarded promptly. Any related University-wide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

### 1021.3.3 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or designee shall review and forward copies of the report to the University of Illinois System-level Workers Compensation Office. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

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##### **1021.4 OTHER DISEASE OR INJURY**

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Chief of Police or designee through the chain of command.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

##### **1021.5 SETTLEMENT OFFERS**

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

###### **1021.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL**

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the University to determine whether the offered settlement will affect any claim the University may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the University's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

# Personal Appearance Standards

## 1022.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the University of Illinois Division of Public Safety.

Requirements for department uniforms and civilian attire are addressed in the Uniform Regulations Policy.

## 1022.2 POLICY

University of Illinois Division of Public Safety members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Department.

## 1022.3 GROOMING

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not applicable, and where the Chief of Police has granted exception.

### 1022.3.1 HAIR

Hairstyles of all members shall be clean and neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the top edge of the shoulder when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

- (a) No ribbons or ornaments will be worn in the hair, except for neat and inconspicuous bobby pins and barrettes.
- (b) Ponytails, braids, hair buns, etc., may be worn but may not extend below the top edge of the shoulder.
- (c) Hair styles and aids shall not interfere with the wearing of the uniform hat.

### 1022.3.2 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

### 1022.3.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.



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##### 1022.3.4 FACIAL HAIR

Beards and goatees are authorized and shall be maintained in a neat, clean, and well-trimmed manner. All facial hair will be uniform in length not to exceed one-quarter (1/4) inch and not extend onto the neck area.

- (a) For the purposed of this policy, a goatee is defined as a tuft of hair on the chin, joined with a mustache. The "Fu Manchu" is not considered a goatee and is not approved for sworn personnel.
- (b) The amount of time to grow facial hair will vary by individual, however it must be readily apparent that the employee intends to grow a mustache, beard or goatee and merely did not fail to shave.
- (c) Sworn personnel that have facial hair must be aware of concerns in the usage of a gas mask. If the gas mask cannot be worn properly with a proper seal, personnel must be prepared to immediately remove their facial hair at the direction of a supervisor.

##### 1022.3.5 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

##### 1022.3.6 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

#### 1022.4 TATTOOS

Due to the service-oriented nature of this organization, all employees must present a professional image and eliminate any appearance that may be misconstrued as offensive or unprofessional. Tattoos, branding or body art made visible while wearing any of the Department approved uniforms is allowed, however; at no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to:

- (a) Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations or activities.
- (b) Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety or professionalism.
- (c) Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender but may not meet the definition of "indecent".
- (d) Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or natural origin.

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Excessive Tattoos are those determined by the Chief of Police as to create an unreasonable distraction from the professional appearance of the officer due the size, coloring, visibility, prominence, or nature of the tattoo(s). In making this determination, the Chief of Police shall consider only the overall effect of the tattoo(s) on the employees' ability to maintain a professional bearing and conduct business in a professional manner. This does not prohibit "sleeve" tattoos, only that each large piece will be decided upon based on its overall content

Visible tattoos, body art or brands on the ears, head, face, eyelids, mouth, or neck area are prohibited. Visible tattoos on the hands, fingers or wrists, except for tattoo rings, are prohibited.

Personnel whose tattoo(s) are determined to be prohibitive or excessive will be required to:

- (a) Voluntarily remove the tattoo(s), or
- (b) Cover the tattoo while on-duty with appropriate cosmetics, a bandage, or other device that does not detract from the employee's professional appearance, or
- (c) Maintain complete coverage of the tattoo(s) using current uniform items.

Permanent, conservative eyebrow and lip liner cosmetic tattoos are acceptable.

#### **1022.5 APPEARANCE**

##### **1022.5.1 BODY PIERCING OR ALTERATION**

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the University of Illinois Division of Public Safety in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose, or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification, or burning to create a design or pattern.

##### **1022.5.2 DENTAL ORNAMENTATION**

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the University of Illinois Division of Public Safety in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

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##### **1022.5.3 GLASSES AND CONTACT LENSES**

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the University of Illinois Division of Public Safety in any official capacity.

##### **1022.5.4 COSMETICS AND FRAGRANCES**

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

##### **1022.5.5 UNDERGARMENTS**

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

##### **1022.5.6 JEWELRY**

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of sworn officers in uniform. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

##### **1022.6 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

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##### **1022.7 STATE LAW EXEMPTIONS**

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (775 ILCS 5/1-102; 775 ILCS 5/1-103; 775 ILCS 5/2-102). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. Requests for exemptions to this policy should be made to the Deputy Chief or Chief of Police for approval.

# Uniform Regulations

## 1023.1 PURPOSE AND SCOPE

The uniform policy of the University of Illinois Division of Public Safety is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The University of Illinois Division of Public Safety will provide uniforms for all employees required to wear them in the manner, quantity and frequency as determined by the Chief of Police or as agreed upon in the respective employee group's collective bargaining agreement.

## 1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment should be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

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- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or his/her designee.
  - 1. Wrist watch.
  - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
  - 3. Medical alert bracelet.
  - 4. Earrings as outlined in the Personal Appearance Standards policy.

#### 1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Assistant Chief.

#### **1023.3 UNIFORM CLASSES**

##### 1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel.

##### 1023.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times. The Class B uniform may be worn at all times, except when the Class A uniform is required.

The Class B uniform is similar to the Class A uniform in appearance, with the exception of embroidered name, badge and collar on the uniform shirt. The all-weather Class B trousers have cargo pockets.

##### 1023.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments. These specialized uniforms may only be worn when those officers are performing the special duties assigned to them.

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##### 1023.3.4 FOUL WEATHER GEAR

The Uniform and Equipment Specifications manual lists the authorized uniform jacket and rain gear.

##### 1023.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) The regulation nameplate, or embroidered name shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) When a jacket is worn, the nameplate or embroidered name shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Flag Pin - A flag pin may be worn, centered above the nameplate.
- (g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (h) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

##### 1023.4.1 MOURNING BAND

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 30th day after the death.
- (b) An officer from a neighboring jurisdiction - From the time of death until the conclusion of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region active law enforcement fallen officer. Upon completion of the funeral, the mourning band should be removed.
- (d) National Peace Officers Memorial Day (May 15th) to include National Police Week (which is the calendar week in which May 15th falls on).

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- (e) The anniversary of the memorial service for a UIPD officer.
- (f) As directed by the Chief of Police, when special circumstances dictate that a department display of official mourning is appropriate.

#### **1023.5 CIVILIAN ATTIRE**

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) Employees allowed to wear civilian clothing to work shall wear clothing that is generally accepted as professional or casual business that is moderate in style.
- (c) The following items shall not be worn on duty:
  - 1. T-shirt alone.
  - 2. Swimsuit, tube tops, or halter-tops.
  - 3. Spandex type pants or see-through clothing.
  - 4. Distasteful printed slogans, buttons or pins.
- (d) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (e) No item of civilian attire may be worn on duty that would adversely affect the reputation of the University of Illinois Division of Public Safety or the morale of the employees.

#### **1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS**

Unless specifically authorized by the Chief of Police, University of Illinois Division of Public Safety employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the University of Illinois Division of Public Safety to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

#### **1023.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT**

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee.



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- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
  - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
  - 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property pursuant to the Department Owned and Personal Property Policy.

#### **1023.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

University of Illinois Division of Public Safety employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

#### **1023.9 RETURN OF EQUIPMENT**

When an employee separates employment from the University of Illinois Urbana-Champaign Police Department they shall return all uniforms and equipment that was purchased by the department.

# Nepotism and Conflicting Relationships

## 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department.

Violations of this policy may constitute official misconduct by a public officer or employee if he/she, while in his/her official capacity (720 ILCS 5/33-3):

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law.
- (b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform.
- (c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority.
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

### 1025.1.1 DEFINITIONS

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee in who is vested with the authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandchild, or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

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**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

#### **1025.2 RESTRICTED DUTIES AND ASSIGNMENTS**

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to reassign matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department however, in accordance with applicable collective bargaining agreements, reserves the right to transfer or reassign any employee to another position within the same classification to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee has satisfactorily completed his/her probationary period.
- (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender, or who engages in serious violations of state or federal laws.

##### **1025.2.1 EMPLOYEE'S RESPONSIBILITY**

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create an actual or perceived conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

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Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

#### 1025.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

## Department Badges

### 1026.1 PURPOSE AND SCOPE

The University of Illinois Division of Public Safety badge and uniform patch as well as the likeness of these items and the name of the University of Illinois Division of Public Safety are property of the Department and their use shall be restricted as set forth in this policy.

### 1026.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

#### 1026.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the University of Illinois Division of Public Safety with the written approval of the Chief of Police.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (c) An honorably retired officer may keep his/her flat badge upon retirement.
- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

#### 1026.2.2 NON-SWORN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Telecommunicator).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

### 1026.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department

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name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

#### **1026.4 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the University of Illinois Division of Public Safety. The following modifications shall be included:
  - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
  - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates is prohibited.

# Temporary Modified-Duty Assignments

## 1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, University rules, and current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

## 1027.2 POLICY

Subject to operational considerations, the University of Illinois Division of Public Safety may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

## 1027.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA), Victims' Economic Security and Safety Act, or the Illinois Human Rights Act (820 ILCS 180/5; 775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the University of Illinois Division of Public Safety shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

## 1027.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Assistant Chief or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

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- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Assistant Chief will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Illinois Human Resources or the University Counsel as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less may be approved and facilitated by a Lieutenant, with notice to the Chief of Police through the chain of command.

#### **1027.5 ACCOUNTABILITY**

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Assistant Chief.

##### **1027.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Assistant Chief that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

##### **1027.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's assigned supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Assistant Chief of the status and performance of employees assigned to temporary modified duty.



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- (b) Notifying the Assistant Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.
- (d) Coordinate the employee's work schedule with other supervisors as appropriate ensuring a smooth transition from temporary modified-duty assignment to a full-duty status.

#### **1027.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide documentation from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy and applicable collective bargaining agreements.

#### **1027.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

##### **1027.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the University personnel rules and regulations regarding family and medical care leave.

#### **1027.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

#### **1027.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

# Employee Speech, Expression and Social Networking

## 1028.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1028.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file sharing sites.

## 1028.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the University of Illinois Division of Public Safety will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

## 1028.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the University of Illinois Division of Public Safety employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

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- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

#### **1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the University of Illinois Division of Public Safety or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the University of Illinois Division of Public Safety and tends to compromise or damage the mission, function, reputation or professionalism of the University of Illinois Division of Public Safety or its employees. Examples may include:
  1. Statements that indicate disregard for the law or the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a web site that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the University of Illinois Division of Public Safety.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

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- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the University of Illinois Division of Public Safety on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.
- (h) Accessing web sites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
  - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

#### 1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the University of Illinois Division of Public Safety or identify themselves in any way that could be reasonably perceived as representing the University of Illinois Division of Public Safety in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any web site.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the University of Illinois Division of Public Safety.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or

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#### *Employee Speech, Expression and Social Networking*

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indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502)).

#### **1028.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, Twitter, Instagram) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

##### **1028.5.1 PERSONAL ONLINE ACCOUNTS**

The Department shall not request, require or coerce any applicant or employee to divulge any username, password or related account information in order to gain access to the applicant or employee's personal online account, nor shall the Department demand access in any manner to an applicant or employee's account or profile on a personal online account (820 ILCS 55/10).

Members may be required to share specific content that has been reported to the Department, without requesting or requiring members to provide access to their personal online account, as set forth in 820 ILCS 55/10.

#### **1028.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

#### **1028.7 TRAINING**

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

# Illness and Injury Prevention

## 1029.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the University of Illinois Division of Public Safety, in accordance with the requirements of 820 ILCS 219/20 and 56 Ill. Adm. Code 350.20.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related University-wide safety efforts.

## 1029.2 POLICY

The University of Illinois Division of Public Safety is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

## 1029.3 ILLNESS AND INJURY PREVENTION PLAN

The Chief of Police will designate a coordinator who is responsible for developing or coordinating an illness and injury prevention plan in conjunction with other University units that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
  - (a) Meet regularly.
  - (b) Prepare a written record of safety and health committee meetings.
  - (c) Review the results of periodic scheduled inspections.
  - (d) Review investigations of accidents and exposures.
  - (e) Make suggestions to command staff for the prevention of future incidents.
  - (f) Review investigations of alleged hazardous conditions.
  - (g) Submit recommendations to assist in the evaluation of member safety suggestions.
  - (h) Assess the effectiveness of efforts made by the Department to meet applicable standards.
- (f) Establishing a process to ensure illnesses and injuries are reported as required under 56 Ill. Adm. Code 350.250 et seq. Notification is required within eight hours after the

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death of any employee, and within 24 hours of an in-patient hospitalization of one or more employees, or an amputation or loss of an eye (29 CFR 1904.39; 56 Ill. Adm. Code 350.410).

