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# CHAMPAIGN POLICE DEPARTMENT

## DEPARTMENT RULES

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EFFECTIVE DATE: 10/01/09

REVISED DATE: 10/04/22

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REFERENCE ILEAP: PER.08.01

REFERENCE CALEA: 26.1.1

### DEFINITIONS:

Authorized: Permitted by law, rule, directive, or superior.

Chief: The Chief of Police of the City of Champaign, Illinois, or his authorized designee.

Department: The Police Department of the City of Champaign.

Directive: Verbal or written instruction of a general nature by a superior meant to guide an employee in an activity or course of activities. Directives include but are not limited to policies, procedures, informational bulletins, or training bulletins issued or authorized by the Chief of Police.

Employee: Any person employed by the City of Champaign in a position in the Police Department. The term "Employee" includes both commissioned officers and non-commissioned employees.

Law: The Constitution of the United States or the State of Illinois, statutes of the United States or the State of Illinois, and the ordinances of the City of Champaign.

Order: Any verbal or written command from a superior to perform or not perform an activity or course of activities.

Police Duties: Those work functions assigned by a superior or prescribed by law.

Superior: A commissioned officer of higher rank; or an officer who is authorized to supervise an employee's work activities; or an employee who directs or supervises the work activities of a non-commissioned employee.

### RULES:

#### **RULE 1: GENERAL CONDUCT AND FITNESS**

##### **A. Conduct Generally.**

1. Employees shall conduct themselves in a manner both on and off duty which promotes the efficient operation of the Department, the employees' fitness to perform all assigned police duties, and the good reputations of the employees and the Department.
2. Employees shall perform police duties and make discretionary decisions in a manner consistent with the law.
3. Employees shall perform their assigned duties in a productive, effective, and efficient manner.

##### **B. Familiarity with Department Operational Standards.**

1. Employees shall be familiar with and obey written orders and directives issued or authorized by the Chief of Police.

##### **C. Neglect of Duty.**

1. No employee shall neglect his or her duty. "Neglect of duty" is conduct by any employee which hinders or impairs the proper performance of the functions of this Department or has the potential to do so. Attempted or actual violation of rules or directives or orders shall be considered prima facie evidence of neglect of duty. Such conduct is cause for disciplinary action. Discipline will be considered according to the degree of the offense, the results brought about by the neglect, and the effect it has upon the discipline, good order, and best interests of this Department.

##### **D. Devoting Full Time Attention and Training to Duty.**

1. Employees shall devote their full time, attention, abilities, and training to the business of the Department when on duty.
2. Employees shall report to an immediate superior before going off duty or upon termination of a duty assignment.
3. Employees shall promptly return to service after answering a call for police service.
4. Employees shall not:
  - a. Engage in personal activity or business while on duty.
  - b. Take unauthorized meals or refreshment breaks, or take meals or refreshment breaks for a period greater than authorized.
  - c. Be absent from or late in reporting to duty without authorization.
  - d. Report for duty in an unfit condition or not properly equipped for assigned duty.
  - e. Make improper use of sick leave or any unauthorized leave from duty.
5. Employees in off-duty status shall respond to duty status as assigned by a superior at all times when their services are required, except as previously authorized.

##### **E. Reporting Another Employee's Violation.**

1. Employees shall promptly report another employee's violation of law, order, or directive. To this end, all such violations shall be reported in

writing to the reporting employee's most immediate superior in the Department. The superior receiving the report shall in turn promptly report the violation through the chain of command or supervisory control until the report has reached the Chief. Any violation on the part of the Chief of Police shall be reported by the employee to the City Manager.

## **RULE 2: COMMUNICATION, INFORMATION, AND RECORDS**

### **A. Truthfulness in Communication.**

1. Employees shall, in departmental work product or departmental communication, transmit truthful, complete, and accurate information.

### **B. Communication with Respect to Unusual Incidents.**

1. Officers shall notify appropriate City personnel of incidents which have the potential to negatively affect the health, safety, or welfare of persons or property.

### **C. Handling and Dissemination of Department Information.**

1. Employees shall make a prompt official written report of offenses investigated, observed, or known.
2. Employees shall consider the official business information of the Department as confidential. Information regarding departmental affairs shall be disseminated only in accordance with departmental directive.
3. Employees may remove or copy departmental records or reports only in accordance with departmental directive.
4. Employees shall not divulge the personal identity of persons for whom confidentiality has been promised in accordance with law except as authorized by law or other proper authority.
5. Employees receiving or possessing information relative to a criminal offense or case shall not use or fail to use such facts or information for personal gain or aggrandizement, but shall report the facts or information in accordance with departmental directive.