#### **1029.4 ILLNESS AND INJURY PREVENTION PLAN COORDINATOR RESPONSIBILITIES**

The responsibilities of the Coordinator include, but are not limited to:

- (a) Managing and implementing a
- (b) plan to reduce the incidence of member illness and injury.
- (c) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation that includes a discussion of safety and health policies and procedures.
  - 2. Regular member review of the illness and injury prevention plan.
- (d) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (e) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
  - 1. Informing members of the illness and injury prevention guidelines.
  - 2. Recognizing members who perform safe work practices.
  - 3. Ensuring that the member evaluation process includes member safety performance.
  - 4. Ensuring department compliance to meet standards regarding the following (820 ILCS 219/25; 56 Ill. Adm. Code 350.700):
    - (a) Communicable diseases (29 CFR 1910.1030)
    - (b) Personal protective equipment (PPE) (29 CFR 1910.132 et seq.)
    - (c) Respiratory protection (29 CFR 1910.134)
    - (d) Emergency Action Plan (29 CFR 1910.38)
    - (e) Notices furnished and required by the Division of the Occupational Safety and Health (OSHA) (56 Ill. Adm. Code 350.30)
- (f) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (g) Making available a form to document individual incidents or accidents.
- (h) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.
- (i) Conducting and documenting a regular review of the illness and injury prevention plan.

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##### **1029.5 SUPERVISOR RESPONSIBILITIES**

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Illness and Injury Prevention Plan Coordinator.
- (e) Notifying the Illness and Injury Prevention Plan Coordinator when:
  - 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
  - 2. New, previously unidentified hazards are recognized.
  - 3. Occupational illnesses and injuries occur.
  - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
  - 5. Workplace conditions warrant an inspection.

##### **1029.6 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a hazards and correction record form. This form should be forwarded to the Illness and Injury Prevention Plan Coordinator via the chain of command.

The Illness and Injury Prevention Plan Coordinator will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.



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##### **1029.7 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Illness and Injury Prevention Plan Coordinator shall ensure that the appropriate documentation is completed for each inspection.

###### **1029.7.1 EQUIPMENT**

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

###### **1029.7.2 CONSULTATION PROGRAM INSPECTIONS**

The Illness and Injury Prevention Plan Coordinator should consider the services of the Illinois On-Site Safety and Health Consultation Program for compliance assistance (56 Ill. Adm. Code 350.600).

##### **1029.8 INVESTIGATIONS**

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

##### **1029.9 TRAINING**

The Illness and Injury Prevention Plan Coordinator should work with the Training Coordinator to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

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- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

#### **1029.9.1 TRAINING TOPICS**

The Training Coordinator shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Provisions for medical services and first aid.
- (e) Handling of bloodborne pathogens and other biological hazards.
- (f) Prevention of heat and cold stress.
- (g) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (h) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (i) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (j) Back exercises/stretchers and proper lifting techniques.
- (k) Avoidance of slips and falls.
- (l) Good housekeeping and fire prevention.
- (m) Other job-specific safety concerns.

#### **1029.10 RECORDS**

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

# Line-of-Duty Deaths

## 1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the University of Illinois Division of Public Safety in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

### 1030.1.1 DEFINITIONS

Definitions related to this policy include:

**Line-of-duty death** - The death of an officer during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing assigned duties.

For an officer, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

**Survivors** - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

## 1030.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

## 1030.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death the Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
  - (a) Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) If the member has been transported to the hospital, the Shift Supervisor or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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- (c) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

#### **1030.4 NOTIFYING SURVIVORS**

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and the notifying member should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.

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- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other University of Illinois Division of Public Safety members may be apprised that survivor notifications are complete.

#### **1030.4.1 OUT-OF-AREA NOTIFICATIONS**

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

#### **1030.5 NOTIFYING DEPARTMENT MEMBERS**

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

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##### **1030.6 LIAISONS AND COORDINATORS**

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Department should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

##### **1030.6.1 DEPARTMENT LIAISON**

The Department Liaison should be the Deputy Chief of Police or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half staff.
- (g) Reminding department members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

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- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

#### 1030.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).
- (b) Arrange for appropriate and separate waiting areas for:
  - 1. The survivors and others whose presence is requested by the survivors.
  - 2. Department members and friends of the deceased member.
  - 3. Media personnel.
- (c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or University of Illinois Division of Public Safety members (except for members who may be guarding a suspect).
- (d) Arrange for survivors to receive timely updates regarding the member before information is released to others.
- (e) Arrange for survivors to have private time with the member, if requested.
  - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
  - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (f) Stay with survivors and provide them with other assistance as needed at the hospital.
- (g) If applicable, explain to the survivors why an autopsy may be needed.
- (h) Make arrangements for hospital bills to be directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

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##### 1030.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Assistant Chief of Police. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
  1. Items should not be delivered to the survivors until they are ready to receive the items.
  2. Items not retained as evidence should be delivered in a clean, unmarked box.
  3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
  4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
  1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.



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- (h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services (e.g., as applicable the Annual Candlelight Vigil at the National Law Enforcement Officer Memorial) or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications as necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

#### 1030.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
  - 1. Members involved in the incident.
  - 2. Members who witnessed the incident.
  - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Making arrangements for members who were involved in or witnessed the incident to be relieved of department responsibilities until they can receive wellness support.

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- (c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

#### 1030.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Honor Guard Commander, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish.

The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures. To include obtaining information from the Honor Guard Commander regarding any previously completed Line of Duty Death Forms to share with the family/survivors.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
  - (a) Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
  - (b) Bagpipers/bugler
  - (c) Uniform for burial
  - (d) Flag presentation
  - (e) Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

#### 1030.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

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- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many University of Illinois Division of Public Safety members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Chief of Police should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

#### 1030.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:
  - 1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
  - 2. Social Security Administration.
  - 3. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
  - 1. Line of Duty Compensation Act (820 ILCS 315/1 et seq.)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
  - 1. Private foundation survivor benefits programs.
  - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
  - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

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- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

#### **1030.6.8 FINANCE COORDINATOR**

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
  - 1. Paying survivors' travel costs if authorized.
  - 2. Transportation costs for the deceased.
  - 3. Funeral and memorial costs.
  - 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

#### **1030.7 PUBLIC INFORMATION OFFICER**

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Instruct department members to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
  - 1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
  - 2. Disseminate important public information, such as information on how the public can show support for the department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
  - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies, and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

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The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should notify media when survivor notifications have been made.

#### **1030.8 DEPARTMENT CHAPLAIN**

The Department chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

#### **1030.9 INVESTIGATION OF THE INCIDENT**

The Chief of Police should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

#### **1030.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL**

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

#### **1030.11 NON-LINE-OF-DUTY DEATH**

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

#### **1030.12 TRAINING**

Officers shall be trained on line-of-duty death benefits in accordance with the Illinois Compiled Statutes and the United States Code.

# Wellness Program

## 1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

### 1031.1.1 DEFINITIONS

Definitions related to this policy include (5 ILCS 840/5):

**Critical incident** – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

**Critical Incident Stress Debriefing (CISD)** – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

**Peer support** – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

**Peer support advisor** – A department-approved member, trained in counseling, who voluntarily provides confidential support and assistance to fellow members experiencing personal or professional problems.

**Peer support counseling program** – A department-established program to train members to serve as peer support advisors to conduct peer support counseling sessions.

**Peer support counseling session** – Communication with a department-designated peer support advisor who may listen, assess, assist with problem-solving, make necessary referrals to a professional, and conduct follow-up as needed.

## 1031.2 POLICY

It is the policy of the University of Illinois Division of Public Safety to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

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##### **1031.3 WELLNESS COORDINATOR**

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisors (e.g., Illinois Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
  - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
  - 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for department peer support advisors, such as:
  - 1. Peer support advisor selection and retention.
  - 2. Training and applicable certification requirements.
  - 3. Deployment.
  - 4. Managing potential conflicts between peer support advisors and those seeking service.
  - 5. Monitoring and mitigating peer support advisor emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
  - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate (5 ILCS 840/10).
- (c) Verifying members have access to mental health resources, including peer support, counselors, or licensed psychotherapist support (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).
- (d) Establishing procedures for CISDs, including:
  - 1. Defining the types of incidents that may initiate debriefings.
  - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
  - 1. Obtaining a written description of the program services.
  - 2. Providing for the methods to obtain program services.

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3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
  4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
  5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

#### **1031.4 DEPARTMENT PEER SUPPORT**

##### **1031.4.1 PEER SUPPORT ADVISOR SELECTION CRITERIA**

The selection of a department peer support advisor will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support advisor.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support advisors.

##### **1031.4.2 PEER SUPPORT ADVISOR RESPONSIBILITIES**

The responsibilities of department peer support advisors include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
  1. Stress management.
  2. Suicide prevention.
  3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
  1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support advisor's training.



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##### **1031.4.3 PEER SUPPORT ADVISOR TRAINING**

The Department shall provide appropriate training in counseling to its peer support advisors, prior to being assigned, so that they may conduct peer support counseling sessions and provide emotional and moral support (5 ILCS 840/5; 5 ILCS 840/10).

##### **1031.5 CRITICAL INCIDENT STRESS DEBRIEFINGS**

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support advisors and those directly involved in the incident.

##### **1031.6 PEER SUPPORT COMMUNICATIONS**

Communications made by a member or peer support advisor in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with 5 ILCS 840/20. Any communications relating to a peer support counseling session made between peer support advisors and the supervisors or staff of a peer support counseling program are confidential and may only be disclosed in accordance with 5 ILCS 840/20.

All communications, notes, records, and reports arising out of a peer support counseling session are not subject to disclosure under section 7.5 of the Freedom of Information Act (5 ILCS 840/20(e)).

A department with an established peer support counseling program shall discipline a peer support advisor who violates the confidentiality of the peer support counseling program by sharing information from a peer support counseling session with members who are not supervisors or staff of the peer support counseling program unless otherwise allowed by 5 ILCS 840/20 (5 ILCS 840/20(e-5)).

##### **1031.7 PHYSICAL WELLNESS PROGRAM**

The coordinator or authorized designee is responsible for establishing guidelines for any on-duty physical wellness program in accordance with applicable bargaining agreements, including the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment

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- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

#### **1031.8 WELLNESS PROGRAM AUDIT**

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

#### **1031.9 TRAINING**

The coordinator or the authorized designee should collaborate with the Training Coordinator to provide all members with annual training on topics related to member wellness, including but not limited to (50 ILCS 705/7):

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

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Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

## **Attachments**

## **Missing Person Investigative Checklist for First Responders.pdf**



# INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS

This checklist is meant to provide a framework of recommended actions, considerations, and activities to perform competent, productive, and thorough missing/abducted children investigations with the goal of better assisting families, victims, and the community.

## FIRST RESPONDER

- ☐ Activate body camera or vehicle mounted camera, if circumstances and policy allow.
- ☐ Interview parent(s)/guardian(s)/person who made the initial report.
- ☐ Confirm the child is in fact missing.
- ☐ Identify the circumstances of the missing episode.
- ☐ Determine when, where, and by whom the missing child was last seen.
- ☐ Interview the individuals who last had contact with the child.
- ☐ Identify the child's zone of safety for his or her age and developmental stage. Determine if the case involves a child with special needs. If so, see *Investigative Checklist for Law Enforcement When Responding to Missing Children With Special Needs*.
- ☐ Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, otherwise missing, or a child with special needs.
- ☐ Children on the autism spectrum are at high risk. Immediately call for additional responders, search nearby bodies of water, and notify a supervisor.
- ☐ Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- ☐ Secure recent photos/videos of the missing child/abductor.
- ☐ Evaluate whether the circumstances meet **AMBER Alert criteria** and/or other immediate community notification protocol if not already activated. Discuss plan activation with supervisor.
- ☐ Advise the left-behind parent, in suspected family abduction, to call NCMEC and if any chance the child may be taken outside the United States, the parent should also contact the U.S. Department of State's Office of Children's Issues to report a potential kidnapping. Do not presume the child is safe.
- ☐ Determine the need for external, rapid deployment support, such as:
  - ☐ FBI's Child Abduction Rapid Deployment (CARD) team
  - ☐ Local or regional Child Abduction Response Teams (CARTs)
  - ☐ NCMEC's Team Adam
- ☐ Relay detailed descriptive information to communications unit for broadcast updates.
- ☐ Determine need for additional personnel including investigative and supervisory staff.
- ☐ Brief and update all additional responding personnel.
- ☐ Obtain and note consent to search home or building where incident took place **even if the premises have been previously searched by family members or others**.
- ☐ Conduct an immediate, thorough search of the missing child's home **even if the child was reported missing from a different location**.
- ☐ Inquire if the child has access to the internet and evaluate its potential role. Do not overlook activity on social media accounts or other online apps and platforms.

- ☐ Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Vehicle mounted or body cameras may be helpful with this task.
  - ☐ Note name, address, home/business phone numbers of each person.
  - ☐ Determine each person's relationship to the missing child.
  - ☐ Note information each person may have about the circumstances surrounding the missing episode.
  - ☐ Determine when/where each person last saw the child.
  - ☐ Ask each one, "What do you think happened to the child?"
  - ☐ Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
  - ☐ Determine if any suspicious activity or people were seen in the area.
  - ☐ Determine if any people were seen who seemed unusual, strange, or out-of-place.
  - ☐ Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- ☐ Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/teeth impressions. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- ☐ Interview other family members, friends/associates of the child, and friends of the family to determine:
  - ☐ when each last saw the child.
  - ☐ what they think happened to the child.
  - ☐ if the child had complained about being approached by anyone.
  - ☐ child's social networking accounts and usernames.
  - ☐ if the child utilizes chat apps on their cellphone.
  - ☐ if the child has mentioned meeting anyone online.
- ☐ Evaluate the contents and appearance of the child's room/residence.
- ☐ Ascertain if the child has a cellphone or other electronic communication device and obtain the most recent records of their use.
- ☐ Extend search to surrounding areas and vehicles, including those abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered to be "attractive nuisances."
- ☐ Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File **no more than two hours after receipt of the report** and any information about a suspected abductor is entered into the NCIC Wanted Person File. Ensure the entry includes a Child Abduction (CA) flag if appropriate.
- ☐ Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- ☐ Prepare missing child poster/flier with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC at 1-800-THE-LOST® (1-800-843-5678) for assistance with this step.
- ☐ Determine if surveillance or security cameras in the vicinity may have captured relevant information.
- ☐ Prepare reports/make all required notifications.
- ☐ Review sex offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.

## SUPERVISORY OFFICER

- ☐ Obtain briefing and written reports from the first responding officer and other personnel at the scene. Call and report the case to the National Center for Missing & Exploited Children (NCMEC).
- ☐ Decide if circumstances meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community notification systems, if not already activated.
- ☐ Determine if additional personnel are needed to assist in the investigation.
- ☐ Establish a command post away from the child's residence.
- ☐ Review responding officer recommendations for additional resources. Consider further support from:
  - ☐ State/Territorial Police
  - ☐ Missing Child Clearinghouse
  - ☐ Federal Bureau of Investigation (FBI)
  - ☐ Specialized Units
  - ☐ Victim-Witness Services
  - ☐ United States Marshals Service (USMS)
- ☐ Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- ☐ Ensure coordination/cooperation among all law enforcement personnel involved in the investigation and search effort.
- ☐ Verify all required notifications are made.
- ☐ Ensure all agency policies and procedures are in compliance.
- ☐ Be available to make any decisions or determinations as they develop.
- ☐ Use media including print, radio, television, and the internet/social media to assist in the search throughout the duration of the case.
- ☐ Collaborate with your agency's communications team (PIO/PAO) to disseminate information appropriately to the public. Designate a representative to coordinate public communications if your agency does not have one.



## INVESTIGATIVE OFFICER

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain briefing from the first responding officer and other on-scene personnel.</li> <li><input type="checkbox"/> Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.</li> <li><input type="checkbox"/> Initiate a neighborhood canvass using a standardized questionnaire.</li> <li><input type="checkbox"/> Obtain a brief, recent history of family dynamics.</li> <li><input type="checkbox"/> Determine if social services or child protective services have been or are currently involved with the family.</li> <li><input type="checkbox"/> Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.</li> <li><input type="checkbox"/> Provide relevant items and materials secured from the scene(s) to specialized units and external support agencies as need to aid in searches.</li> <li><input type="checkbox"/> Review and evaluate all available information and evidence collected.</li> <li><input type="checkbox"/> Secure the child's latest medical and dental records and items suitable for DNA collection.</li> <li><input type="checkbox"/> Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and execute an investigative plan.</li> <li><input type="checkbox"/> Conduct a criminal history background check on all principal suspects, witnesses, and participants in the investigation.</li> <li><input type="checkbox"/> Determine what additional resources and specialized services are required.</li> <li><input type="checkbox"/> Ensure details of the case have been reported to NCMEC. If the child is missing from placement, NCMEC is to be notified within 24 hours. The investigating agency, child welfare agency, and NCMEC are to maintain close liaison for the exchange of information and technical assistance.</li> <li><input type="checkbox"/> Prepare and update bulletins for local law enforcement agencies, missing child clearinghouse, FBI, and other appropriate agencies.</li> <li><input type="checkbox"/> Establish a phone hotline for receipt of tips and leads. Consider establishing an email address and other methods of electronically receiving leads as well.</li> <li><input type="checkbox"/> Establish a leads management system to prioritize leads and help ensure each one is reviewed and followed-up. Request support with this from NCMEC if needed.</li> </ul> |
|--|--|

This checklist is adapted from and to be used as a supplement to *Missing and Abducted Children: A Law-Enforcement Guide to Case Investigation and Program Management*. That guide contains additional recommended checklists and materials and may be downloaded free of charge at [MissingKids.org/ourwork/publications](http://MissingKids.org/ourwork/publications). To request a free copy or assistance for specific cases, call **NCMEC at 1-800-THE-LOST® (1-800-843-5678)**. This project was supported by Grant No. 2019-MU-MU-K012 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only in support of NCMEC's mission to serve as a resource center for law enforcement, families, and the public to help find missing children, reduce child sexual exploitation, and prevent child victimization and does not constitute legal advice or professional opinion about specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect those of the Department of Justice. Copyright © 2004-2020 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children® and are registered trademarks of the National Center for Missing & Exploited Children. The AMBER Alert logo is a registered trademark of the U.S. Department of Justice. NCMEC Order #88.



## **Form C - Storage and Future Testing of Sexual Assault Evidence.pdf**

## STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE\*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for ten (10) years from today's date, \_\_\_\_\_.

If you are under 18 years of age, this evidence will be stored until your 28<sup>th</sup> birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

**A consent form for the testing of this evidence may be signed at any time during the storage period.** This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

<b>Law Enforcement Agency</b>
University of Illinois Police Department 1110 W Springfield Avenue Urbana, IL 61801 217-333-1216
<b>Report Number</b>

<b>Rape Crisis Center</b>
Rape Advocacy Counseling and Education Services 300 S Broadway Lincoln Square Mall Suite 154S Urbana, IL 61801 217-384-4444 (24-Hour Hotline) 217-344-6298 (Office Phone)

\*This form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

## **Duty to Intercede and Report.pdf**

# University of Illinois Police Department

## Duty to Intercede and Report

As required by 720 ILCS 5/7-16, a peace officer shall have an affirmative duty to intervene to prevent or stop another peace officer in his or her presence from using any unauthorized force or force that exceeds the degree of force permitted, if any, without regard for chain of command.

Any peace officer who intervenes shall report the intervention by completing this form within five (5) days after the incident and forward this report directly to the Deputy Chief.

**Case Number:** Click or tap here to enter text.

**Name of Officer Completing Report:** Click or tap here to enter text.

**Date of Incident:** Click or tap here to enter text.    **Time of Incident:** Click or tap here to enter text.

**Place of Occurrence:** Click or tap here to enter text.

**Names of Involved Officers:** Click or tap here to enter text.

**Description of intervention actions and whether they were successful:**

Click or tap here to enter text.

## **Form A - Mandatory Notice for Survivors of Sexual Assault.pdf**

## **MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT\***

### **MEDICAL AND FORENSIC SERVICES**

Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

#### Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault, regardless of your age.

#### Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now, but it is important to know that critical evidence may be lost if you change clothes; bathe, shower or douche; use the restroom; eat; smoke; or brush teeth or gargle, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

#### Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 10 years or, if you are under the age of 18, until your 28<sup>th</sup> birthday. You can consent to test the evidence at any time during this period.

**You will NOT be billed for any services provided in the emergency room.** In addition, if you are eligible, the hospital will give you a voucher for 90 days of follow-up care.

### **HOSPITAL INFORMATION**

The nearby hospitals below provide emergency medical and forensic services for sexual assault survivors:

<b>Carle Hospital</b> 611 W Park Street Urbana, IL 61801 217-383-3311	<b>OSF Heart of Mary Medical Center</b> 1400 W Park Street Urbana, IL 61801 217-337-2000
--	---

Both Carle and OSF Heart of Mary Medical Center employ a Sexual Assault Nurse Examiner.

\*This form must be provided by the responding law enforcement agency at the time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

## CIVIL NO CONTACT ORDERS / ORDERS OF PROTECTION

Survivors of sexual assault may petition for a Civil No contact Order (CNCO) or an Order of Protection (OP) that can order the offender to:

- Stay away from you and away from specific locations, such as your residence, your work, and your school
- Have no contact with you

The CNCO or OP can be obtained in civil court at a local courthouse. You will not pay a fee for the requesting order. While you can obtain a CNCO or OP on your own, it is best done with the assistance of an advocate or attorney. If the courthouse is closed but a judge is available, you may request that the officer provide or arrange transportation to the judge.

***You may be able to obtain sexual assault support services for free. These services include advocacy, counseling, assistance with information about the medical forensic exam, understanding the criminal justice system, and obtaining a Civil No Contact Order or an Order of Protection. You are encouraged to contact:***

Rape Advocacy Counseling and Education Services  
Hotline Number: 217-384-4444

## RESPONDING LAW ENFORCEMENT AGENCY

Responding Officer's Name	Badge Number
University of Illinois Police Department 1110 W Springfield Avenue Urbana, IL 61801	Agency Phone Number 217-333-1216
Report Number	Date

## LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

Law Enforcement Agency Name
Law Enforcement Agency Address
Law Enforcement Agency Phone Number



**Form B – Mandatory Notice of Victim’s  
Right to Information Regarding  
Sexual Assault Evidence Testing.pdf**

## **MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING\***

You have consented to the testing of sexual assault evidence collected in your case.

This law enforcement agency must provide you with the following information regarding the testing of the evidence, at your request. You may designate another person to receive this information on your behalf.

You are entitled to the following information:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory by this agency. If you request this information, it must be provided to you within seven (7) days of the transfer of the evidence to a lab by this law enforcement agency.
2. Test results provided to this agency by the laboratory, including, but not limited to:
  - DNA test results, and
  - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

If you request this information, it must be provided to you within seven (7) days of this law enforcement agency receiving the results from the laboratory.

Requesting the Information

You may submit a request for this information at this time or by contacting this law enforcement agency at the address or phone number below at a later date.

University of Illinois Police Department 1110 W Springfield Avenue Urbana, IL 61801 217-333-1216 Email: <a href="mailto:police@illinois.edu">police@illinois.edu</a>
Report Number

You or your designee must keep the law enforcement agency informed of the name, address, phone number and email of the person to whom information should be provided and any changes to that information.

\* This form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate pursuant to 725 ILCS 203/35(c). This requirement is effective January 1, 2017.