### **D. Public Criticism of the Department.**

1. Employees shall not publically criticize the Department, its administrative officials, its standards, or its employees by talking, writing, or expression in any manner when such talking, writing, or expression is:
  - a. Defamatory;
  - b. Obscene;
  - c. Unlawful; or

- d. Tends to impair the operation of the Department or the City by impairing its efficiency, interfering with the ability of superiors to maintain discipline, or having been made with the reckless disregard for truth or falsity. In lieu of such prohibited public criticism, employees shall make utilization of the grievance procedures of the City by submitting complaints through the appropriate chain of command.

### **E. Communication with Respect to Participation in Civil Matters.**

1. Employees shall give prior notification to the Chief before giving a deposition, affidavit, or appearing as a witness in a civil matter stemming from official duties as a Department employee.

### **F. Communication with Respect to Pending Promotions, Assignments, or Discipline.**

1. No employee shall personally communicate or solicit another person to communicate with a City official who has authority to promote, assign, or discipline or review such promotion, assignment, or disciplinary matter with respect to the merits of a pending promotion, assignment, or disciplinary matter unless such communication is made in the course of an employee's official capacity, in course of an official proceeding, or at the request of the City official.

## **RULE 3: BEHAVIOR TOWARDS OTHERS**

### **A. Obedience to Orders; Conflicting Orders.**

1. Employees shall promptly and fully obey and execute the lawful, work-related orders of a superior which shall include such orders relayed from a superior by an employee of the same or lesser rank or position.
2. Employees shall not be insubordinate. "Insubordination" includes, but is not limited to, any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, insolent, or abusive language or action toward a superior, whether in or out of the presence of the superior.
3. Should any verbal or written order or directive conflict with any previous order or directive from other superiors, the employee concerned shall bring the conflict to the attention of the superior giving the latest order or directive. If such superior does not change the order or directive, it remains in effect.

### **B. Courtesy.**

1. Employees shall be courteous in their conduct and communication to citizens and other City employees. Employees shall be tactful in the performance of their duties, control their tempers, and exercise reasonable patience and discretion. In the performance of their duties, employees shall not use harsh, rude, overbearing, abusive, violent, profane, or indecent language or conduct; and

shall not express any prejudice or insulting language concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics.

C. Providing Name and Badge Number.

1. Employees shall provide their name or badge number in a prompt and respectful manner when requested by any person when the employee is on duty or while acting in an authorized police capacity, except when the withholding of such information is necessary to the performance of police duties.

D. Supervisory Notification

1. Employees shall notify a supervisor when any person requests the assistance or presence of a supervisor. When feasible, the notification shall be made promptly; this applies when the employee is on duty or while acting in an authorized police capacity.
  - a. Supervisors shall evaluate and respond to the notification in person when feasible, or they shall provide reasonable and sufficient direction to the employee if they are unable to respond to the scene.
  - b. If a supervisor is not immediately available to respond, the employee shall provide the person with the supervisor's name and contact information in a prompt and respectful manner.

E. Citizen Complaints.

1. Employees shall courteously and promptly record in writing any complaint made by a citizen against the Department or any Department employee and forward the written complaint to the Chief of Police through the duty superior. Department employees may attempt to resolve a complaint but shall never attempt to dissuade any citizen from making a complaint. A Citizen Complaint Fact Sheet shall be given or mailed to each citizen at the time the complaint is received.

F. Solicitations or Acceptance of Gifts.

1. Employees shall not solicit or accept any gift or gratuity from any person if the employee knows or has reason to believe that the person is seeking to influence any employee's performance or non-performance of an official duty or has a matter pending before the municipality or courts.

G. Acceptance of Rewards.

1. Employees shall not accept or receive any fee or reward from any source for any service rendered in the line of duty without the prior written approval of the Chief.

H. Relationships with the Adjudicative Officials.

1. Employees shall cooperate and assist judicial officers, administrative officials, and prosecutors in

the preparation and presentation of cases in which the employee is involved as a witness or source of information.