## Cash Denomination Form.pdf

# University of Illinois Police Department

## Cash Denomination Report

CASE # \_\_\_\_\_ EXHIBIT # \_\_\_\_\_

DEFENDANT \_\_\_\_\_ DATE \_\_\_\_\_

Denomination	X	Number	=	Amount	Initials/#	Initials/#	Initials/#
\$ 1.00	X	_____	= \$	_____	_____	_____	_____
\$ 5.00	X	_____	= \$	_____	_____	_____	_____
\$10.00	X	_____	= \$	_____	_____	_____	_____
\$20.00	X	_____	= \$	_____	_____	_____	_____
\$50.00	X	_____	= \$	_____	_____	_____	_____
\$100.00	X	_____	= \$	_____	_____	_____	_____
_____	X	_____	= \$	_____	_____	_____	_____
_____	X	_____	= \$	_____	_____	_____	_____
_____	X	_____	= \$	_____	_____	_____	_____
_____	X	_____	= \$	_____	_____	_____	_____
_____	X	_____	= \$	_____	_____	_____	_____
<b>TOTAL</b>				\$ _____	_____	_____	_____

Notes:

## **Off Duty Employment Form.pdf**



## University Police Department

### DIVISION OF PUBLIC SAFETY

1110 W. Springfield Ave., MC-240  
Urbana, IL 61801-3024

### OUTSIDE EMPLOYMENT REQUEST FORM

EMPLOYEE NAME: \_\_\_\_\_

#### BUSINESS INFORMATION:

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Business: \_\_\_\_\_

ANTICIPATED HOURS PER WEEK OF WORK: \_\_\_\_\_

#### DESCRIPTION OF DUTIES:

I am requesting approval for additional employment outside my current employment with the University Police Department. I hereby certify that this employment will no way interfere with my duties as a member of the University of Illinois Police Department.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

APPROVED:    ☐ YES   or   ☐ NO

#### REMARKS:

\_\_\_\_\_  
CHIEF OF POLICE SIGNATURE

\_\_\_\_\_  
DATE

## **Lineup Advisement Form.pdf**

# UNIVERSITY OF ILLINOIS POLICE DEPARTMENT

## Lineup Advisement Form

☐ Photo Lineup

☐ Live Lineup

☐ Independent Administrator

☐ Non-independent Administrator

☐ Sequential Lineup

☐ Simultaneous Lineup

I, \_\_\_\_\_ agree to view a live/photo lineup at  
(Name of eyewitness)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Location) (Date) (Time)

to be administered by \_\_\_\_\_  
(Printed name of administrator)

I understand the following:

1. The persons in this lineup and I may be recorded for the purpose of accurately documenting all statements made by me, unless I refuse to be recorded. ☐ I refuse to be recorded \_\_\_\_\_  
(Initials)
2. The suspect of the crime may or may not be presented in the lineup.
3. Disregard temporary features such as: hair length, style, or color; acne; cuts; scratches; bruises, etc.
4. Examine permanent features such as: shape and size of the nose, mouth, jaw, ears, eyes, etc.
5. Disregard any clothing, jewelry, or makeup.
6. Lighting conditions may vary when the photos were taken which may cause the persons in the photos to appear lighter or darker than their actual complexion.
7. I should not assume that the person administering this lineup knows which person in the lineup is the suspect.
8. I should not feel compelled to make an identification.
9. It is as important to exclude innocent persons as it is to identify a suspect.
10. The investigation will continue regardless of whether an identification is made.

Eyewitness signature: \_\_\_\_\_

Legal counsel signature: \_\_\_\_\_  
(If applicable)

By signing this form, the line-up administrator acknowledges that he/she did not provide feedback as to whether or not any person(s) selected by the eyewitness is or isn't a suspect in the case.

Lineup Administrator signature \_\_\_\_\_  
(Date) (Time)



**Form D – Confirmation of Transfer of  
Sexual Assault Report to Law Enforcement  
Agency Having Jurisdiction.pdf**

## **Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction**

**Within 24 hours** of receiving a sexual assault report of an incident in your jurisdiction from another law enforcement agency, you must provide that agency with the following information.

### **Law Enforcement Agency That Received the Initial Sexual Assault Report**

**Initial Agency Name:** University of Illinois Police **Case Number:** \_\_\_\_\_

**Initial Agency Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** 217-333-1216 **Fax:** 217-244-1979

**Email:** \_\_\_\_\_

**Date Transferred:** \_\_\_\_\_ **Time Transferred:** \_\_\_\_\_

### **Confirmation of Receipt of Sexual Assault Report to be completed by Law Enforcement Agency with Jurisdiction Receiving Report**

**Agency with Jurisdiction Name:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**Name of Person Receiving Report:** \_\_\_\_\_

**Title of Person Receiving Report:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Time Received:** \_\_\_\_\_

### **Law Enforcement Agency Having Jurisdiction Contact Information to be Provided to Victim**

**Agency with Jurisdiction Name:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**This written confirmation shall be delivered in person or via fax or email to  
the law enforcement agency that received the initial report.**

## **Authorized Ammunition.pdf**

# Authorized Ammunition

Updated December 2021

Brand	Caliber	Model	Item Number	In Use	Note
Winchester	9mm	"Ranger" 9mm Luger +P 124g Bonded Jacketed Hollow Point	RA9BA	Duty	
Winchester	9mm	9mm 115g Full Metal Jacket	Q4172	Practice	
Winchester	9mm	9mm 124g Full Metal Jacket	USA9MM	Practice	
Winchester	0.40	"Ranger" 40 S&W 180g Bonded Jacketed Hollow Point	RA40BA	Duty	
Winchester	0.40	40 S&W 180g Full Metal Jacket	Q4238	Practice	
Speer	0.40	Gold Dot 40 S&W 165g Gold Dot Hollow Point	53970	Practice	
Winchester	0.45	"Ranger" 45 Auto 230g Bonded Jacketed Hollow Point	RA45B	Duty	
Winchester	0.45	45 Auto 230g Full Metal Jacket	Q4170	Practice	
Speer	0.45	Gold Dot 45 Auto 230g Gold Dot Hollow Point	53966	Practice	
Winchester	5.56	5.56 55g Full Metal Jacket	Q3131	Duty/Practice	Both Duty and Practice for non-Metro rifles

Winchester	5.56	"Ranger" 5.56mm 64g Bonded Solid Base	RA556B	Duty	Authorized for all Sworn Officers. Issued to Metro SWAT Operators Only
Winchester	380	380 Auto 95G Full Metal Jacket	Q4206	Practice	
Speer	380	Lawman 95G TMJ	53608	Practice	
Speer	380	Gold Dot 380 Auto 90g Gold Dot Hollow Point	53606	Duty	
Speer	357 Mag	Gold Dot 357 Magnum 125g Gold Dot Hollow Point	53920	Duty/Practice	Primarily issued to back up weapons.
Speer	38 Special	Gold Dot 38 Special +P 135g Gold Dot Hollow Point	53912	Duty/Practice	Primarily issued to back up weapons.
Winchester	308	Hornaday Tactical Application Police (TAP) 168 gr AMAX		Duty	METRO Sniper Issued Ammunition

## **Duty to Intervene Report\_2.pdf**

# **University of Illinois Police Department**

## **Duty to Intercede and Report**

As required by 720 ILCS 5/7-16, a peace officer shall have an affirmative duty to intervene to prevent or stop another peace officer in his or her presence from using any unauthorized force or force that exceeds the degree of force permitted, if any, without regard for chain of command.

Any peace officer who intervenes shall report the intervention by completing this form within five (5) days after the incident and forward this report directly to the Deputy Chief.

**Case Number:**

**Name of Officer Completing Report:**

**Date of Incident:**

**Time of Incident:**

**Place of Occurrence:**

**Names of Involved Officers:**

**Description of intervention actions and whether they were successful:**

## **Stored Equipment Inspection Form.pdf**



## Stored Equipment Inspection Form

Equipment inspected: \_\_\_\_\_

☐ Pass    ☐ Fail    Cleanliness

☐ Pass    ☐ Fail    Operational readiness

☐ Pass    ☐ Fail    Other (explain below)

Comments:

Inspecting Lieutenant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Citizen Complaint Form.pdf**



**Division of Public Safety**  
**University of Illinois Police Department**  
**1110 W. Springfield Ave.**  
**Urbana, IL 61801**



**UNIVERSITY OF**  
**ILLINOIS**  
URBANA - CHAMPAIGN

## Citizen Complaint

COMPLAINANT INFORMATION					
Name:			Date of Birth:		File #:
Address:		City:	State:	Zip:	Phone:
WITNESS INFORMATION					
Name:		Address:			Phone:
Name:		Address:			Phone:
OFFICER INFORMATION					
Officer #1:		Badge #:	Officer #2:		Badge #:
NATURE OF COMPLAINT					
Location of Incident:			Date:		Time:
The University of Illinois Police Department seeks to hold its officers accountable when they engage in illegal conduct or behavior not consistent with our departmental policies. We take these reports seriously and investigate them to their full extent. Because formal complaints can significantly impact an officer's career and credibility, complainants may be held accountable when they knowingly file a false report that is not made in good faith.					
Complainant's Signature:			Date:		Time:
Accepting Supervisor's Signature			Date:		Time:

## **Dispersal Order.pdf**

## **DISPERSAL COMMAND**

I am (Rank and Name) a police officer at the University of Illinois. I am declaring this to be an unlawful assembly, which has alarmed and disturbed others. You are disturbing the public peace without the authority of law.

Continuing to participate in this assembly will result in your arrest and prosecution for violations of the criminal code. We are ordering you to immediately disperse. Failure to comply could result in chemical and or less lethal munitions being deployed. We are directing you to leave.

**Provide instructions for the directions you want the crowd to leave.**

Allow a minimum of 5 minutes after dispersal announcement before escalation, unless emergency circumstances dictate.

**REPEAT TWICE IF FEASIBLE**

## **METRO Risk Assessment Worksheet.xls**

## **Gun Destruction Sheet.pdf**

# UIPD Gun Destruction Tracking Sheet

Case Number: \_\_\_\_\_

Evidence Tag Number: \_\_\_\_\_

P-Tag Number (if applicable): \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

## Transfer to Police Department or Gun Destruction Facility (Complete One)

Police Department Transferring to Destruction Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Police Department Contact: \_\_\_\_\_

-----

Gun Destruction Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Destruction Facility Contact: \_\_\_\_\_

-----

Date of transfer to another agency: \_\_\_\_\_

UIPD Witness officer #1, Name/Badge	UIPD Witness officer #2, Name/Badge
Printed	Printed
Signature	Signature

I have received this gun for destruction from the officers listed above.

Recipient	Police Agency Employee <input type="checkbox"/>	Destruction Facility Employee <input type="checkbox"/>
Printed		
Date		
	Signature	

Records – File with Case



## **Pursuit Driving Cover Sheet.pdf**

## University of Illinois Police Department Pursuit Driving Cover Sheet

Report #: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Reporting Supervisor: \_\_\_\_\_ Badge # \_\_\_\_\_

Documentation Included: Incident Report (s) ☐ Pursuit Driving Report ☐

Reason For Pursuit: \_\_\_\_\_

Starting Point: \_\_\_\_\_ Duration: \_\_\_\_\_

Pursuit Outcome: Arrest ☐ Escape ☐ Termination ☐ Accident: ☐ Other: \_\_\_\_\_

Suspect Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

**Officers Involved:**

Primary Unit: \_\_\_\_\_ Other Unit: \_\_\_\_\_

Secondary Unit: \_\_\_\_\_ Other Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Other Unit: \_\_\_\_\_

**Accident Data:**

Property Damage ☐ Vehicle Damage ☐ Injury ☐ Fatal ☐ Other \_\_\_\_\_

**Other Data:**

Top Speed \_\_\_\_\_ Alcohol/Drugs ☐ Type: \_\_\_\_\_

Forcible Stop ☐ (Describe How/Why) \_\_\_\_\_

Based on the attached incident report (s), and other information provided do the officer's actions appear to be in compliance with policies:

	Signature	Date	In Compliance
Sergeant:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lieutenant:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assistant Chief:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Deputy Chief:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chief of Police:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

(Attach documentation and place in Lieutenant's mailbox)

\*\*Any Finding of non-compliance should be documented  
in attached memorandum.

## **Identity Theft Hotline Brochure.pdf**

A MESSAGE FROM  
ILLINOIS ATTORNEY GENERAL  
**Kwame Raoul**



Identity theft can wreak havoc on your credit history as well as your peace of mind. While taking immediate action can help to limit the harm to your finances, repairing the damage done by identity thieves can be a long and arduous process.

To help you as you work to clear your name and credit history, this office created the Identity Theft Hotline, 1-866-999-5630 (TTY: 1-877-844-5461). Experienced staff in my office are standing by to assist victims of identity theft with problems ranging from difficulty obtaining a police report to issues with creditors.

If you are a victim of identity theft, I urge you to call the Identity Theft Hotline to take advantage of this assistance. Help is only a phone call away.