2. Employees shall not interfere with or interrupt the proper administration of prosecutorial or judicial functions. Conduct which compromises or reduces effective case preparation or court or administrative presentation shall be a prima facie violation of this rule.

**RULE 4: CITY PROPERTY AND EQUIPMENT; APPEARANCE**

A. Use of Property Generally.

1. Employees shall utilize City property and equipment only for authorized purposes in performing police duties. Employees shall not permit theft of, lose or negligently or willfully damage City property or the property of another. All City property issued to or used by employees shall be maintained by employees in good condition and working order.

B. Reporting of Damaged or Lost City Property.

1. Employees shall immediately report in writing all damage to police vehicles and City property or loss or theft thereof. Employees shall file such reports as soon as possible which shall contain all known facts surrounding the cause and nature of the damage, loss, or theft. Such reports shall be filed with the employee's immediate superior. In the event that City property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible for the negligent damage, loss, or theft thereof.

C. Return of City Property.

1. Employees shall return any City property issued to or in the possession of the employee when the employee has terminated employment with the City or when ordered to do so by a superior.

D. Operating Vehicles.

1. Employees shall operate vehicles utilized in the performance of duties or City vehicles in a careful, prudent manner and shall obey all laws and departmental directives pertaining to such operation.

E. Authorized Persons in Police Vehicles.

1. Employees shall allow only authorized persons to enter or remain in police vehicles. "Authorized persons" are those persons who are Department employees, prisoners, crime or accident victims, persons associated with incidents investigated by police, citizens receiving authorized police services, and persons in previously authorized ride-along status.

F. Duty Use of Personal Vehicles or Equipment.

1. Employees shall not use personal vehicles in the performance of their police duties except during an emergency circumstance or when prior written approval is given by the Chief.
2. Employees shall register with the Chief the description or serial numbers of all personal police equipment owned or carried.

**G. Badge and Credentials.**

1. On-duty officers shall carry their badges and City-issued identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation.
2. Employees shall not reproduce badges or City identification cards without the prior written approval of the Chief.
3. An officer shall not use his or her badge, uniform, or identification card to solicit or receive special privilege, material rewards, material gain, or to avoid consequences of unlawful acts for the officers or others. However, an officer may use his badge or other official credential to obtain admission to any public gathering when such use is in furtherance of official duty.

**H. Carrying Firearms.**

1. Officers shall carry and use firearms in accordance with law and departmental directive.

**I. Keys.**

1. Employees shall not possess or use unauthorized keys which are capable of admitting the employee to City facilities or parts thereof. "Unauthorized keys" are those keys which have not been issued to an employee by their superior.

**J. Appearance - Uniform.**

1. Unless otherwise authorized by an immediate superior, employees shall report to work and maintain a neat and clean appearance while on duty. Officers shall wear such proper uniform with required equipment in accordance with departmental directive.

**RULE 5: OPERATIONS**

**A. General.**

1. Each employee shall respond promptly to a request for police services.
2. Each employee shall provide aid or furnish information consistent with police duty in accordance with and departmental directive.
3. Each officer shall take appropriate action on the occasion of a criminal offense, disorder, or other act or condition requiring police attention while on or off duty.

**B. Arrest, Search, and Seizure.**

1. Officers shall not make any arrest, search, or seizure which they know or should know is not in accordance with law and departmental directives.

**C. Persons in Custody.**

1. Officers shall not mistreat persons who are in their custody by violating a provision of law or departmental directive.
2. Prisoners who are ill or injured shall receive first aid or medical treatment as appropriate without unreasonable delay.
3. Officers shall book, jail, or release prisoners from custody in accordance with law and departmental directive.
4. Officers shall not allow a prisoner to escape from custody because of negligence or inattention to or disregard of duty.

**D. Physical and Deadly Force.**

1. The use of physical force to accomplish a police task is restricted by law and departmental directive to that force which is reasonable and necessary under the circumstances.

**E. Evidence.**

1. Employees shall promptly deliver to the official departmental custodian any property found by, confiscated by, or relinquished to employees of this Department.
2. Employees shall place or cause evidence to be placed in its officially designated place for preservation and storage.