Sincerely,

Kwame Raoul  
Attorney General

## Tips to Guard Against Identity Theft

- Don't give out your social security number unless it is necessary—and don't carry your card in your wallet.
- Carry only the ID and credit cards you need.
- Don't give personal information over the phone unless you initiated the call.
- Don't transmit personal information over the internet unless it is a secure site, and don't reveal personal information in emails or discussion forums.
- Mail outgoing bills at the post office; don't put them in your home mailbox.
- Empty your mailbox as soon as possible.
- Shred documents containing personal information before discarding.
- Know when your account statements are mailed, and report discrepancies and late or missing statements.
- **Order your credit report every year from the three credit reporting agencies.** By law you are entitled to one free report a year from each of the agencies. Order your free report by calling **1-877-322-8228 (TTY: Call 711 and refer the Relay Operator to 1-800-821-7232)** or visiting **[www.annualcreditreport.com](http://www.annualcreditreport.com)**.

Office of the Illinois Attorney General

**Identity Theft Hotline**

**1-866-999-5630**

**TTY: 1-877-844-5461**

**[www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov)**

# IDENTITY THEFT



Report it. Restore it.

## We Can Help.



**I**dentify theft occurs when a criminal obtains and uses someone else's personal information—such as credit card numbers, bank account numbers and social security numbers—to purchase goods and services fraudulently. Identity theft varies widely in scope and proportion. It can be an isolated incident, such as when a thief makes an unauthorized charge to a victim's credit card. Or, in extreme cases, an imposter may use a victim's identity to open new credit card accounts, establish utilities and even take out loans for a car or home.

Victims of identity theft lose more than money: they lose peace of mind. Victims often spend dozens of hours working with creditors, credit reporting agencies, financial institutions and law enforcement to reclaim their good names and credit records. The recovery process can take months—even years.

## WE CAN HELP

If you are a victim of identity theft, call the Illinois Attorney General's Identity Theft Hotline at 1-866-999-5630 (TTY: 1-877-844-5461). You will be assigned a Consumer Advocate to guide you through the recovery process. Depending on your needs, the Consumer Advocate can help you:

- Dispute a fraudulent debt and clean up your credit report;
- Contact appropriate law enforcement agencies;
- Read through and understand documents related to the crime;
- Determine what to do if your wallet or purse has been stolen; and
- Take steps to prevent yourself from further victimization.

The hotline is open from 8:45 a.m. to 4:45 p.m., Monday through Friday.

## TAKE IMMEDIATE ACTION: FIRST STEPS

A fast response to identity theft is the best way to minimize the damage to your name and financial health. The Office of the Illinois Attorney General therefore recommends that you immediately take the following first steps:

**1. Report fraud to creditors.** Check with credit card companies and banks to see if any new accounts have been opened in your name or if any unauthorized charges have been made. Work with these companies to stop further damage as quickly as possible. You may wish to close bank accounts immediately, but remember to make sure that all outstanding checks clear before you do so. Once you verify that all legitimate checks have cleared, talk to your bank about closing compromised accounts and setting up new, password-protected accounts.

Once you have notified banks and credit card companies of the fraud, you should also alert your other creditors, including phone companies, utility providers, internet service providers and other service providers.

**2. Place a fraud alert on your credit report.** Contact the toll-free number of any of the three consumer reporting agencies, listed below, to place a fraud alert on your credit report. A fraud alert notifies potential creditors to contact you and verify your identity before approving a credit request in your name. You only need to contact one of the three companies, because that company is required to contact the other two. Initial fraud alerts last for one year.

Once you place a fraud alert on your file, you are entitled to free copies of your credit reports. You will receive a letter telling you how to order your free copies. When you receive your credit reports, review them carefully and look for any suspicious activity.

- 3. File a police report.** Illinois law requires police departments to accept and provide reports. Get a copy of the police report or, at the very least, the number of the report. It can help you deal with creditors who need proof of the crime.
- 4. Decide whether you want to place a security freeze on your credit report.** A security freeze allows you to prohibit your credit report from being released to a potential credit grantor until you prove your identity to them, which can help to prevent identity theft when personal information has been compromised. The freeze is available free of charge. Once the freeze is in place, you will be unable to obtain credit without first providing the consumer reporting agency with appropriate proof of your identity using a point of contact designated by the consumer reporting agency. You can place a security freeze online at each credit reporting agency's website or by sending a request by certified mail. The credit reporting agencies also accept phone requests from most people.

**Equifax:** 1-800-525-6285; [www.equifax.com](http://www.equifax.com);  
P.O. Box 105069, Atlanta, GA 30348

**Experian:** 1-888-EXPERIAN (397-3742);  
[www.experian.com](http://www.experian.com); P.O. Box 9554, Allen,  
TX 75013

**TransUnion:** 1-800-680-7289;  
[www.transunion.com](http://www.transunion.com); P.O. Box 2000,  
Chester, PA 19016

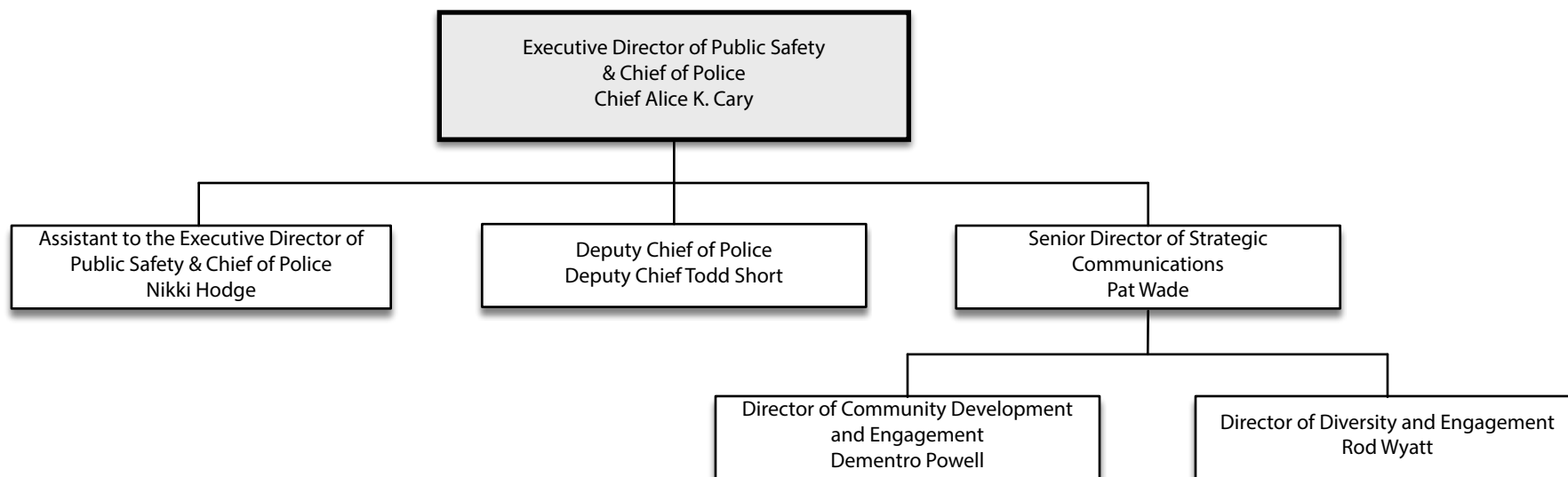
**UIPD Office of the Chief  
Organizational Chart\_March 2021.pdf**



University Police Department

Office of the Chief

Organizational Chart — March 2021

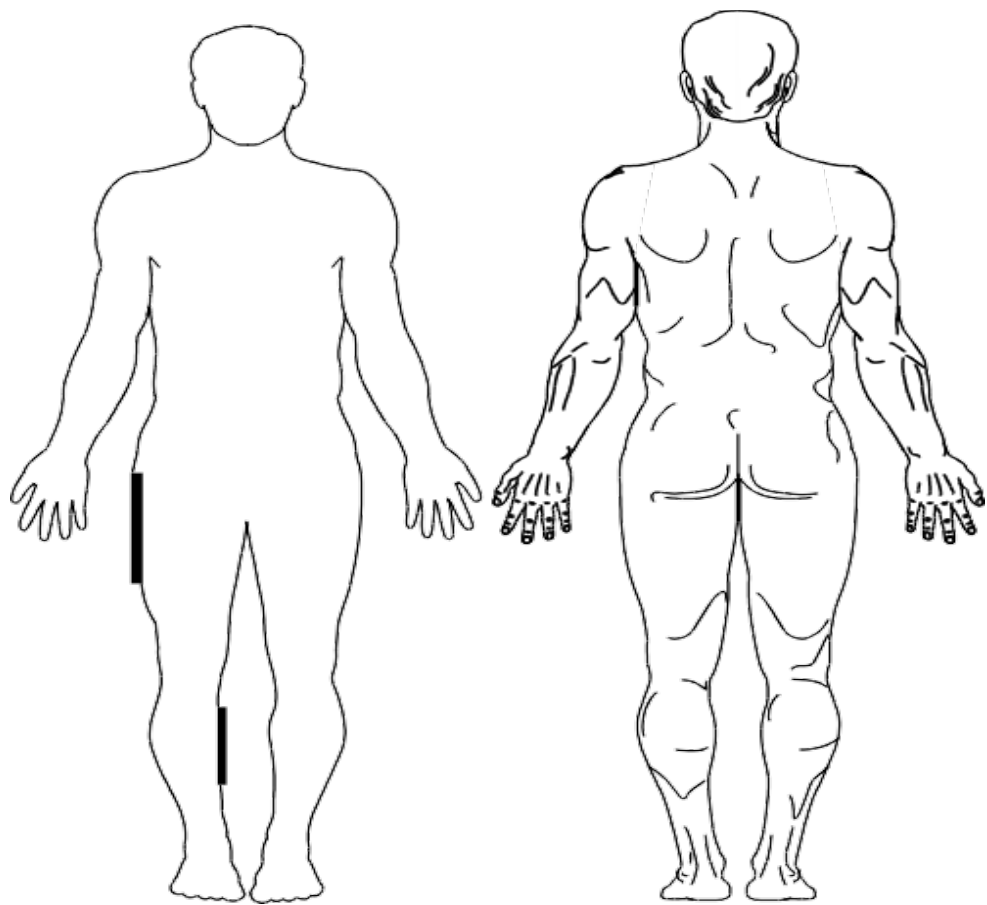


## **TASER Deployment Report Form.pdf**



Case #: \_\_\_\_\_

**APPLICATION AREAS**  
(Place "X's" where probes hit subject AND "O's" where drive-stunned)



Additional Information:

## TASER USE OF FORCE REPORT

A use of force that includes the application of a TASER should be documented in a full police report. The officer should use the same descriptive articulation as with any other use of force, but include the following factors after a TASER application:

- Describe the actions of the subject before use of TASER, include verbal and non-verbal
- Document any verbal warnings given by officer(s) and time allowed to comply
- Describe other force used or other means attempted to control the subject
- Clearly state the type of application (probe deployment vs. drive stun)
- Describe the location of application(s) on the subject's body (attach TASER Use Form to report)
- Include the TASER model (X2; 7), serial number, and type of cartridge used (25ft; SO; CQ)
- Document how many cycles were used and how many cartridges were deployed
- Include the approximate distance between officer and subject before probe deployment
- Include if both probes penetrated the skin and/or document clothing disconnects or misses
- Clearly articulate the subject's actions after use, especially if more than one cycle was used
- Describe any suspect injuries and include photographs of the application site
- Describe and document any officer injuries
- Medical should evaluate the subject, include the refusal/release by ambulance or hospital
- Document who removed the probes and when the probes were removed
- Document any statements made by subject about injuries and how subject feels after use

## **Student Volunteer Non-Disclosure Agreement.pdf**

## **Student Volunteer Agreement**

I, [Name of Volunteer] am a student at the University of Illinois at Urbana-Champaign ("University") and desire to volunteer my services to the Department of Public Safety for the purposes of learning and gaining valuable insight and experience in relation to [Name of Project] ("Project").

As a volunteer, I understand that I will be asked to perform the following services for educational benefit and experiential learning: [Describe or list activities to be performed].

### ***By signing this form, I agree that:***

1. I will be acting in a volunteer capacity and that I will be representing [Name of Department or College] at the University of Illinois. I will conduct my activities in accordance with all applicable University policies and procedures and follow the directions of the University faculty member or staff overseeing my activities.
2. I am responsible for following all rules and instructions, and my failure to do so will result in termination as a volunteer in the Project.
3. I will volunteer my services beginning on [Start Date] and ending on [End Date].
4. My volunteer activities are offered freely, without any expectation of payment. I am not entitled to wages, compensation or other fringe benefits in connection with my role as a volunteer. I can stop performing the volunteer services at any time.
5. I do not have an existing employment relationship with the University relating to these voluntary activities and I hereby waive any and all claims against the Board of Trustees of the University of Illinois and its officers, employees, and agents for salary or wages on account of voluntary services performed.
6. If I am injured while performing volunteer services, I understand that I must look to my health insurance and not to the University's worker's compensation insurance to provide coverage for me.
7. I will not plagiarize or knowingly infringe on the rights of third parties, including but not limited to those of my fellow students and my instructors, University or any other person or entity in my performance of the tasks that I am assigned as part of my experiential learning under the Project.
8. I agree to conduct myself with honesty and integrity in the performance of my duties and will consciously safeguard University business which is not for public information.

### **9. CONFIDENTIAL INFORMATION**

- 9.1. I understand that in order for me to participate in the Project, University may need to provide me access to information that University has an obligation to safeguard as proprietary and confidential ("Confidential Information"). I understand and acknowledge that Confidential Information may include University's pre-existing intellectual property.

- 9.2. I acknowledge further, that "Confidential Information" includes trade secret, know-how, and other information, not generally known, relating to University's business, other Confidential Information disclosed to University by third parties and for which University is under an obligation to safeguard the information as confidential or proprietary information, and Confidential Information of clients of University with which I may become familiar while participating in the Project and which includes Copyrightable Materials, business practices and prospective business interests, customer lists, forecasts, business and strategic plans, financial and sales information, products, processes, equipment, manufacturing operations, marketing programs, research, product development and engineering.
- 9.3. Unless University provides me prior written authorization to the contrary, I will keep all Confidential Information secret from the date I received it ("Confidentiality Period"). I agree to not transfer or disclose Confidential Information to any person or in any form including but not limited to in the form of abstracts, manuscripts, presentations, publications, posters, posting on websites, or using in a job interview. I also promise not to use the Confidential Information for any purpose other than this Project.
- 9.4. If I want to use or to disclose to prospective employers, whether in writing or by oral presentation, any information associated with the Project, including portions of the Results, I will submit a draft of my proposed disclosure to University's designated representative for review at least 30 days prior to the intended disclosure. If University notifies me after receiving the draft that the draft contains a potentially patentable disclosure or Confidential Information, I will cooperate with University to protect the identified information from unwanted or improper disclosure.
- 9.5. I understand that University may require me to delay my disclosure to take protective actions which may include filing for patent protection and that University may require me to delete Confidential Information before I can proceed with any disclosure.
10. I understand that this agreement may be terminated at any time by myself or by the University of Illinois. I understand that termination of this agreement will not affect my obligations under section 9 of this agreement all of which will survive termination of this agreement.
11. To the extent allowed by law, I release the Board of Trustees of the University of Illinois and its officers, employees, and agents from all liability for any injury sustained by me or to my property while acting as a volunteer.
12. I am at least 18 years of age and that I am voluntarily signing this agreement with full understanding of its contents.

### **13. LEGAL EFFECT AND LIABILITY**

- 13.1. I UNDERSTAND THAT THIS IS A BINDING LEGAL AGREEMENT AND THAT I HAVE THE RIGHT TO SEEK INDEPENDENT LEGAL ADVICE AT MY OWN EXPENSE PRIOR TO SIGNING THIS AGREEMENT. I ACKNOWLEDGE THAT I HAVE BEEN GIVEN THE OPPORTUNITY TO SEEK LEGAL COUNSEL PRIOR TO EXECUTING THIS AGREEMENT.**
- 13.2. I UNDERSTAND THAT ANY BREACH OF THIS AGREEMENT, MISUSE OF CONFIDENTIAL INFORMATION OR INTELLECTUAL PROPERTY IS OUTSIDE THE SCOPE OF THE PROJECT, AND THE EXTENT OF MY ACTIVITIES AS A STUDENT AT UNIVERSITY. SUCH A BREACH MEANS I WILL NOT BE COVERED BY UNIVERSITY'S SELF-INSURANCE POLICY AND WILL BE SOLELY RESPONSIBLE FOR MY ACTIONS, PROVIDING ANY LEGAL DEFENSE, AND ANY DAMAGES CAUSED BY SUCH BREACH OR MISUSE.**

---

Signature

---

Printed Name

---

Date

**Approved as to legal form by Office of University Counsel [A. Hill, 7/2020].  
Changes require University Counsel and OBFS approval.**

## **TASER Display Form.pdf**

## TASER DISPLAY REPORT

Case/Incident #:

Date/Time:

Officer:

Subject's Name:

DOB:

Race:

Sex:

Height:

Weight:

Incident Type:

(Battery, DUI, etc.)

TASER Model:

Location:

Usage:

(Check all that apply)

Handle Only

Laser Display

ARC Display

Notification:

Investigation

Call for Service

Self-Initiated

Warrant Activation

Assist other Agency:

Yes

If yes:

No

Synopsis of CEW Display:

Describe the subject's demeanor before and after the CEW was used or displayed:



## **Missing Persons Report Form.pdf**

Missing Person Documentation Form

Case# \_\_\_\_\_ LEADS # \_\_\_\_\_

Missing Person Category: \* \_\_\_\_\_

Name: \_\_\_\_\_

Sex: M F Race: \_\_\_\_\_ DOB: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Last Contact: \_\_\_\_\_ Time of Last Contact: \_\_\_\_\_

Place of Departure: \_\_\_\_\_

I understand that I am requesting this \* \_\_\_\_\_  
to be entered into LEADS and NCIC and take full responsibility for such action. If s/he  
returns home, I will notify the Police Department to cancel the message, and if I fail to  
do so I will take full responsibility for any action from such failure to notify.

\_\_\_\_\_  
Complainant's signature

\_\_\_\_\_  
Relationship to Missing Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Date

Time

\_\_\_\_\_  
Officer's signature

\*Missing Person Endangered  
\*Missing Person Involuntary  
\*Missing Mentally/Physically  
Disabled Person

## **Missing Person School Notification Form.pdf**

**UNIVERSITY OF ILLINOIS POLICE DEPARTMENT**  
**EMERGENCY SCHOOL NOTIFICATION**  
**MISSING OR ABDUCTED CHILD ALERT**

Date of Notification:

This is a notice to the school administration of (School Name)

Name of missing/abducted child:

Sex:

Race:

Date of Birth:

**If this student is located, or if anyone calls asking for information, or requests the transfer of school records, immediate law enforcement notification is required.**

Do not release any information or records until told to do so by law enforcement. Do not tell the requesting party of this notification, law enforcement will instruct you what to do. Immediately contact:

The investigator assigned the case is:

Badge Number:

The phone number to contact the investigator is:

The report number on this case is:

Date of missing/abduction:

If the assigned investigator is not available, please call the University of Illinois Police Department at 217-333-1216 and ask to speak with a supervisor and reference this notification sheet.

This notification form has two purposes:

- In many cases, young children in elementary school fall victim to parental abduction, or other related serious victimization/kidnapping. When this occurs, many times the abductor will have to request the previous school records in order to enroll the child into a new school. By having this form in the front of the child school/attendance record, the school would be made aware of the situation and cause law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.
- The second purpose of this forms involves cases where the child runs away and returns to school, not notifying his or her parent.

**IMPORTANT – PLEASE READ - IMPORTANT**

## **ILETSB Pursuit\_Driving\_Form.pdf**

1. Report to be completed by primary unit officer.
2. More than one condition per category can be cited.

# PURSUIT DRIVING REPORT

Officer \_\_\_\_\_  
Agency \_\_\_\_\_

Date of Incident \_\_\_\_\_  
ISPERN Number \_\_\_\_\_

Time of Incident \_\_\_\_\_  
Agency Report Number \_\_\_\_\_

## 1. Officer Information

Yrs of Service \_\_\_\_\_  
Age \_\_\_\_\_  
Sex \_\_\_\_\_  
Full Time \_\_\_\_\_  
Part Time \_\_\_\_\_

## 2. Initiating Event

\_\_\_\_ Minor traffic law violation  
\_\_\_\_ Suspected DUI  
\_\_\_\_ Reckless driving  
\_\_\_\_ Suspected stolen vehicle  
\_\_\_\_ Outstanding Misdemeanor Warrant  
\_\_\_\_ Felony Property Crime Warrant  
\_\_\_\_ Felony Violent Crime Warrant  
\_\_\_\_ Suspected criminal activity  
\_\_\_\_ Wanted by another agency  
\_\_\_\_ Felony Crime  
\_\_\_\_ Misdemeanor crime  
\_\_\_\_ Firearm Use by Offender in Crime or Escape  
\_\_\_\_ Other (explain) \_\_\_\_\_  
\_\_\_\_\_

## 3. Supervisor Notification

\_\_\_\_ By Officer  
\_\_\_\_ By Dispatcher  
\_\_\_\_ Other \_\_\_\_\_

## 4. Duration of Pursuit in Minutes

Minutes \_\_\_\_\_

## 5. Contraband Found

\_\_\_\_ Yes  
\_\_\_\_ No

## 6. Weather Conditions

\_\_\_\_ Rain  
\_\_\_\_ Snow  
\_\_\_\_ Sleet/Hail  
\_\_\_\_ Fog/Smog/Haze  
\_\_\_\_ Other (describe) \_\_\_\_\_

## 7. Locale

\_\_\_\_ Urban  
\_\_\_\_ Residential/Suburban  
\_\_\_\_ Rural

## 8. Road Type

\_\_\_\_ Two-lane  
\_\_\_\_ Four-lane  
\_\_\_\_ Expressway/Interstate

\_\_\_\_ Toll Road  
\_\_\_\_ Unpaved, any width

## 9. Your Pursuit Vehicle was:

\_\_\_\_ Marked  
\_\_\_\_ Semi-Marked  
\_\_\_\_ Unmarked  
\_\_\_\_ Other

## 10. Number of Police Units Involved

Your agency \_\_\_\_\_  
Other agency \_\_\_\_\_  
Air support \_\_\_\_\_

## 11. Other Agencies Involved

\_\_\_\_ Number of other agencies

## 12. Distance of Pursuit

\_\_\_\_ Under 1/2 mile  
\_\_\_\_ 1/2 - 1 mile  
\_\_\_\_ 1 - 2 miles  
\_\_\_\_ 2 - 3 miles  
\_\_\_\_ 3 - 4 miles  
\_\_\_\_ 4 - 5 miles  
\_\_\_\_ Other (enter miles)

## 13. Suspect Vehicle Type

\_\_\_\_ Car  
\_\_\_\_ Truck  
\_\_\_\_ Van  
\_\_\_\_ Motorcycle  
\_\_\_\_ Other (describe) \_\_\_\_\_  
\_\_\_\_\_

## 14. Number of Passengers in Suspect Vehicle

\_\_\_\_ Enter Number

## 15. Fleeing on Foot (if Attempted)

\_\_\_\_ Driver Apprehended  
\_\_\_\_ Number of Passenger(s) Apprehended

## 16. Highest Speed of Suspect(s) Vehicle

\_\_\_\_ Highest Speed

## 17. Highest Speed of your Police Unit

\_\_\_\_ Highest Speed

## 18. Crash Information

\_\_\_\_ None  
\_\_\_\_ Property Damage  
\_\_\_\_ Private

\_\_\_\_ Public  
Type: \_\_\_\_\_  
Vehicle Damage:  
\_\_\_\_ Suspect(s) Number \_\_\_\_\_  
\_\_\_\_ Citizen(s) Number \_\_\_\_\_  
\_\_\_\_ Your/Departmental Number \_\_\_\_\_  
\_\_\_\_ Personal Injury  
\_\_\_\_ You  
\_\_\_\_ Suspect  
\_\_\_\_ Citizen(s) Number \_\_\_\_\_  
\_\_\_\_ Passenger(s) Number \_\_\_\_\_  
\_\_\_\_ Fatality  
\_\_\_\_ Subject  
\_\_\_\_ Citizen  
\_\_\_\_ Passenger(s)  
\_\_\_\_ 10505SR Crash Report Number

## 19. Reason for Pursuit Termination

\_\_\_\_ Suspect Surrendered/stopped  
\_\_\_\_ Suspect fled on foot  
\_\_\_\_ Suspect vehicle disabled  
\_\_\_\_ Your vehicle disabled  
\_\_\_\_ You voluntarily terminated pursuit  
\_\_\_\_ Crash involving suspect vehicle and citizen  
\_\_\_\_ Crash involving suspect vehicle and police vehicle  
\_\_\_\_ Crash involving suspect vehicle only  
\_\_\_\_ Crash involving police vehicle only  
\_\_\_\_ Forcible stop technique (see #22)  
\_\_\_\_ Terminated by supervisor  
\_\_\_\_ Lost sight of vehicle  
\_\_\_\_ Other (explain) \_\_\_\_\_