**RULE 6: PHYSICAL AND MENTAL FITNESS FOR DUTY**

**A. General.**

1. While on duty, employees shall maintain themselves in a mentally alert and physically fit condition.

**B. Alcohol and Controlled Substances.**

1. Employees shall not possess or use alcohol on duty other than in an authorized duty capacity. Unless absolutely required to conduct a police investigation as previously approved by the employee's immediate supervisor, no employee shall be, to any degree, under the influence of alcoholic beverages while on duty or when reporting to duty.
2. No employee shall report for schedule duty when prior consumption or odor of alcohol or other behavior-modifying substance is apparent to a person of average sensibilities.
3. Employees shall not possess or use substances required by law to be prescribed by a physician, except with the approval and guidance of a licensed physician and with the prior knowledge of

the employee's immediate superior. At no time may an employee use or be under the influence of such a substance where such use or influence impairs or compromises the efficiency, effectiveness, or integrity of the employee, the Department, or the City.

C. Sleeping.

1. Employees shall not sleep on duty.

D. Reporting Lack of Fitness.

1. Employees shall notify or cause his or her immediate superior to be notified prior to the beginning of the employee's schedule duty shift when they cannot report for work due to physical or mental ailment or impairment.
2. Employees shall notify a superior of any physical or mental condition of his or her own or another's that could prevent or impair the employees from proper performance of assigned duties.

**RULE 7: UTILIZATION OF POSITION OR STATUS; OFF-DUTY EMPLOYMENT**

A. Use of Departmental Position in General.

1. Each employee shall utilize his or her position or status only for the performance of police duties.
2. Employees shall not use the prestige or influence of their position with the Department, or the use of the time, facilities, equipment or supplies of the Department for the purpose of soliciting or receiving private privilege or advantage, material gain, or to avoid the consequences of unlawful acts.

B. Conflicts of Interest.

1. Employees shall not engage in personal activities which might conflict, compromise, or interfere with his or her performance of police duties.

C. Off-Duty Employment or Business.

1. Employees shall not engage in business activities or employment which might conflict, compromise, or interfere with the performance of police duties or which have not received the prior written approval of the Chief. The Chief shall base his full or conditioned approval on the following factors:
  - a. Potential for conflict of interest;
  - b. Department or division manpower requirements; or
  - c. Potential for impairment of the employee's mental or physical fitness to perform.
2. The Chief shall approve or deny the request to engage in off-duty employment within ten (10) calendar days of receipt of the employee's completed written request for approval.

3. No member of the Department shall use any official Champaign Police Department equipment, clothing item, insignia or badge, including obsolete insignias or badges, in the course of off-duty employment without the prior written consent of the Chief. No such use shall be approved unless off-duty employment is with and supervised by another governmental agency, or unless, in the discretion of the Chief, the use of official Champaign Police Department equipment in the course of off-duty employment is reasonable and appropriate, and will promote public health, safety, and/or welfare.

D. Commercial Use of Enforcement Authority.

1. Officers shall not utilize the enforcement authority granted and approved by the City where an officer is compensated, directly or indirectly, for having or exercising the enforcement authority for commercial, as opposed to official, purposes except with the prior written approval of the Chief.

E. Commercial Use of Departmental Status.

1. Employees shall not use their names, photographs, or official titles (which identify them as employees of this Department) in connection with endorsements, testimonials, or advertisements of any commodity or commercial enterprise without prior written approval of the Chief.
2. The Chief may provide written approval for the use of the name, image, and likeness of an officer killed in the line of duty and their uniform, badge, and credentials if the following conditions are satisfied:
  - a. The family of the officer provides written consent; and
  - b. The name, image, and likeness are used for purposes of honoring the officer with an award, a ceremony, or a special recognition.

F. Political Utilization of Official Position.

1. Employees shall not utilize their position or on-duty time with the Department for political purposes. This does not prohibit an employee from:
  - a. Exercising the right of suffrage;
  - b. Expressing one's opinions privately;
  - c. Being a delegate to or a member of a political caucus; or
  - d. Taking part in a political canvas while off duty.

**RULE 8: ADMINISTRATIVE REQUIREMENTS**

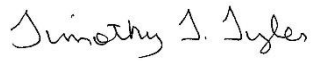
A. Telephone.

1. Employees shall maintain a working telephone at which they can be reached.

B. Change in Address or Phone Number.

1. Employees shall immediately notify the Chief, in writing, prior to any change of address of residence or telephone number.

ISSUING AUTHORITY

A handwritten signature in cursive script that reads "Timothy T. Tyler".

Timothy T. Tyler  
Chief of Police  
Champaign Police Department