## 20. Crashes during pursuit not resulting in pursuit termination:

\_\_\_\_ Number of crashes involving suspect vehicle and police vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and citizen  
\_\_\_\_ Number of crashes involving suspect vehicle and a moving citizen's vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and a parked citizen's vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and fixed property  
\_\_\_\_ Number of crashes involving police vehicle and a moving citizen's vehicle  
\_\_\_\_ Number of crashes involving police vehicle and a parked citizen's vehicle  
\_\_\_\_ Number of crashes involving police vehicle and fixed property

## 21. Stop Technique (if used)

\_\_\_\_ Stationary roadblock  
\_\_\_\_ Rolling roadblock (boxing in)  
\_\_\_\_ Ramming  
\_\_\_\_ Heading Off  
\_\_\_\_ Other (describe) \_\_\_\_\_  
\_\_\_\_\_

## 22. Suspect Arrest Information

Driver: \_\_\_\_\_  
D.O.B. \_\_\_\_\_  
Sex \_\_\_\_\_  
Valid Driver's License  
\_\_\_\_ Yes \_\_\_\_ No  
License at time of incident  
State Number \_\_\_\_\_  
Passenger(s):  
\_\_\_\_ (1) \_\_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4)  
D.O.B. \_\_\_\_\_  
Race \_\_\_\_\_  
Sex \_\_\_\_\_

## 23. Event Violations

Initiating Event(s) \_\_\_\_\_  
Event Violation(s) \_\_\_\_\_  
Charges (cite to Criminal Code)

## 24. Was Follow-up Conducted Where Driver is not apprehended?

\_\_\_\_ Yes  
\_\_\_\_ No

**Submit Police Pursuit Report Form To:**  
**Illinois Law Enforcement Training**  
**and Standards Board**  
**4500 South Sixth Street Rd., Room 173**  
**Springfield, IL 62703-6617**  
**217-782-4540**

## **Bolawrap Deployment Form.pdf**

**Report Number:**

Date of incident:

Time of incident:

Loc:

**SUSPECT / ARRESTEE INFORMATION**

Name: Last:

First:

MI:

Sex:

Race:

DOB:

Phone #

Address:

City:

State:

Zip:

Charges:

**OFFICER INFORMATION – BOLAWRAP DEPLOYMENT**

Number of officers involved:

Name: Last:

First:

Badge#

Duty Status:

Uniform

Soft Clothes

Other

Device SN#

Cartridge SN#

Distance from subject:

(if applicable) Cartridge SN#

Distance from subject:

BolaWrap Device:	Subject's Noncompliance:	Subject's Response Pre:	Subject's Response Post:
<p>Number of deployments:</p> <p><input type="checkbox"/> Deployment successful in restraining subject</p> <p><input type="checkbox"/> BolaWrap ineffective (explain in narrative)</p> <p><input type="checkbox"/> BolaWrap malfunctioned</p> <p><input type="checkbox"/> Force used prior to deployment (explain in narrative)</p> <p><input type="checkbox"/> Force used after deployment (explain in narrative)</p> <p><input type="checkbox"/> Any obstacles between point of deployment and subject (explain in narrative)</p>	<p><input type="checkbox"/> Conspicuously Ignoring</p> <p><input type="checkbox"/> Exaggerated Movement</p> <p><input type="checkbox"/> Combative / Assaultive</p> <p><input type="checkbox"/> Armed</p> <p><input type="checkbox"/> Excessive Emotional Tension</p> <p><input type="checkbox"/> Ceased All Movement Violent</p> <p><input type="checkbox"/> History</p> <p><input type="checkbox"/> Verbally indicates noncompliance</p>	<p><input type="checkbox"/> Surprised</p> <p><input type="checkbox"/> Unresponsive</p> <p><input type="checkbox"/> Increased Aggressiveness</p> <p><input type="checkbox"/> Other:</p>	<p><input type="checkbox"/> Cooperative/ Compliant</p> <p><input type="checkbox"/> Increased Aggressiveness</p> <p><input type="checkbox"/> No Effect</p> <p><input type="checkbox"/> Other:</p>
Application:	Contributing Factors:	Initial Contact:	Disposition:
<p><input type="checkbox"/> Actual Use</p> <p><input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Verbal Warning</p>	<p><input type="checkbox"/> None Ceased All Movement</p> <p><input type="checkbox"/> Alcohol</p> <p><input type="checkbox"/> Drugs</p> <p><input type="checkbox"/> Violent History</p> <p><input type="checkbox"/> Mental History</p>	<p><input type="checkbox"/> Call for Service</p> <p><input type="checkbox"/> Investigative</p> <p><input type="checkbox"/> Other:</p>	<p><input type="checkbox"/> Hospitalization</p> <p><input type="checkbox"/> EMS Treatment</p> <p><input type="checkbox"/> Arrest</p> <p>Other:</p>



**NARRATIVE:**

BWC footage available:

Officer:

Date:

Supervisor:

Date:

## **Ride Along Waiver of Liability.pdf**



## University Police Department

### DIVISION OF PUBLIC SAFETY

1110 W. Springfield Ave., MC-240  
Urbana, IL 61801-3024

## Ride-Along Waiver of Liability

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ UIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

For and in consideration of the undersigned being given the opportunity to observe the police operations and functions of the University of Illinois Police Department, and by any and all other means of observations whatsoever, the undersigned, in order to avail him/herself of ease of opportunity, recognizes and assumes any and all risk pertaining thereto, and hereby releases the University of Illinois, its officials and officers, and all other personnel of the University of Illinois from any and all liability whatsoever for any injuries, damages, and claims from the undersigned, his/her heirs, dependents, and assigns may sustain in and about any patrol car or in any other way during the course of observation and studies by the undersigned of the operations and functions of the University of Illinois Police Department.

\_\_\_\_\_  
Ride Along Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature if under 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

217.333.1216 • (f) 217.244.1979 • [police@illinois.edu](mailto:police@illinois.edu) • [police.illinois.edu](http://police.illinois.edu)

## **Vehicle Inspection Sheet .pdf**

# ILLINOIS

## University Police Department

Corona Virus Edition  
UIPD PPE Kit  
(Clear Bag, N95 Mask,  
Gown, Goggles, Gloves)

☐

Bag of Surgical Masks

☐

Hand Sanitizer

☐

### Monthly Inspection Sheet

OFFICER \_\_\_\_\_ DATE \_\_\_\_\_ Engine Hours \_\_\_\_\_ Mileage \_\_\_\_\_

VEHICLE (Year/Make/Model/Number) # \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

VEHICLE CHECKLIST/CONDITION OF VEHICLE (Check if OK, Circle if item is missing or damaged)			
<b>Vehicle Exterior:</b>		<b>Vehicle Trunk:</b>	
<input type="checkbox"/>	Headlights/Taillights	<input type="checkbox"/>	Ballistic Shield
<input type="checkbox"/>	Cleaned?	<input type="checkbox"/>	Dynamic Entry Pack
<input type="checkbox"/>	Decals	<input type="checkbox"/>	Fire Extinguisher Service Date ( )
<input type="checkbox"/>		<input type="checkbox"/>	Orange First Aid Kit
<b>Emergency Equipment:</b>		<input type="checkbox"/>	Evidence Bags
<input type="checkbox"/>	Siren/PA	<input type="checkbox"/>	Measuring Tape
<input type="checkbox"/>	Alley Lights	<input type="checkbox"/>	Traffic Vest
<input type="checkbox"/>	Over Head Lights	<input type="checkbox"/>	Bio Hazard Kit
<input type="checkbox"/>	Spot Light	<input type="checkbox"/>	Crime Scene Tape
<input type="checkbox"/>	Take Down Lights	<input type="checkbox"/>	Emergency Blanket (Silver Foil in Orange Kit)
<input type="checkbox"/>		<input type="checkbox"/>	Spare Tire
<input type="checkbox"/>		<input type="checkbox"/>	AED
<b>Passenger Compartment:</b>		<b>Additional:</b>	
<input type="checkbox"/>	MDC and Dock		
<input type="checkbox"/>	Headrest IFAK		
<input type="checkbox"/>	Digital Camera		
<input type="checkbox"/>	Prisoner Compartment Empty		
<input type="checkbox"/>	In-Car Audio/Video		
<input type="checkbox"/>	Hobble (Driver's Door Pocket)		
<input type="checkbox"/>	Cleaned?		
<input type="checkbox"/>	Personal Radiation Alarm		
<input type="checkbox"/>	Tested Carbon Monoxide Detector (Passenger Door Pocket)		
<b>DESCRIPTION OF DEFECT/MISSING:</b>			
<b>DESCRIBE ACTION TAKEN</b>		<b>Badge #</b>	<b>Date</b>
Notification to Help Desk:			
Equipment Replaced:			
<b>Supervisor: I have inspected this vehicle and officer and find them in acceptable condition or have otherwise made notifications to fix deficiencies.</b>			
Signature >>>			

\*Supervisor, note any deficiency from above.

#### Post Inspection

Vehicle must be driven at highway speed for 20 minutes

INDICATE DAMAGED AREA BELOW



## Oath of Office.pdf



## STATE OF ILLINOIS

County of Champaign

### OATH OF OFFICE and OATH OF HONOR

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Illinois; and that I will faithfully discharge the duties of a police officer at the University of Illinois to the best of my ability; and that I will honor and respect the mission and values of the University of Illinois Police Department at Urbana Champaign.*

*On my honor, I will never betray my integrity, my character, or the public trust. I will treat all individuals with dignity and respect and ensure that my actions are dedicated to ensuring the safety of my community and the preservation of human life. I will always have the courage to hold myself and others accountable for our actions. I will always maintain the highest ethical standards and uphold the values of my community, and the agency I serve*

\_\_\_\_\_  
(Signature)

Subscribed to, and sworn before me, Chief of Police Alice Cary in Urbana, County of Champaign, State of Illinois.

\_\_\_\_\_  
Executive Director of Public Safety and Chief of Police

\_\_\_\_\_  
Witness

## **UIPD Administrative Services Division Organizational Chart\_April 2021.pdf**

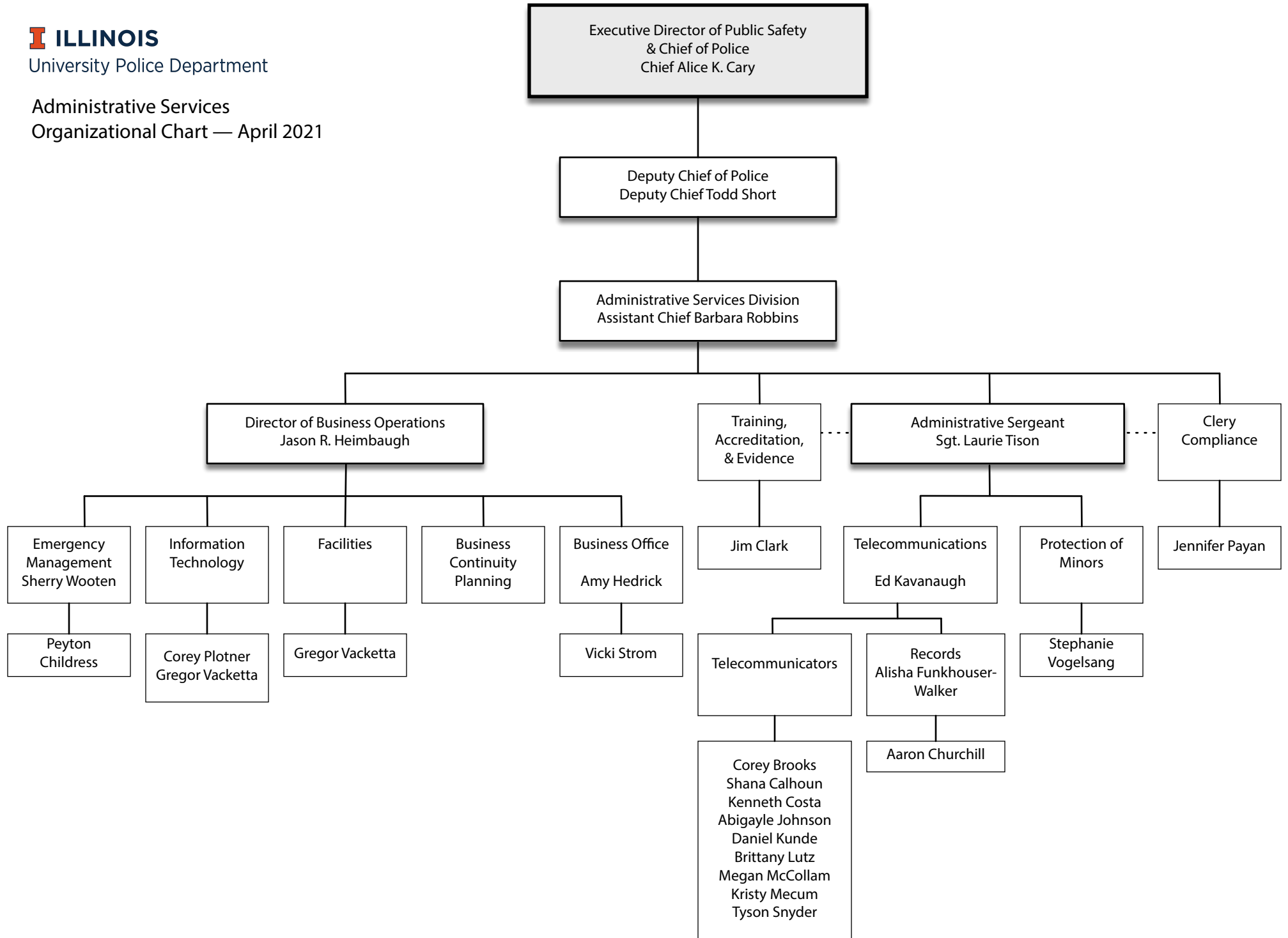




University Police Department

Administrative Services

Organizational Chart — April 2021



## **Retiree Concealed Carry Application.pdf**



## University Police Department

### DIVISION OF PUBLIC SAFETY

1110 W. Springfield Ave., MC-240  
Urbana, IL 61801-3024

### Retiree Concealed Carry Application

---

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

FOID Card #: \_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_

Retired/Resigned from UIPD on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a UIPD Retired ID Card? Yes ☐ No ☐

Weapon type you intend to qualify with: Semi-Automatic ☐ Revolver ☐ Both ☐

Did you retire or resign for mental health reasons? Yes ☐ No ☐

#### INITIAL NEXT TO EACH LINE:

\_\_\_\_\_ I affirm I meet the State of Illinois definition of "law enforcement officer" as defined in 20IL Adm. Code 1720.220.

\_\_\_\_\_ I affirm that I am not prohibited by Federal or State law from owning a firearm.

\_\_\_\_\_ I affirm that I have not been charged with or convicted of a felony or misdemeanor specified in the Police Training Act section on decertification (50 ILCS 705/6.1) or any similar offenses in any other state.

\_\_\_\_\_ I affirm I will not carry a firearm while under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

\_\_\_\_\_ I authorize a background check to be conducted, consisting of searching the FOID database to ensure my FOID Card is in valid standing.

\_\_\_\_\_ I affirm that I do not have any mental health issues that would disqualify me from possessing a concealed firearm.

\_\_\_\_\_ I agree to indemnify and hold harmless the University of Illinois, the University of Illinois Police Department, or its agents or employees from any and all liability resulting from my carrying and/or use of any weapon, including but not limited to any civil or criminal action.

**UNDER THE PENALTY OF PERJURY, I AFFIRM THE INFORMATION AND DOCUMENTATION ON OR ATTACHED TO THIS APPLICATION IS ACCURATE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mark below when you intend to qualify		
0900 Hours	1100 Hours	1400 Hours

**ATTACH COPIES OF THE FOLLOWING:**

- FOID card
- University of Illinois Police Department Retiree Identification Card

----- **TO BE COMPLETED BY UIPD STAFF ONLY** -----

Background Complete: Yes ☐ No ☐ UIPD: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved: Yes ☐ No ☐ UIPD: \_\_\_\_\_ Date: \_\_\_\_\_

ID Card Sent: Yes ☐ No ☐ UIPD: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied: Yes ☐ No ☐ UIPD: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied? Brief Description of Disqualifier or Attach: \_\_\_\_\_

## **Announcement Prior to the Use of All Chemical Agents or Irritants.pdf**



## University Police Department

### **DIVISION OF PUBLIC SAFETY**

1110 W. Springfield Ave., MC-240  
Urbana, IL 61801-3024

Attachment to Policy 303

### **Announcement Prior to the Use of All Chemical Agents or Irritants**

In all crowd control situations, the following announcement shall be made when practicable:

I am (Rank and Name), with the University of Illinois Police Department. I am declaring this to be an unlawful assembly, which has alarmed and disturbed others. You are disturbing the public peace without the authority of law. Continuing to participate in this assembly will result in your arrest and prosecution for violations of the criminal code. You are being ordered to immediately disperse. Failure to comply could result in chemical and less lethal munitions being deployed. You are directed to leave the area. (Insert routes of suggested egress for the crowd)

This order should be given over a loudspeaker twice and allow subjects time and safe avenues to leave the area. If possible, have an officer record the command from the back of the assembly, thereby proving that the command could be heard by the entire crowd. At least five (5) minutes should be given before further escalation unless emergency circumstances dictate otherwise.

## **Chemical Exposure Notice.pdf**



# **ATTENTION!**

**This structure has been contaminated with the chemical agent(s) circled below.**

- **CS (Orthochlorobenzalmalononitrile)**
- **OC (Oleoresin Capsicum)**
- **Smoke**

**We recommend that you seek professional help with a commercial cleaning company before entering.**

**At the very least**

- **Continue to ventilate**
- **Clean all surfaces**
- **Throw away exposed foods**
- **Dry clean all clothing and exposed fabrics**

**These steps may have to be repeated several times.**

**If you have questions contact \_\_\_\_\_ at  
217-333-1216.**



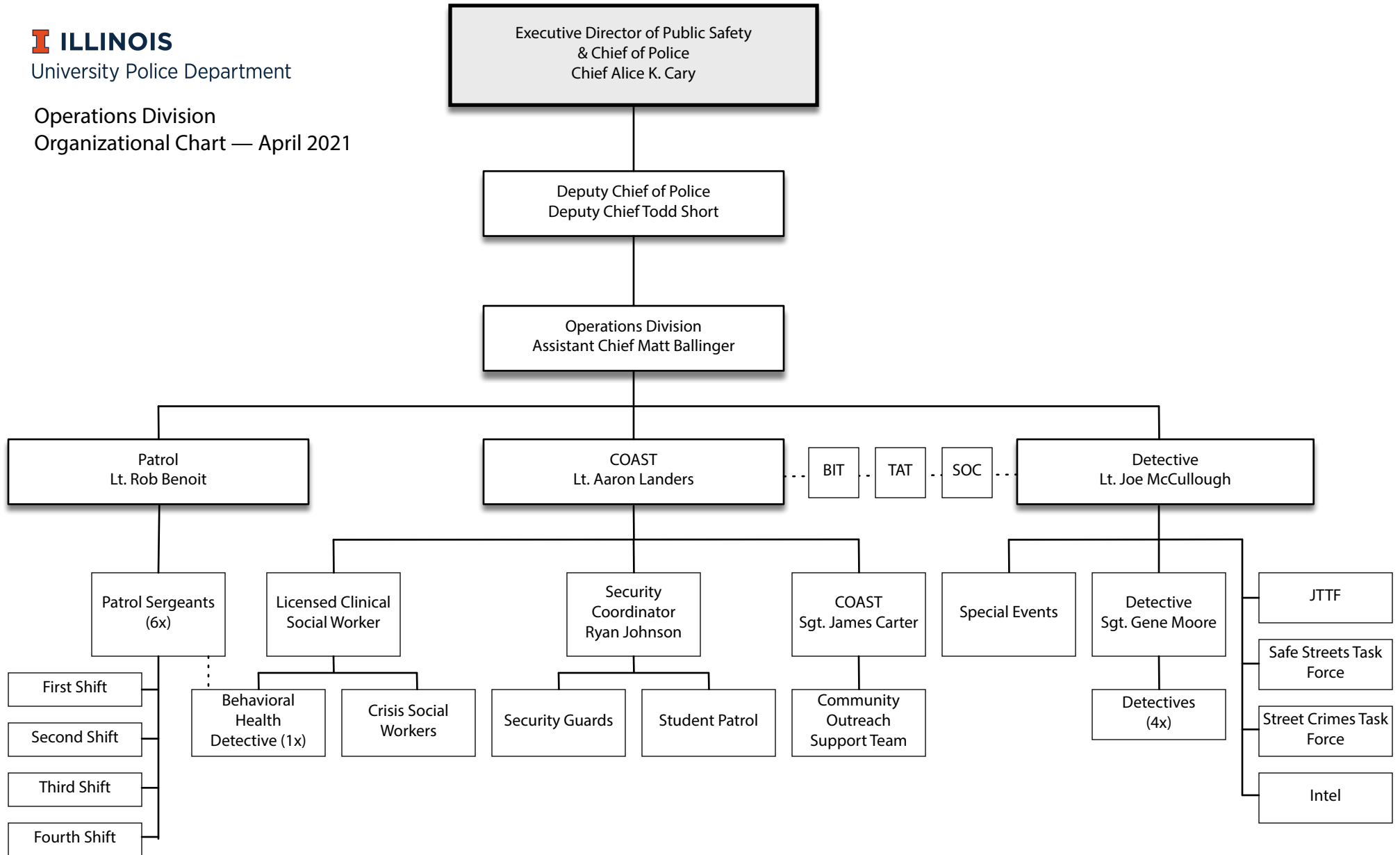
**UIPD Operations Division  
Organizational Chart\_April 2021.pdf**



University Police Department

Operations Division

Organizational Chart — April 2021



## **Use of Force Cover Sheet.pdf**

# University of Illinois Police Department

## Use of Force Cover Sheet

Report #: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Ofc. Assignment at time of Incident: Patrol/Uniformed: \_\_\_\_\_ Metro/Tactical: \_\_\_\_\_ Plain Clothes: \_\_\_\_\_ Detective/Task Force: \_\_\_\_\_

Type of Incident (Battery, DUI, etc.): \_\_\_\_\_

Notification: Investigation \_\_\_\_\_ Call for Service \_\_\_\_\_ Warrant Activation \_\_\_\_\_ Self-Initiated \_\_\_\_\_ Other: \_\_\_\_\_

Submitting Supervisor: \_\_\_\_\_ Assist Other Agency? No \_\_\_\_\_ Yes: \_\_\_\_\_

Subject Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Drug/Alcohol Involved? Yes \_\_\_\_\_ No \_\_\_\_\_

Mental Health Emergency? Yes \_\_\_\_\_ No \_\_\_\_\_

Reported Injury to Subject? Yes \_\_\_\_\_ No \_\_\_\_\_ Injury a result of Use of Force? Yes \_\_\_\_\_ No \_\_\_\_\_

Suspect's Level of Resistance (Check all that apply):

- ☐ Psychological Intimidation (Flexing, Clinching Fists, Verbal Threats, etc.)
- ☐ Verbally Non-Compliant
- ☐ Passive Resistance (Dead Weight, Not Responding to Verbal Commands, etc.)
- ☐ Behavior Indicative of Imminent Threat (Including Weapon Implied)
- ☐ Physical Resistance (Pulling/Pushing Away From Escort Position)
- ☐ Fleeing Suspect List Offense: \_\_\_\_\_
- ☐ Active Aggressive (Advancing, Grabbing, Punching, Kicking, etc.)
- ☐ Deadly Force Assault (Great Bodily Harm to, or Loss of Human Life)

Officer Response Level (Check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Officer Presence (Visual or Verbal ID)<br><input type="checkbox"/> Verbal Commands<br><input type="checkbox"/> OC Spray<br><input type="checkbox"/> Expandable Baton<br><input type="checkbox"/> Hands-on/Control Tactic<br><input type="checkbox"/> Taser Probe Deployment or Drive Stun | <input type="checkbox"/> Pointing Firearm<br><input type="checkbox"/> Less Lethal Force (Impact Munitions, etc.)<br><input type="checkbox"/> Deadly Force<br><input type="checkbox"/> Other _____ |
|--|---|

Officers who have used force:

Name	Force Used	Injury	Video Review	Other Video Review List Officer Names
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Based on the written reports and video review, do the officer(s)' actions appear in compliance with policies?

	Signature	Date	In Compliance
Sergeant:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lieutenant:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assistant Chief:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Deputy Chief:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chief of Police:	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

## INDEX / TOPICS